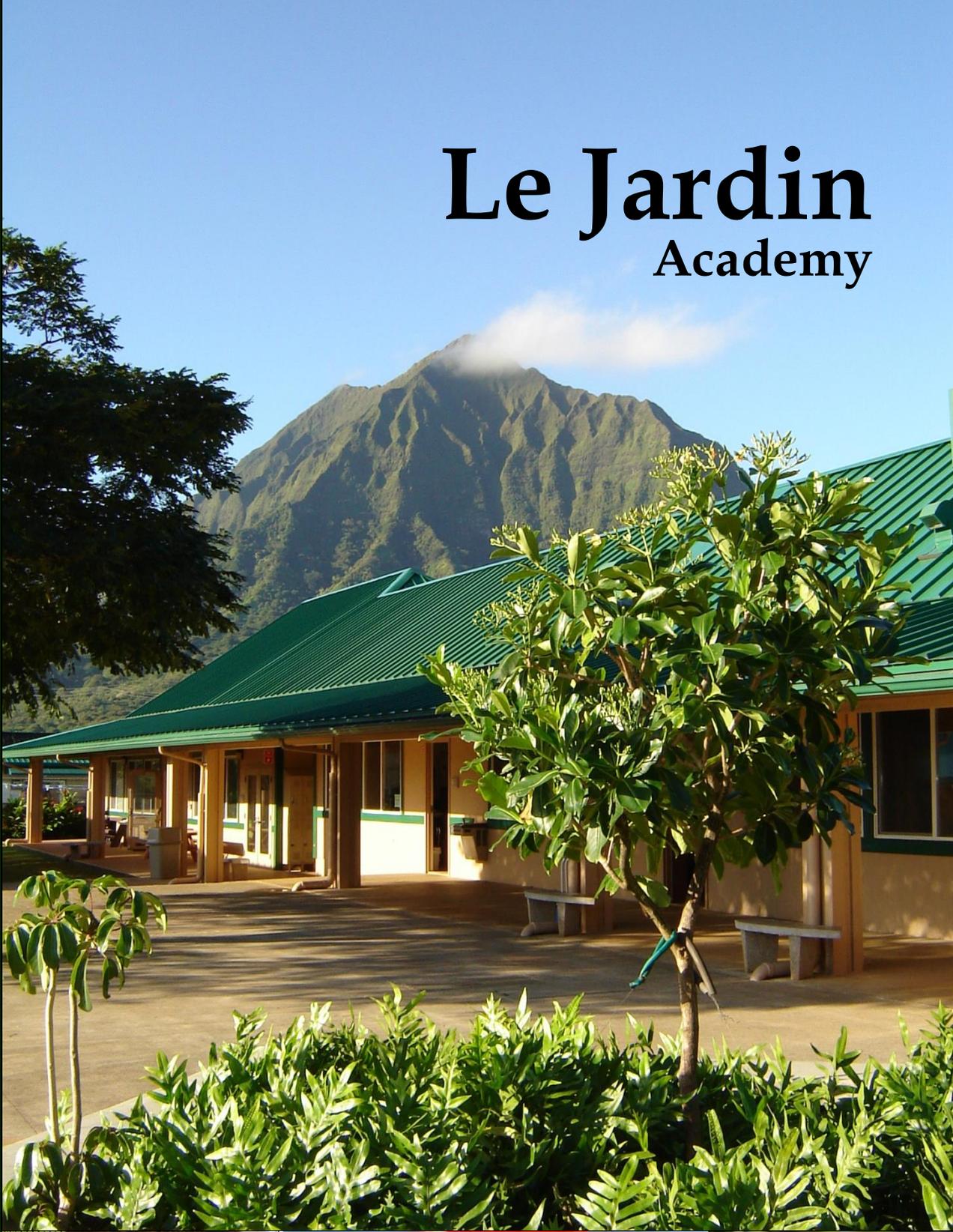


Parent and Student Handbook 2016-2017

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Le Jardin Academy



PARENT AND STUDENT HANDBOOK
2016-17 School Year

Le Jardin is a nurturing, vigorous learning community. Our College Preparatory program strives to create curious, active learners who excel scholastically, and have the opportunity to develop their skills and talents.

Students are supported in learning to lead balanced, healthy lives, to appreciate the arts, and to value the diverse perspectives of other people and cultures.

Our goal is to develop knowledgeable, responsible, and caring young people of character who help to create a more peaceful and sustainable world through understanding, stewardship, and respect.

The Parent and Student Handbook is designed to address policies and procedures which concern parents and students. Parents should review and discuss this material with students of appropriate age and maturity.

This handbook is intended as a general guide to Le Jardin Academy. It does not purport to cover all policies, procedures, traditions or activities. School policies and procedures may be modified by the Head of School and Board of Trustees to meet the ongoing needs of Le Jardin Academy.

Since the needs of the school change from time to time, the policies and programs described herein are offered as a guide to current practices and are not intended to create a contract between you and the school. Le Jardin reserves the right to change or delete any policy, practice or benefit, at any time with or without advance notice. Significant changes will be communicated to the school community in writing.

Guidelines and policies in the handbook supersede all those in previous handbooks.

Contents

| | |
|--|----|
| ABOUT LE JARDIN ACADEMY | 5 |
| INTERNATIONAL BACCALAUREATE SCHOOL-WIDE PROGRAM..... | 5 |
| THE LEARNER PROFILE | 5 |
| SCHOOL-WIDE AGREEMENTS | 5 |
| BOARD OF TRUSTEES..... | 6 |
| ADMINISTRATION..... | 6 |
| PROGRAMS | 6 |
| ADMISSION | 6 |
| AFTER-SCHOOL CARE / EXTENDED DAY | 7 |
| BICYCLE/SKATEBOARD RIDERS | 7 |
| BUS TRANSPORTATION | 7 |
| CODE OF CONDUCT FOR PARENTS ON CAMPUS / SCHOOL SPONSORED ACTIVITIES | 7 |
| CHILD PROTECTIVE SERVICES | 8 |
| HARASSMENT POLICY..... | 8 |
| TRIBES | 8 |
| DANGEROUS SUBSTANCES | 8 |
| DISCIPLINE PROCEDURES | 9 |
| FINANCIAL AID AND SCHOLARSHIPS..... | 9 |
| FUNDRAISING..... | 9 |
| GIFTS TO EMPLOYEES | 9 |
| HEALTH AND ILLNESSES | 9 |
| NOTICE OF CONFIDENTIALITY PRACTICES | 10 |
| HOURS | 11 |
| LIBRARIES | 12 |
| LIFEGUARD POLICY..... | 12 |
| MAY DAY | 12 |
| PARENT / FACULTY ASSOCIATION..... | 12 |
| PROFESSIONAL DEVELOPMENT DAYS | 13 |
| RELIGIOUS POLICY..... | 13 |
| SCHOOL STORE / LJA SPIRIT STORE | 13 |
| STUDENT RECORDS..... | 13 |
| STUDENT WORK PUBLIC RELEASE POLICY | 14 |

| | |
|--|----|
| STUDENT INFORMATION FORM | 14 |
| SUMMER FUN | 14 |
| TECHNOLOGY | 14 |
| TRANSPORTATION POLICY | 16 |
| TUTORING | 17 |
| ENROLLMENT AND TUITION PAYMENTS | 17 |
| VEHICLE IDENTIFICATION ON CAMPUS | 18 |
| VISITORS | 18 |
| JUNIOR SCHOOL | 20 |
| LOWER SCHOOL..... | 31 |
| MIDDLE SCHOOL | 43 |
| HIGH SCHOOL..... | 53 |
| SUMMER SCHOOL..... | 73 |
| EMERGENCY PROCEDURES..... | 78 |

ABOUT LE JARDIN ACADEMY

INTERNATIONAL BACCALAUREATE SCHOOL-WIDE PROGRAM

Le Jardin Academy is an International Baccalaureate World School. The school was authorized to offer the Primary Years Programme (PYP) and the Middle Years Programme (MYP) in 2010 and the Diploma Programme in 2011.

All three programs focus on academic excellence through an articulated, internationally recognized curricular continuum. Students are supported in:

- exploring the content through inquiry
- developing personal learning skills
- understanding the connections between subjects
- becoming aware of the real world applications of what they are learning

IB students are perpetually curious, fully engaged citizens, who both embrace their own culture and are open and responsive to the perspectives of other people and cultures.

Through recognizing their common humanity and shared responsibilities as stewards of the Earth, students gain, not only a broad base of knowledge, but also a commitment to active involvement in the world around them.

THE LEARNER PROFILE

Our expected school learning results aim at fostering the skills and attitudes necessary for success in the 21st century.

IB learners strive to be:

Inquirers — They develop their natural curiosity and acquire the skills necessary to conduct and show independence in learning.

Knowledgeable — They explore concepts, ideas, and issues that have local and global significance. They acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Communicators — They understand and express ideas and information confidently and creatively in a variety of modes of communication.

Thinkers — They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasonable, ethical decisions.

Principled — They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of others. They take responsibility for their own actions.

Open-minded — They are open to the perspectives, values, and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring — They show empathy, compassion, and respect towards the needs and feelings of others. They have a personal commitment to service.

Risk-takers — They have the independence of spirit to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.

Balanced — They understand the importance of intellectual, physical, and emotional balance to achieve personal well-being for themselves.

Reflective — They give thoughtful consideration to their own learning. They assess their strengths and limitations in order to support their personal development.

SCHOOL-WIDE AGREEMENTS

The entire school community is expected to uphold the following four behavior expectations at all times:

1. Mutual Respect
2. Attentive Listening
3. Appreciation/No put downs
4. Right to participate/Right to pass

BOARD OF TRUSTEES

Le Jardin's charter as a nonprofit corporation, organized exclusively for educational purposes, provides that the business and property of the school shall be managed and controlled by the Board of Trustees, all of whom serve without compensation. The board consists of approximately sixteen trustees who are past or current parents, or members of the community who may have no other affiliation with the school. The trustees are elected by the members of the school corporation. New trustees are appointed by the Board to fill vacancies as they occur.

The role of the Board of Trustees is to determine the mission of the school and see that it is carried out, to set policy affecting fundamental matters, to plan the near and long-term needs of the school, and to hire the Head of the school. The Head is responsible for the day-to-day operations of the school. The Board of Trustees meet monthly, with the major part of its work conducted through committees, composed of both trustees and non-trustees. The board has several standing committees: Executive, Trustees, Building and Grounds, Legal Affairs, Development, and Finance.

ADMINISTRATION

The administration, known as the Management Team, manages the daily operation of the school. The twelve member team is comprised of the Head of School, the Middle School Principal, the High School Principal, the Lower School Principal, the Junior School Principal, the Director of Facilities, the Director of Educational Technology, the Director of Advancement, the Director of Learning, the Chief Financial Officer, the Director of Admissions and the Director of Athletics.

As a parent, it is important for you to know the proper channels of communication. The basic rule is to begin with the person closest to the issue. For issues dealing with your child, the teacher responsible would be the first step, followed by the Junior School Principal for Pre-Kindergarten and Junior Kindergarten, or the Lower School Principal for Lower School students, or the Middle School Principal for Middle School students, or the High School Principal for High School issues. For issues dealing with development of the school - new site, capital campaign, annual giving or fundraisers, please call the Development office. The Director of Admissions is responsible for student enrollment and financial aid. Financial matters are handled first by the accounting staff, and then the Chief Financial Officer. The Director of Advancement handles issues related to promoting the school within the community. These would include publications about the school in all forms of the media. Finally, if the problem has still not been addressed to your satisfaction, please contact the Head of School. A listing of administration and staff is found in the School Directory.

PROGRAMS

The School offers a high quality co-educational program for students from the ages of 3-5 years in its Pre-Kindergarten and Junior Kindergarten classes at the Junior School, through the Lower School (grades K-5), Middle School (grades 6-8), and High School (grades 9-12). For more details about each of these divisions and the strong programs that are offered, please consult the sections of this handbook dedicated to each division.

ADMISSION

Le Jardin admits students of any race, color, religion, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, sex, religion, national origin or disability in administration of its educational policies, admission policies, scholarship and other school administered programs, as provided by federal and state law. Le Jardin operates within our State and Federal law to follow the Americans with Disabilities Act (ADA), and accepts students with disabilities within reasonable boundaries by considering how we can best meet each child's needs.

Le Jardin is jointly accredited by the Western Association of Schools and Colleges (WASC) and the Hawaii Association of Independent Schools (HAIS). The school is also authorized by the International Baccalaureate Organization to offer the Primary Years Program, Middle Years Program, and Diploma Program. Enrollment for grades PK through Grade 12 is 845 (we'll see for 2016/2017).

New students are accepted at all grade levels based upon vacancies. In Pre-Kindergarten and Junior Kindergarten, students attend an observation group and are accepted based upon developmental readiness. All students entering the Junior school must be toilet trained prior to attendance. In Kindergarten through Grade 5 students are evaluated on information gathered from an interactive session, admission test, teacher recommendations, and academic reports of the current and past year. In Grades 6-12, students are evaluated on the information outlined above as well as results of the Secondary School Admission Test (SSAT) and interview. Leadership skills and special talents are also taken into consideration.

An admission committee that is composed of faculty and administration reviews all applicants. Letters of acceptance are mailed in the Spring according to HAIS guidelines. Acceptance is provisional for new students and we will evaluate performance after the first semester is completed.

All students are expected to maintain an acceptable level of work, and to demonstrate responsible citizenship, attentiveness, and consideration of others.

AFTER-SCHOOL CARE / EXTENDED DAY

Students have the opportunity to stay in the same nurturing environment after their regular school day by participating in the Extended Day program. The Extended Day program provides age appropriate care including homework monitoring, crafts, sports activities, and field trips. The program is available for Pre-Kindergarten at 11:20 a.m., Junior Kindergarten at 2:30 p.m., and grades K-8 immediately following respective dismissal time. The program ends at 6:00 p.m. for all grade levels. Extended Day is also available during Professional Development Days, fall, winter and spring breaks, with flexible options offered for registration. Contact the Extended Day program at extended.day@lejardinacademy.org.

BICYCLE/SKATEBOARD RIDERS

No students may ride bicycles or skateboard to the Lower, Middle, or High School Campus due to the absence of a safe crossing.

BUS TRANSPORTATION

The school is served by TheBus (city bus) which comes onto the LJA campus during the school year. This year's schedule:

Route 70 - Leave Maunawili at 6:55 a.m.
Arrive LJA at 7:03 a.m.

Route 56 - Pick up at LJA at 3:33 p.m. to
Kailua/Kaneohe

Route 70 - Pick up at LJA at 3:34 p.m. to
Maunawili/Kailua/Lanikai

CODE OF CONDUCT FOR PARENTS ON CAMPUS / SCHOOL SPONSORED ACTIVITIES

Le Jardin Academy is a private school and expects high standards of behavior from its employees and students. We believe that high expectations and high standards are important in academics and in personal ethics, integrity, and behavior.

Le Jardin Academy is grounded on the concept of mutual respect, and the school's philosophy states that education at Le Jardin is done in partnership with our student families. This means that when a parent is on our campus or at school sponsored activities, he/she is an educator of all of our students. As educators, parents need to model the kind of behaviors that we wish to instill in our students. When parents select Le Jardin Academy for their child, they select a school that requires mutual respect and civility at all times for its community. It is therefore a requirement that parents

model respectful behavior at all times on campus and at school sponsored events during interactions between themselves and the students, faculty, other parents, or the school's employees. Parents are required to follow all of the school's policies.

Parents who are unwilling or unable to follow these guidelines will first be given a verbal warning by the Head of School; a second occurrence will result in a written warning. Further incidents will result in the parent being banned from the campus, or even being asked to withdraw his/her student from the school. The school reserves the right to immediately ask the parents to withdraw their students from school if the circumstances warrant such a decision in the sole discretion of the Head of School.

CHILD PROTECTIVE SERVICES

Le Jardin Academy is required by law to cooperate with the Child Protective Service (CPS). A CPS social worker may request to meet with a child at school. The parent does not have to be notified in advance of such a meeting. The school is also obligated by law to report to CPS any suspicion of abuse.

HARASSMENT POLICY

Harassment is considered to be any verbal or non-verbal action which creates for the target a hostile, intimidating or offensive learning (or work) environment.

Le Jardin Academy does not tolerate any type of harassment. If a student feels intimidated by another student, that student is encouraged to report it to an adult.

TRIBES

Tribes is "a process that creates a community culture that maximizes learning and human development." The outcomes of Tribes strategies are measured both in terms of increased academic learning and an increase in healthy, mutually respectful peer interactions. Utilizing the latest research in brain functioning and the best practices in education, the Tribes process engages students in their own academic learning. Students are also supported in putting principles of sound character into action through discussion and intentional, small-group practice of constructive interpersonal skills. All school faculty receive a three-day training which certifies them in the Tribes process.

Tribes Agreements:

- Mutual Respect
- Attentive Listening
- Appreciation/No put downs
- Right to participate/Right to pass

Tribes activities and agreements are used in all classrooms.

DANGEROUS SUBSTANCES

In order to protect the health, morale, and quality education of our students, Le Jardin has no tolerance for the use or possession of dangerous substances. It is a violation of established school policy to have any drug-related paraphernalia or prohibited substance on campus or at a school activity or function.

Prohibited substances include, but are not limited to, alcoholic beverages, tobacco, marijuana, prescription drugs which are not authorized in advance by a medical prescription and reported to the office, or any other illegal or controlled drug. Use, possession, or transfer of such a substance, on or off campus is a violation of this policy and will result in immediate suspension and probable expulsion.

It should also be clear that the possession of firearms, knives, flammable substances (including cigarette lighters and electronic cigarettes), explosives, fireworks, mace and the like is also in violation of established school policy. Use, possession, or transfer of these items will result in immediate suspension and probable expulsion.

DISCIPLINE PROCEDURES

1. The Divisional Principals or Vice Principals will handle disciplining students, including recommending expulsion.
2. The Head of School is the last person with whom a student or parent can appeal a discipline decision. The Head of School's decision in this area is final. After the Head of School has ruled there are no other opportunities to question a discipline decision.
3. The Head of School is the only person that a student and/or a student's family may appeal a punishment of up to and including 3 days suspension.

FINANCIAL AID AND SCHOLARSHIPS

Financial aid grants are funded by gifts from individuals, corporations, foundations, and a portion of the annual budget. For more information on financial aid at Le Jardin Academy, please go to the financial aid webpage located under the Admissions tab on the school's website.

FUNDRAISING

- Annual Giving is a gift program that provides unrestricted funds annually. With a goal of 100% participation from trustees, faculty & staff and parents; participation is also encouraged from grandparents, alumni, former parents, and friends of the school.
- Capital Campaign Funds are always welcome as the school continues to construct for the school's growth.
- Gifts-in-kind are non-monetary gifts to the school that are often in the form of equipment, supplies or material donation.
- Planned Giving is another avenue for gift-giving to Le Jardin. These gifts support the school's endowment for its long-term financial needs.

Additional information can be found on the school website.

GIFTS TO EMPLOYEES

While Le Jardin Academy wishes to nurture the spirit of goodwill within its 'ohana, and recognizes the importance of saying thank you, it is important that these expressions of appreciation fall within reasonable bounds. Students and parents are encouraged to express their gratitude in simple, heartfelt ways.

HEALTH AND ILLNESSES

Student Health Requirements

Student Health Record (SHR)/Form 14: The SHR/Form 14 contains the physical exam, TB clearance and up-to-date immunizations required by the Department of Health. Documentation must be completed by a U.S. licensed professional and is due to the Health Desk at the front office by July 1 or before entrance into school. The SHR/Form 14 is completed at point of entry only.

The physical exam and tuberculosis clearance must be dated no later than one year from the start date of school. A student who has not completed the physical exam or all the required immunizations may be allowed a provisional attendance ONLY upon submitting a medical appointment card or letter from a practitioner with the date of the next appointment to show the student is in the process of obtaining the required immunizations or physical.

Tuberculosis (TB) Clearance

A certificate of TB examination **must** be presented prior to first attendance at a Hawaii school. A student may not attend school without a valid TB certificate and may not be deferred or postponed.

ILH Athletic Participation Form (Grades 7-12 only)

The ILH Form needs to be completed yearly to participate in ILH athletics. The form expires one year from the date of the ILH physical.

For more information concerning Hawaii Department of Health requirements for school:
Dept. of Health Examination & Immunizations: <http://gen.doh.hawaii.gov/sites/har/AdmRules1/11-157.pdf>
Or call Hawaii Immunization Program (O'ahu)
(808) 586-8332

Student Health Record (Form 14) http://doe.k12.hi.us/forms/form14_StudentHealthRecord.pdf

Emergency Form and Health Room Policy

PK-JK and K-12 Health Room/Emergency Information & Medication needs to be completed once online and updated yearly. Food allergies are compiled and distributed to the teachers, aides and lunch staff (PK-8) to prevent reactions from food allergies.

In the event of an emergency and the parent/guardian is not able to be reached; the school nurse/staff may need to arrange transportation to the nearest medical facility at the parent/guardian expense. Castle Medical Center is the nearest medical facility to Le Jardin Academy. The parent/guardian is responsible to update information by phone or email with the school nurse and/or Junior School Principal as soon as possible.

Medication Policy

For the benefit of the child and protection of the other students and staff, it is the policy of the school that child remain at home when ill. Your child may return to school after he/she has been without a fever (below 100F), vomiting or diarrhea for 24 hours. When circumstances require that a child take any medication, other than those listed on the Health Room Form, prescribed or over-the-counter, during school hours, the parent/guardian must complete one of the forms listed below. All medication forms need to be completed each school year. Self-administration of medication by students is not permitted at the Junior School.

The parent/guardian, not the student, needs to drop off and pick up the medication at the health desk or Junior School office between the hours of 7:00 am-4:00 pm. Medication is kept out of reach of students and shall be returned to the parents after the prescription period ends.

Communicable Disease Policy

In the best interest of the student body and the school as a whole, Le Jardin reserves the right to deny enrollment to any infected individual not previously enrolled at the school.

Upon receipt of notice that an enrolled student is diagnosed as having a serious communicable disease, the decision as to what, if any, restraints or conditions shall be placed upon the infected individual's continuation at the school shall be made on a case-by-case basis by a committee called for that sole purpose. The committee shall be composed of the Head of School, a board representative, an administrator, a representative of the faculty, and such consultants and/or advisors (medical/legal or other) as the committee may require in reaching a decision.

NOTICE OF CONFIDENTIALITY PRACTICES

IMPORTANT: THIS NOTICE DEALS WITH THE SHARING OF INFORMATION FROM YOUR MEDICAL RECORDS. PLEASE READ IT CAREFULLY.

The information in this notice also applies to others covered under your health plan, such as your spouse or children. If you do not understand the terms of this notice, please ask for further explanation. This notice is given pursuant to Chapter 323C, Hawaii Revised Statutes, relating to the privacy of medical records.

Your Rights

As an educational institution, Le Jardin Academy maintains medical records for students attending our school. These records are used primarily for the purposes of providing medical treatment in emergency circumstances and complying with state laws relating to recordkeeping requirements for educational institutions. Under Chapter 323C, Hawaii Revised Statutes, you have certain rights regarding your medical records. These rights include the right to:

- Inspect and copy your records containing identifiable health information;
- Appeal any denial of a request to inspect or copy records;
- Request that a health care provider attach information to your medical record;
- Receive a confidentiality notice from your health plan upon enrollment, annually, and when confidentiality practices are substantially amended;
- Request Le Jardin Academy's written procedures regarding your rights to confidentiality; and
- Limit the disclosure of health information by deciding not to utilize any health insurance or other third party payment for the service.

A student's rights under this law shall be exercised solely by the student if the student is eighteen years of age or older, solely by the student's parents or legal guardian if the student is under fourteen years of age, and by the student or parent or guardian if the student is between fourteen and eighteen years of age. If a student between fourteen and eighteen years of age and the student's parent or guardian do not agree as to whether to authorize the use or disclosure of protected health information, the student's authorization or revocation of authorization shall control.

Uses of Protected Health Information

Your medical records may be collected, held, used, or disclosed to third parties for the following purposes:

- Compliance with Hawaii Revised Statutes, Chapter 323C and §§302A-1154, 302A-1155, 302A-1156, 302A-1157, 302A-1159, 302A-1161, and other relevant state laws;
- Compliance with Hawaii Administrative Rules, §§11-157, 11-164, and other relevant state regulations; and
- Treatment.

Your protected health information will not be disclosed or used without your authorization except for the purposes described above or as required by law. If it is necessary for information to be used for purposes other than described above, the information will be released in a form that cannot be traced to a specific individual.

Other entities may use your health information for purposes of payment; conducting quality assurance activities or outcomes assessments; reviewing the competence or qualifications of health care professionals; performing accreditation, licensing, or credentialing activities; analyzing health plan claims or health care records data; evaluating provider clinical performance; carrying out utilization management; or conducting or arranged for auditing services in accordance with statute, rule, or accreditation requirements.

You may authorize disclosure for other purposes by completing a written authorization that meets the requirements of the law. You may revoke such authorization in writing at any time.

Inspecting your Health Information

If you wish to inspect or obtain copies of your medical records, please submit your written request to Le Jardin Academy, 917 Kalaniana'ole Hwy., Kailua, HI 96734. We will contact you to arrange a time when you may visit our school to inspect your records. We may charge a nominal fee for copies of medical records. If your request to inspect or copy records is denied, we will provide you with the specific reasons and an opportunity to appeal our decision.

A copy of this notice may be obtained by contacting the Head of School.

HOURS

Main Campus:

Office hours: M – F, 7:00 a.m. – 4:00 p.m.

Campus hours: M – F, 6:30 a.m. – 8:30 p.m., Sat, 6:00 a.m. – 2:00 p.m.

Junior School Campus:

Office hours: M – F, 7:30 a.m. – 4:00 p.m.

Campus hours: M – F, 6:30 a.m. – 6:00 p.m.

Early Morning Care

Grades PK – 5..... 6:30 a.m.– 7:30 a.m.

School Hours

Pre-Kindergarten..... 7:30 a.m. – 11:20 a.m.

Junior Kindergarten..... 7:30 a.m. – 2:20 p.m.

Kindergarten – Grade 1..... 7:45 a.m. – 2:35 p.m.

Grades 2 – 3..... 7:45 a.m. – 2:45 p.m.

Grades 4 – 5..... 7:45 a.m. – 2:55 p.m.

Grades 6 – 8..... 8:00 a.m. – 3:15 p.m.

Grades 9 – 128:10 a.m. – 3:20 p.m.

Extended Day

(Junior School) PK 11:20 a.m. – 2:20 p.m. and 11:20 a.m. – 6:00 p.m.

(Junior School) JK..... 2:30 p.m. – 6:00 p.m.

Grades K thru 8..... Dismissal – 6:00 p.m.

LIBRARIES

There are three libraries which serve students and teachers. The Lower School Library also houses a special collection for parents.

- Junior School Library — Located in the music room at the Junior School.
- Lower School Library — Located in the Administration Building, the Lower School students visit the library facility for skill classes, library and related learning activities. The library is open 7:30 a.m. to 4:00 p.m., Monday through Friday.
- Middle School and High School — The library is available to students from 7:00 am to 5:00 pm for independent research, studying and for classroom instruction in all subjects.

LIFEGUARD POLICY

It is Le Jardin Academy’s practice to require a certified lifeguard on duty for all water activities. The ratio for ocean activities is one lifeguard for 30 students, and for pool activities is one lifeguard for 40 students.

MAY DAY

On or near May 1st the main campus school community gathers to celebrate May Day. The audience observes the crowning of the king and queen, and enjoys songs, dances, and flowers traditional to the day. The Eighth Grade boy and girl who have been at Le Jardin Academy the longest, without interruption in attendance are selected to be the king and queen at the May Day fete. The selection of the princesses is also according to the longest attendance without interruption at Le Jardin Academy. The Junior School holds a separate program on a different day at the Junior School campus.

PARENT / FACULTY ASSOCIATION

Le Jardin’s Parent Faculty Association (PFA) was organized in 1985 to facilitate communication among parents, students, administrators and faculty; to enhance the school through cultural and social enrichment; to increase visibility of Le Jardin in the community; and to conduct fundraising projects that contribute to the welfare of the school. Through mailings and open membership meetings, the PFA acts as a forum for the expression of parent ideas and concerns.

Fundraising events are sponsored by the PFA and held throughout the year. At the end of each school year, the PFA gives each school’s principal the portion of total PFA funds raised that is equivalent to the percentage of total LJA students in his or her school.

PROFESSIONAL DEVELOPMENT DAYS

All teachers spend considerable time assessing student progress. Professional Development Days (PDD) allow teachers to write evaluations, and/or devote a day to having conferences with parents and students. PDD also allow faculty in-service opportunities , and large blocks of curriculum planning time; both are critical to providing excellent education for our students. The school calendar lists the dates, and on most of these days, Extended Day activities are available to students enrolled in the program.

RELIGIOUS POLICY

Le Jardin Academy's philosophy statement indicates that the school is committed to fostering a global perspective and creating a community that embraces and celebrates diversity. The school supports the right of students to participate/pass. Le Jardin Academy endeavors to create an environment in which a student of any or no faith will feel accepted by the community. The school promotes a society in which everyone's personal belief system will be recognized and valued, as long as it is supportive of the qualities of positive character promoted by Le Jardin Academy.

Religious instruction will be the responsibility of the student's family and their place of worship. While prayer is not a part of our student activities at the school, the school body does pledge allegiance to the flag as an expression of citizenship.

SCHOOL STORE / LJA SPIRIT STORE

Required field trip shirts (Lower School) and PE attire (Middle/High School) as well as optional logo apparel are available online through the LJA Spirit Store. See LJA Spirit Store on the parent tab of the LJA website.

STUDENT RECORDS

Permanent Record

Documents retained in a student's permanent record may consist of some or all of the following:

- Application form
- Report cards
- Academic test scores
- Record of Student Release (State DOE - Form 211)
- Transcripts

Parents or guardians may request copies. The request must be in writing, signed by the parent or guardian, and provide a reasonable time for processing. Such requests are processed without cost to the parent.

A parent or any person specifically designated as a representative by a parent may review the permanent record of their child. The Head of School or appropriate Principal shall have a conference with the parent(s) to interpret the information contained in the student records.

Related student Health Cards are maintained in the student's permanent record while the student is enrolled here, and are later returned to parents upon end of enrollment. Accident reports are maintained in the Business Office.

Temporary Record

Documents retained in a student's temporary record consists of all other information not required to be recorded on the permanent record.

In the case of an emergency, records may be released without parental consent to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; provided the parents are notified as soon as possible of the information released, the date of release, the person or organization receiving the information, and the purpose of the release.

The school will grant access to, or information from a student's school records provided the requestor has a clear educational interest in the student; and the records are used for the purpose of research, statistical reporting or planning, and provided that:

- Such person has permission of the Head of School or appropriate administrator.
- No student or parent will be named or identified in the report.

Pursuant to a court order, the school may be legally required to provide specific records as directed. All records to be forwarded to another school or professional agency will be processed through the administration. Records sent to other schools, persons or agencies requested by the parent will be sent without cost to the parent. Requests for copies of records should be made to the appropriate administrator. Reasonable notice is required with stated reason for requesting copies of data in the student's file.

STUDENT WORK PUBLIC RELEASE POLICY

It is the operating policy of Le Jardin Academy that a student's work or photograph may be used in publications for circulation outside the school, unless the parents' permission has been denied on the school release form. This release form is circulated to all Le Jardin parents at the start of each academic school year.

STUDENT INFORMATION FORM

This form is utilized by the main campus/Junior School staff, teachers, lunch assistants and Extended Day staff. The school refers to this form when parents/guardians need to be contacted for emergencies or other situations that may occur throughout the day. This form indicates:

- Who is authorized by the parent/guardian to pick up the child at school.
- Who assumes responsibility for the child in case parents are not able to pick up the child.

Every effort will be made to contact the parent/guardian or other individuals designated on the Student Information Form or Student Health & Emergency Information Form when a child needs to be treated in an emergency. If contacts cannot be reached and the nature of the emergency requires immediate action the school will use the consent form to obtain treatment for the student at the parent/guardians' expense.

SUMMER FUN

Le Jardin offers a Summer Fun program, beginning approximately a week after school dismissal and extending to August, from 6:45 a.m. to 5:45 p.m. The program is available to students in grades JK-8, and is open to the public K-8. The program includes recreational activities and field trips. Registration begins in March. Brochures outlining offerings and costs are available to Le Jardin families in late February at www.lejardinacademy.org

TECHNOLOGY

Technology Acceptable Use Policy (AUP)

Terms and Conditions – The use of Le Jardin Academy's network, technology resources and the Internet must be consistent with the educational objectives of the school. Le Jardin Academy reserves the right to perform random checks of data and Internet activity to ensure compliance with school regulations and policies. Activities relating to or in support of inappropriate or illegal activities will be reported to the authorities.

Limitation of Liability – Because of the nature of the Internet, there is no absolute guarantee that the guidelines and regulations in this AUP will fully protect users against access to inappropriate or harmful material or people. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. URL filtering on campus will be used to limit student access to potentially harmful, graphic, and explicit materials, but no software is capable of filtering and blocking all inappropriate materials and images, nor can the school individually monitor every communication and Internet session for students.

Consequences of Misuse – The use of Le Jardin Academy's network, technology resources and the Internet is a privilege, not a right. Inappropriate use of these resources will result in a cancellation of your privileges and other school disciplinary actions as deemed appropriate.

General Regulations and Policies

| | |
|--|--|
| <i>“Bring Your Own Device” Policy</i> | <i>Students in grades 6-12 are required to Bring their Own Device that meets certain approved specifications. Laptops and their power cords are required on campus daily for use in classrooms. More information regarding this program is sent in the Summer Mailing and posted to the Middle and High School pages of the school website: www.lejardinacademy.org.</i> |
| <i>Computers are for “school work” only</i> | <i>School issued as well as personal devices utilized on school grounds are for school-related work and materials only, which is defined as activities and information absolutely essential for the completion of school assignments and projects.</i> |
| <i>Security and safety</i> | <i>Absolute privacy cannot be guaranteed on the network and Internet. Personal information should never be shared on the Internet (name, photographs, address, e-mail address, phone number, age, school, sports, activities, weekend plans, etc.) without the guidance of a teacher and consent of a parent or guardian. Make sure screen names do not contain any personal information. Be suspicious and skeptical of any claims made by someone on the Internet and do not agree to any personal or face-to-face meetings with persons you met online.</i> |
| <i>Data loss and backup</i> | <i>Loss of data resulting from network delays, non-deliveries, or service interruptions may occur. Students should save all files to Google Drive or an alternative backup device to try to avoid possible problems resulting from improperly saved and stored materials or hardware failure.</i> |
| <i>Sharing passwords or impersonating another person is prohibited</i> | <i>System accounts are to be used only by the authorized owner of the account for authorized purposes. Users should not share their account information such as usernames and passwords with another person or leave an open file or session unattended or unsupervised. Users shall not obtain passwords and other personal data belonging to other users, misrepresent other users on the system, or attempt to gain unauthorized access to school systems. Account owners are ultimately responsible for all activity under their account.</i> |
| <i>Vandalism is prohibited</i> | <i>Vandalism, defined as any malicious attempt to harm or destroy hardware, software, or data of another user or the school, will not be tolerated. This also includes intentional downloading, creating or uploading of computer viruses.</i> |
| <i>Students must abide by Federal and State laws</i> | <i>Users shall not transmit any material that is in violation of U.S. Federal or State laws. Users shall not use the network for any illegal activity or for commercial or for-profit purposes. Users shall respect all U.S. copyright laws and licensing agreements pertaining to material entered into and obtained via LJA’s computer systems and networks. Users shall not fraudulently copy or modify materials in violation of local, state, or federal laws.</i> |
| <i>No inappropriate or illegal content on campus grounds and school equipment</i> | <i>LJA prohibits downloading, transmitting, or storing of pornography; sexually explicit or inappropriate materials, graphics, or audio clips; obscene material; and unethical or illegal solicitation. Users may not access the network to</i> |

| | |
|---|--|
| | <i>transmit objectionable or offensive materials or to participate in inappropriate and/or objectionable social networks. If a student accidentally views inappropriate content online, the student should immediately close the program and inform the classroom teacher. Illegally downloading or obtaining copyrighted materials is prohibited.</i> |
| Cyber bullying is prohibited | <i>Hate mail, harassment, discriminatory remarks, sexual or racial harassment, or other antisocial behaviors are expressly prohibited.</i> |
| Electronic display of student work | <i>Student work may be displayed electronically, which may include photographs, video images and/or audio recordings of students. Such images may be published in a variety of teacher and student projects both within and outside of the Le Jardin secure server. These images will be used only for educational purposes.</i> |

Website Policy

Student photographs and work may appear on the school website, unless the parents release form (which is included in the June mailing) indicates this is not permitted. To protect the student’s identity, only first names and grade levels are used on labels.

Network Privileges

Students are required to sign a computer usage agreement that outlines acceptable use. Failure to comply with technology guidelines could result in disciplinary action including: the withdrawal of computer usage, or dismissal from school in the case of serious breaches of the agreement.

E-Mail

Communication to the school/teachers through e-mail is encouraged. All employee e-mail addresses are composed by using the following format:

first name + . last name (spelled out)@lejardinacademy.org

For example, DJ Condon’s e-mail address is dj.condon@lejardinacademy.org. Parents who have email capabilities are encouraged to share their email addresses with the school. Changes in e-mail addresses should be sent to the divisional assistants.

TRANSPORTATION POLICY

Le Jardin does not provide transportation from home to school, or from school to home. Excursion transportation is generally provided by contracted services (hired buses). On rare occasions, students are carpooled to an excursion site. In that event, parental authorization is required. Junior School students are always transported by bus. Parental permission is obtained for all trips and related activities outside the facility. Parental permission is recorded on the Le Jardin Academy permission form.

When privately-owned vehicles are used to transport students to and from school-sponsored activities, the Board directs the Head of School to ensure that such authorized vehicles have adequate third-party liability insurance, and meet all current vehicle safety laws and regulations.

When such transportation takes place on an occasional, volunteer basis, no special permit from the school is required; however, when such transportation takes place on a regular basis, or under special contract (i.e., with a private driver), an appropriate permit from the school is required. A request form is available from the Business Office and must be completed for a permit to be issued.

Teachers and volunteer drivers, while on Board-approved or school-approved curricular or extracurricular activities, have limited liability coverage under the school's insurance program. However, it shall be the duty of the school's administration, under the general supervision of the Head of School, to ensure that such liability insurance is adequate before any teacher or volunteer driver is permitted to transport students, either on an occasional or regular basis.

TUTORING

Teachers are available to tutor students at various times of the day. If not teacher-initiated, students and parents may request tutoring from any teacher. In cases when students are experiencing academic difficulties that exceed the scope of what regular support can offer, the school may recommend professional tutoring. Teachers may not accept payment of any kind if they provide tutoring during school hours. The Learning Support Coordinator (LSC) may be contacted for a list of tutors.

ENROLLMENT AND TUITION PAYMENTS

Enrollment is completed online via My Backpack. Access My Backpack via the icon at the lower right hand corner of the Website homepage. Under My Profile use the link "online enrollment." In order to reserve a space for your child, follow the directions.

Update your contact information and submit. Review the enrollment contract, select your payment plan as outlined below and submit with a non-refundable deposit of \$500 per child. This must be received no later than the specified date, which is normally March 15th. The deposit can be paid online via credit card (2.75% convenience fee) or echeck with no fee. The deposit will be credited toward the first tuition payment.

If you have any questions regarding the online system or would prefer a printed contract, contact the Admissions Office for assistance.

- Annual Payment Plan: entire amount due no later than July 15th.
- Semi-annual Payment Plan (plus a \$60.00 fee); ½ of amount due no later than July 15th; remainder due no later than December 15th.
- Ten-month Payment Plan (plus a \$150 fee): 1/10th of entire amount due no later than July 15th, with equal payments due no later than the 15th of each month thereafter.

Signatures of both parents are required on the enrollment contract, except for single parent families. If you are a single parent, sign your name in both signature blocks.

Parents use FACTS to make tuition payments. FACTS is an online tuition management system that allows parents to access their balances at any time from anywhere. If you are uncomfortable providing your payment method on FACTS' secure system, please contact the Business Office at facts@lejardinacademy.org for alternatives.

Tuition payments are separated into three different grade level categories, Pre-Kindergarten, Junior Kindergarten and Kindergarten through High School. A 10% tuition discount is given to the third and subsequent children of a family enrolled in the school.

The school has many expenses of a continuing nature, such as faculty salaries, instructional materials, and plant maintenance. In order to plan and maintain these services over the entire year, it is essential that the annual income from fees be assured. For this reason, it is understood that students are enrolled for the entire school year or such portion as may remain after the date of entrance. Therefore, no reduction or refund of fees can be allowed by the school for absence, withdrawal or dismissal. The fact that school fees are paid in two or more installments does not limit or reduce liability for payment of the entire annual tuition.

Delinquent Accounts

All tuition and fees, including late payment charges from prior academic years must be paid in full in order for a child to start school in August. The school reserves the right to cancel the student's enrollment contract as of June 30 if there are any prior academic year's tuition and fees outstanding. If the student's account is in arrears as of March 1, contracts for the next school year will not be extended until the account is current. If any fees, tuition, or late payment charges are still outstanding during the last month of school, the student will not be allowed to participate in the end of school activities, including graduation. As a last resort, the school reserves the right to turn delinquent accounts over to an accounts receivable collection agency and/or the school's legal counsel. Tuition three (3) months in arrears will result in the student being dismissed from school. However, dismissal does not release the remaining financial obligation as per the signed tuition contract. Financial aid recipients must remain current or risk forfeiting the financial assistance that has been awarded.

A \$50 late fee will be assessed each month on overdue balances after the 15th of the month in the case of the ten-month plan. A \$100 late payment fee will be assessed each month on overdue balances not paid by July 15th in the case of annual payments, and those balances not paid by July 15th and December 15th in the case of the semi-annual payments. A \$20 handling fee will be charged for all returned checks, as well as assessing the late payment, if applicable.

Tuition Refund Plan

The Tuition Refund Plan offers parents the opportunity, at a small cost, to guard themselves against possible loss of tuition in the event of absence, withdrawal, or dismissal. It is strongly recommended that parents give serious consideration regarding participation in the Tuition Refund Plan. Parents are contractually obligated to pay the full year's tuition regardless of whether the student completes the school year or not, if the enrollment contract has not been canceled, in writing, prior to July 15th. Details of the plan, including cost and a statement of initial charges due no later than July 15th, are enclosed with the enrollment contract.

Participation in the Tuition Refund Plan (TRP) is required for all families choosing the monthly payment option and on an elective basis to new and returning families choosing the semi-annual or annual payment plans.

Withdrawal

Full tuition, exclusive of the \$500 enrollment deposit, can be refunded only if notification of withdrawal occurs in writing before July 15th. For withdrawals after July 15th, parents are financially obligated for the full year's tuition, no exceptions. The Tuition Refund Plan can ease much of this financial burden. For the Tuition Refund Plan to be legally binding, the child must have attended school through the 14th calendar day of the new school year.

Students Over 18

Le Jardin Academy does not allow students to attend, who do not permit the school to communicate with either their parents, or guardians. Students, who are over 18 years of age, in order to remain enrolled at the school must sign a contract with the school recognizing the authority of their parents, or guardian and giving permission for the school to contact parents / guardians on all matters pertaining to school.

VEHICLE IDENTIFICATION ON CAMPUS

All employees, parents, and student drivers are required to display a Le Jardin Academy decal on their car when on campus. This will allow school employees to easily identify the owner of each car and also cars not belonging to Le Jardin Academy's 'ohana. This procedure will greatly strengthen our security at the campus. All members of Le Jardin Academy's 'ohana will be supplied with two decals annually. Please display a decal on your car's windshield on the right-hand side. Do not give a decal to anyone else unless you have authorized them officially to pick-up your children. Inform the office of anyone outside your family to whom you have given a decal. If you need an extra decal please contact the office. Car owners on campus without a decal can expect to be pulled aside to be identified. Help us make our school a safer place for our students by following this policy.

VISITORS

For safety reasons, all visitors to either campus must sign-in at the office, pick-up and wear a visitor or volunteer badge.

Student /Parent Directory

A Student/Parent Directory is available to all families via My Backpack.

- Sign in and the Parents page will be visible.
- Under Directory Click Search Student/Parent Directory.
- You can search by student or parent; print a class list or a directory for the entire school.
- For step by step directions click the “?” above Parents on the far left of the screen.
- You can control data in your own family listing by clicking Biography under the My Profile tab.

Faculty and Staff Directory:

Is available on our website under Quicklinks-Faculty & Staff Directory.

JUNIOR SCHOOL

TABLE OF CONTENTS

| | |
|--------------------------------------|----|
| The Junior School Program | 18 |
| Routines, Policies, Procedures | 19 |
| Absences | 19 |
| Arrival and Dismissal | 19 |
| Birthday Parties | 20 |
| Classroom Visits | 20 |
| Dress | 20 |
| Early Morning Care | 20 |
| Guidance | 20 |
| Items from Home | 21 |
| Health and Consultation | 21 |
| Lost and Found | 21 |
| Parent Participation | 21 |
| School Store | 21 |
| Sick at School | 21 |
| Snack and Lunch | 21 |
| Supplies | 22 |
| Vandalism | 22 |
| Communication | 22 |
| Activities and Traditions | 23 |
| Assessment | 25 |

Office Information

Clear communication is vital to our organization. Please contact us at any time.

Junior School Office Hours: 7:30 a.m.—4:00 p.m.

· **Junior School Administrative Assistant**

Renita Chang — 261-0707 ext. 1150

· **Junior School Principal**

Francoise Akina — 261-0707 ext. 1040

· **PYP Coordinator**

Lori Shigehara— 261-0707 ext. 1060

All employees at the school have email and can be contacted directly using the following formula: first name.last name@lejardinacademy.org.

Example: francoise.akina@lejardinacademy.org

THE JUNIOR SCHOOL PROGRAM

The Junior School is licensed by the State of Hawaii, Department of Human Services for 81 students, with a ratio of 12 students per class for Pre-Kindergarten and 15 students per class for Junior Kindergarten. The Junior School is accredited by WASC (Western Association of School and Colleges) and is a member in good standing of HECAP (Hawaii Early Childhood Accreditation Project).

The Junior School is part of Le Jardin Academy, which is an authorized International Baccalaureate World School. The aim of the program is to create learners who strive to be Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced and Reflective. The program for Pre-Kindergarten to Grade 5 is called the Primary Years Programme or PYP and is designed for students aged 3 to 12.

The Junior School curriculum and program follows the International Baccalaureate's PYP framework. This framework is based on international standards and methodologies that draw on current research and best teaching practices. It focuses on the development of the whole child, addressing social, physical, emotional, and cultural needs through a trans-disciplinary program.

The pedagogical approach for all areas of the curriculum in a PYP school is inquiry. This constructivist view asks teachers to assess students' prior knowledge in an area of study and then provide opportunities for students to discover, investigate, wonder, experiment, research and learn ideas in order to create new understandings about the concept.

Embedded in the content of the curriculum are character education and social skills. The character education program emphasizes understanding and choosing actions which reflect the PYP attitudes. At the Junior School, the emphasis is on cooperation, respect, independence, empathy, enthusiasm, curiosity and creativity.

Fostering the development of social competence is emphasized throughout the curriculum. Students are encouraged and supported in their relationships with peers and adults. Students are also guided in their responses to a variety of social situations. Individual responsibility is promoted daily. The students' need for autonomy is carefully balanced with the rights of the community.

The Junior School allows for a developmental range in the student's abilities, which results in different levels of performance. Teachers focus equally on the student's social and emotional wellbeing, as well as on academic performance. Teachers encourage students to become independent learners. Students are taught the important value of respect for others and one's self, including manners and basic courtesy. A small class ratio and a team of caring, qualified and experienced teachers and aides facilitate the management of the Junior School and its students. Employees respect each child's cultural, ethnic, and family background, as well as the child's primary language or dialect.

Art, French, Music and P.E. instruction is offered on a weekly basis to enrich the students' education.

The Junior School provides a balance of indoor and outdoor activities, alternating quiet and more active periods. The playground is an extension of the learning environment where many choices are offered.

After school offerings include activities such as soccer, golf, dance and art.

All students at the Junior School are required to be toilet trained and independent in the use of the restrooms by the first day of school.

ROUTINES, POLICIES, PROCEDURES

Hours of Operation

| | |
|------------|--|
| 6:30-7:30 | Early Care |
| 7:30-11:20 | Pre-Kindergarten Dismissal in front courtyard |
| 11:20-2:20 | Pre-Kindergarten Extended Day |
| 7:30-2:20 | Junior Kindergarten |
| 2:20-2:40 | PK and JK dismissals in classrooms |
| 2:30-6:00 | Extended Day |

ABSENCES

Please report absences to the Junior School office at 261-0707 ext. 1150 before 8:30 a.m. of that day. You may leave a voice message. Parents may reach the Extended Day program at 478-7693.

ARRIVAL AND DISMISSAL

All students must be signed in and out daily as required by Hawaii state law. Parents are expected to escort their child(ren) to and from the classroom at drop-off and pick-up. Attendance sheets are located in the Early Care room and each classroom @ 7:30 a.m. Students who do not need early care should arrive at school between 7:30 and 7:50 a.m. and be escorted to their classrooms. Rooms are not available to students and parents prior to 7:30 a.m. Students and parents wait outside of the classroom until teachers are in the classroom. Parents are asked to leave the campus by 8:00 a.m. so that students may focus on learning. Staff members escorting Pre-Kindergarten students to the front courtyard for 11:20 a.m. dismissal hand out the sign-out sheets to the parents to sign their child(ren) out. The attendance sheets are relocated to the courtyard table after the 2:20 p.m. dismissal.

No student will be permitted to leave the Junior School with anyone other than a parent or person designated in our system (CareFlow) unless the school has been so advised in writing or over the phone.

Pre-Kindergarten students are dismissed at 11:20 a.m. and 2:20 p.m. The students departing at 11:20 a.m. are escorted to the front courtyard by staff members for early dismissal at 11:15 a.m. and must be picked up promptly within 10 minutes.

Junior Kindergarten students are dismissed at 2:20 p.m. Students not picked by 11:30 a.m. or 2:45 p.m. will be taken to the Junior School office.

Occasionally the unexpected will prevent a parent from picking up a child on time. If special arrangements are known ahead of time, please provide a written note to the office. From 7:30 a.m. to 2:30 p.m., please call 261-0707 ext. 1150. After regular school hours, if your child is in the Extended Day program, please call 478-7693. If this circumstance occurs frequently, the parent will be asked to utilize the Extended Day program if space is still available, or to arrange for someone to pick up their child.

At 2:30 p.m. the playground is reserved for the Extended Day students enrolled in the late afternoon program. To allow appropriate supervision, we ask that non-extended day students not play on the playground.

We observe certain guidelines in the parking lot to ensure the safety of all.

- Drive into the parking lot. Do not park on the shoulder of Kailua Road.
- Be particularly careful when reversing out of a parking space as young children are not easily seen.
- Do not leave children unattended in the car as it is neither safe nor legal.
- Do not leave valuables in the car. Please lock car doors.
- **A left turn out of the parking lot is illegal at all times.**

BIRTHDAY PARTIES

Simple birthday celebrations may be held at school at a time arranged between the teacher and parent. We strongly encourage **nutritious**, easy to serve refreshments and snacks. Fruit, vegetables, muffins, raisins, smoothies and wholesome cookies are preferred. **Candy, store bought cupcakes, excessive sweets or sodas are not permitted.** Including the snack, the party should be kept to the time allotted for the snack period so as not to disrupt the daily schedule. While appropriate for home parties, **goodie bags are not permitted at school and will not be distributed.**

Please check with your classroom teacher regarding any special food restrictions for any students in the class. Younger siblings are asked to stay home. Third-party vendors are not allowed on campus unless contracted by the administration.

Consideration of others' feeling is a valued moral quality at Le Jardin Academy and therefore we ask that you mail the birthday invitations to the child's home address. Distribution of invitations and thank you notes at school is not allowed, even if the entire class is invited. Mailing addresses are available in the school's online directory. Please note that the staff members are not authorized to give out the addresses of families who are unlisted. The distribution of gifts from home parties that children may have missed is not allowed at school.

CLASSROOM VISITS

If a parent is interested in visiting his/her child's classroom during the school year, the visit must be scheduled with the Principal at least one day in advance. We allow for a short visit, where the parent is asked to observe quietly. We are not able to welcome the parent into other classrooms. To visit all classrooms, the school strongly encourages parents to visit during our Open Houses held in the fall and winter.

DRESS

The Junior School does not require students to wear the K-12 school coordinated attire. Neat and clean play clothes are appropriate for school. High heeled or platform slippers or shoes are not permitted. Closed footwear and school t-shirts are required for all excursions and encouraged on P.E. days.

EARLY MORNING CARE

Early Morning care is available from 6:30 to 7:30 a.m. Students should not be dropped off prior to 6:30 a.m. as no supervision is available. The students may bring a breakfast that is easy to eat and dispose of.

GUIDANCE

At the Junior School, positive, growth-promoting guidance includes ignoring minor misbehaviors and encouraging proper behavior by redirecting, discussing consequences, giving choices, and teaching conflict resolution.

The Junior School teachers foster self-discipline by modeling effective problem-solving communication. Faculty does not use physical punishment or methods of influencing behavior which are frightening, humiliating, damaging, or injurious to a child's health or self-esteem.

There are times when a child may need to be separated from the group and given time and space to himself/herself, especially if the inappropriate behavior involves physical harm to himself or others. The time spent out of the group is relative to the child's age (e.g., 3 minutes for a 3 year old child). After this time out, the staff member helps the child discuss the behavior and the school's expectations. After warning, redirection, and/or if the child has been hurtful to others (e.g., biting/hitting), the child may visit the Principal for counseling. The Principal guides the child in finding ways the mistake can be fixed. Visits to the Principal are reported to the parents.

If the problematic behavior persists, a detailed plan of action will be discussed with parents and written communication from the teacher will be sent home on a regular basis. If progress is not satisfactory, it is possible that the child may be dismissed.

ITEMS FROM HOME

Personal items are kept in individual cubbies. Students may bring non-violent toys for share-and-tell, after which the toys will be placed in the child's cubby. Students may bring a stuffed animal or small cloth for their comfort at naptime. Pacifiers and baby bottles need to remain at home. Electronic devices such as CD players, iPods, iPads and handheld games are not allowed at the Junior School. Parents understand that if a child brings an iPad for share-and-tell, the parents take full responsibility for the iPad and will not hold the school, teacher or administration liable for the loss or possible damage. Parents also understand that students' iPads will not be used for recreational purposes in classrooms.

HEALTH CONSULTATION

As required by the Department of Human Services of the State of Hawaii, the Junior School has a written consent from a local pediatric firm that allows the Principal to consult on students' physical, psychological or behavioral health related issues.

LOST AND FOUND

Personal items such as shoes, slippers, socks, shorts, t-shirts, sweaters and jackets should be labeled so that lost items can be returned to their owners. All found items are displayed daily on a table in the front courtyard.

PARENT PARTICIPATION

Parents have many opportunities to participate in their child's education, from volunteering as a chaperone for field trips and special events to assisting in the classroom or with school fundraisers. Parents have a chance to sign up for these different activities posted in each classroom. Parents may volunteer for activities or events on campus during the school day (helping with the set up, clean up and chaperoning during special events; reading aloud or helping with a cooking project; chaperoning on a field trip, decorating the stage for holiday concert or the campus for Halloween or Chinese New Year).

Working parents may contribute by selecting books from the public library, washing drama center clothes or playground capes, or collecting recycled items for example.

T-Shirts

Le Jardin Academy Bulldog Pups t-shirts in child sizes are available for purchase at the Junior School office.

SICK AT SCHOOL

A student who becomes ill at school rests on a cot in the office and is attended by the office staff. If circumstances warrant it, parents are called to pick up their child. Parents are expected to pick up the sick child within one hour or make arrangement with an authorized person to pick up the child in that one hour time frame. Parents are advised to consult their physician before sending their child back to school. Parents are asked to be respectful of others by keeping their child out of school to minimize the risk of spreading the disease until without fever or other symptoms, such as vomiting or diarrhea, for 24 hours. A fever is considered 100 F degrees and above. Parents are asked to contact the school office if their child has contracted a communicable disease (i.e. conjunctivitis) as we will send a health alert to the school community. Parents are notified of significant communicable diseases in writing. Refer to the General Section of the Handbook, under "Health and Illness," for more details.

SNACK AND LUNCH

A morning snack is offered and the Extended Day program provides an afternoon snack for students staying after 2:30 p.m. Both snacks are nutritious, diverse and follow State nutritional guidelines.

Students may bring a lunch from home or order a meal from Le Jardin's Lunch program at an additional fee. School lunch is ordered on a monthly basis with one, four and five day options. Milk may be ordered on an annual basis at an

additional fee. If milk is not ordered, parents must provide a drink. Candy, excessive sweets or soda is not allowed with lunch. Milk and lunch orders are made only on the school website by the date specified on the order form. Parents are asked to contact the Director of Food Services directly for any changes in registration or cancellation.

Students shall not be offered foods that they are allergic to or foods that they cannot consume for religious reasons. Food shall not be used as punishment or reward.

SUPPLIES

The following supplies are to be brought to the Parent-Child-Teacher introductory conference scheduled prior to the first day of school: heavy art apron with visible name on front (no plastic aprons), fitted mat cover, and a change of clothes in a gallon-sized Ziplock bag. The 44" x 20 ¾" pillowcase style mat cover with Velcro closure must be of light fabric, no heavy denim or quilted material.

Students are encouraged to wear a Le Jardin Academy Junior School t-shirt for Physical Education classes and are required to wear them on excursions. T-shirts are sold at the Junior School office.

VANDALISM

When school property (e.g., toys or books) is defaced or damaged by the actions of a student, the parents or guardians are responsible for the restoration or payment of damage. The student will be counseled for his/her actions by the teacher and/or Principal.

COMMUNICATION

The Junior School administration, faculty, and staff values and supports open communication. Junior School parents are valued as important partners with the school in helping students achieve learning results and are actively involved in many ways. The thoughts, ideas, and concerns of parents are valued

Change of Policies

It is the school policy that parents are informed in writing of any changes in policy 30 days prior to the day the policy is effective.

Chain of Communication

Whenever there is a concern, promptly contact your child's teacher first, then later, as appropriate, the Administration.

Email

It is possible to communicate with the Principal, administrative assistant, homeroom and single subject teachers, and teacher assistants via email using their first name.last name @lejardinacademy.org (e.g., Françoise Akina's email address is: francoise.akina@lejardinacademy.org .) We ask that you do not use this mode of communication for urgent messages, as we are not always at our desks and might not receive or relay the email messages in a timely manner (e.g., late pick up, other adults authorized to pick up a child, etc).

Coffee With the Principal

Several times a year, parents are invited to join the Principal for a gathering in the front courtyard. This event provides an opportunity for parents to meet other parents and to get an update on the Junior School from the Principal and the PFA Junior School representatives. Often Coffees are followed with workshops for parents.

Friday Folder

A "Friday Folder" is sent home with the students on the last day of each week. In this folder, parents will find their child's work, as well as information from the school and the Parent Faculty Association.

Electronic Communication

The Principal's message is posted online bi-weekly. Information specific to the child's classroom including newsletters are posted at the beginning and end of each unit of Inquiry and the single subject teachers' newsletters at the beginning of each trimester.

Le Jardin does not distribute hard copies of the newsletters and messages unless specifically requested by a family. A hard copy of the Principal's message is also posted in the front courtyard and a hard copy of the teacher's newsletters in their homerooms.

Homeroom Parents

Each homeroom has a parent who voluntarily assists the teacher with preparation work, special events or celebrations, and follows up with classroom activities such as our fests or special celebrations. The homeroom parent acts as a liaison between the parents and the classroom, and is an invaluable aid to the teacher. For easier communication between teachers and parents, only one parent per room is selected. Parents show their interest in being the homeroom parent by emailing the Junior School Administrative Assistant at junior.school@lejardinacademy.org.

New Parent Orientation

First time families to the Junior School should attend an informational meeting scheduled on an evening prior to the opening of school called the New Parent Orientation. At this time, the administration reviews routines, policies and procedures specifically related to the Junior School, and gives an introduction to the Primary Years Programme of the International Baccalaureate. Please refer to the school calendar for the date and time of this event. This evening is for adults only.

Parent Night

Early in the school year, the Junior School Parent Night provides an opportunity for the classroom teachers and single subject teachers to discuss curriculum, plans, and expectations for the year. Please refer to the school calendar for the date and time of this event. This evening is for adults only.

Telephone

We request that parents use the 261-0707 ext. 1150 office line. The 478-7693 line is for after-school care only from 2:30 – 6:00 pm.

TRANSITION TO THE JUNIOR SCHOOL

To allow for a smooth transition, parents are invited to a New Parent Orientation (see details above). In addition parents and children are invited to a parent/child/teacher introductory conference prior to the first day of school. New families are also invited to attend the "Bienvenue au Jardin" one afternoon prior to start of school.

The introductory conference held prior to the first day of school involves the teacher, parent and child. The family is introduced to the homeroom teacher, the classroom and the campus in general. Together, they review the Questionnaire For School Entry, as well as the school's expectations and goals, and respond to the parents' questions related to the program. At this first conference, parents receive among other things, a comprehensive introductory package, which includes a curriculum handout, entrance and exit standards and daily activity schedules.

The Junior School begins the year with a staggered schedule over two days, dividing the children into 2 groups, welcoming half a class at a time for a regular school day without the option of Extended Day care. On the first day of school, the Pre-Kindergarten teachers each meet 6 students from 7:30 a.m.-11:20 a.m. and the Junior Kindergarten teachers each meet 7 or 8 students from 7:30-2:20 p.m. The second day of the school year welcomes the second group of children while the first group stays at home. The parents are informed of the child's first day of school in the August mailing.

ACTIVITIES AND TRADITIONS

After School Enrichment Activities

The Junior School offers a variety of after school activities, such as soccer, golf, yoga and arts and crafts. The weekly classes are offered on a fee-for-service, first-come, first-served basis, starting in October. Registration forms for the fall session are emailed to parents in September, and winter registrations in December and spring registration in March. Registrations are sent back directly to the outside contractors, except for soccer, which are sent directly to the Junior School Administrative Assistant. Payment is made directly to the contractor and not to the school. The homeroom

teachers will transition the non-Extended Day students from the 2:20 p.m. dismissal to the 2:45 p.m. after school activities.

Special Celebrations

The Junior School celebrates the following special events: Aloha Week (JK), Halloween, Thanksgiving, Holiday Concert, Chinese New Year, Girls and Boys' Days, May Day and Mother's Day (JK). For some events help is needed and parents are asked to sign up on the celebration board posted in each classroom. In conjunction with the homeroom teacher, parents may organize an educational activity in the classroom, such as a craft, game or story, and may also bring a special snack. Snack guidelines are similar to those for birthday parties and parents are made aware of the students' food allergies.

For classroom celebrations, such as birthday, Halloween and holiday parties in classrooms, or playfest, sensory fair and fantasy fair in outside field, younger siblings are asked to stay home.

Field Trips

Field trips allow students to make relevant connections with the unit of inquiry they are studying. Transportation is by contracted buses and all Junior School students are required to ride on the bus. Parental permission is obtained for all trips and related activities outside the facilities. Parental permission is recorded in CareFlow. Le Jardin t-shirts for easy identification and covered shoes are required. To ensure adequate supervision chaperones are needed, and sign-up sheets are posted in the classrooms. In the event of insufficient number of chaperones, field trips may be cancelled.

For safety reasons, we seat 2 students per seat and bus capacity allows for 5 chaperones for each Pre-Kindergarten class and 3 for each Junior Kindergarten class. To make our field trip safe and fun for everyone, the following guidelines should be respected:

- Chaperones are responsible for 2-4 students.
- Chaperones are free of younger siblings
- Chaperones and students stay with the group at all times. Drop-offs or pick-ups during field trips are not permitted.
- Students sit on the seat of the bus, not on laps.
- No food or drinks is consumed on the bus. Snack will be consumed as a group.
- Students are expected to walk, holding hands with a peer or chaperone.
- Chaperones refrain from carrying students.
- Chaperones inform the teacher before escorting students to the restroom and for the protection of the students and chaperones, a minimum of 2 chaperones is required to accompany students to the bathrooms.
- Chaperones should not purchase snacks, treats or souvenirs at concessions.
- Cellular phones are on voice mail during guided tours.
- Chaperones may be asked to record students' observations or take pictures.

Flag Ceremony

The flag ceremony is held on a weekly basis on the first day of the week, outside on the PE field. Junior Kindergarten students conduct their flag ceremony in the classroom the remainder of the week. Junior Kindergarten students begin participating in October, and after the winter break, Pre-Kindergarten students are gradually phased into the routine. Quiet, attentive and respectful conduct is expected. The brief ceremony includes reciting the Pledge of Allegiance, and singing patriotic American and Hawaiian songs along with our Junior School song. The class conducting the ceremony also entertain the audience with a song or poem related to the unit of inquiry or upcoming holiday.

Parents are welcome to join the flag ceremony, standing alongside the teachers, and are asked to model proper respect by not talking during the proceedings. Once the ceremony is over, parents are asked to leave the campus so the students may return undistracted to their classrooms and focus on their learning.

Winter Concerts

A few days before the winter break, students are transported by bus to the main campus for their annual winter program, performing songs in English and French. Holiday attire is appropriate for this event, and a change of clothes is recommended for the remainder of the day. Exact dates and times are noted in the school calendar. Parents have the opportunity to take their children home immediately following the concert.

Picnics

One evening in early fall, Junior School parents, students, siblings and faculty gather for an informal potluck picnic at the Junior School.

On separate days during the last week of school, each grade participates in a beach day on the Windward side. The students enjoy swimming and a potluck picnic. Lifeguards are on duty for the safety of the students, and younger siblings accompanied by their parents are welcome. To make this day child friendly and safe, we are requesting a chaperone per student.

ASSESSMENT

Goal and Procedures

The purpose of assessment is to provide information on student growth and progress to all school constituents: teachers, parents and administration. Observation and therefore assessment is frequent and ongoing, using a variety of methods to measure students' abilities, achievements, and needs. The Junior School has three reporting periods.

At the end of the first and third quarter, a parent-teacher conference is scheduled, at which time the parents are informed of the student's progress and areas of needs. The student's portfolio, which gathers evidence of learning and growth, is shared during the conferences. The portfolio includes drawings, worksheets, cutting and writing samples and photographs of construction or dramatics and video of students' learning. In January, parents receive a written report, which includes reports from the homeroom teacher and single subject teachers. A final written report is mailed to parents in June after the school year ends. A copy of each report card is placed in the student's permanent folder. For parents who are separated, each will be mailed a copy of the report card.

Developmental Screening

If a teacher or a parent has a concern regarding the development of the child, a request via the Principal for a developmental screening by a private institution, can be made. Screening by the Department of Health is no longer available. It is very helpful if parents can share the results with the school so the school can better support the students.

Probation Policy

There are two types of probation in the Junior School; new student probation and behavioral probation.

New Student Probation

Students entering the Junior School for the first time are placed on probation for a six week period, when the team evaluates the adjustment of the student to his/her new school setting. Students are expected to be toilet trained and independent in the use of the restroom by the first day of school. Students are also expected to be able to respect property, self and others, and exhibit safe behaviors. During these first six weeks of school, teachers observe and document any concerns for developmentally immature, academically or socially problematic behavior. During this six week period, teachers communicate concerns verbally to the Principal and parents, and conferences are scheduled with the Principal, homeroom teacher and parents to discuss the concerns. If the issue merits it, an outside evaluation, which will require the parent's authorization, might be recommended. If concerns involve problematic behavior, a detailed plan of action will be discussed with parents and written communication from the teacher will be sent home on a regular basis. If progress is not satisfactory, it is possible that the child may be counseled to leave Le Jardin Academy or the probationary period may be prolonged.

Behavioral Probation

A student who has passed the 6 week probation period may still be placed on probation if his/her behavior becomes problematic and the student manifests behavior unsafe to his peers or if his/her behavior interferes with the learning of others. At this point, the Principal and teacher will decide on a detailed plan of action, which will be shared with the parents. If the student does not show sufficient progress within a specified time frame or is unsuccessful with meeting the terms of the plans, the student can be counseled out from the school or not receive a contract for the following year.

Resources

The Junior School offers the opportunity for a student to receive extra services such as speech therapy from licensed therapist at parents' expenses during the school day. Parents are asked to consult with the homeroom teacher and Principal when scheduling the sessions to ensure room availability and that the student's classroom schedule allows it.

Promotion Policy

Promotion to the next grade level at Le Jardin Academy is determined by the student's academic performance and social and developmental readiness and based on the Junior School Exit Standards. The options include promotion, retention, or conditional promotion. This discussion starts at the regularly scheduled second quarter report, unless issues merit outside evaluation and/or screening. In such cases, parents, teachers, and the Principal meet formally to plan further steps.

At the end of February, progress is evaluated for promotion to the next grade level and shared with the parents. By the end of February, parents are informed by the Principal and/or the teacher of any conditional contracts, possible repeats or dismissal. If the promotion is conditional, the parents will receive, in addition to the contract, a letter from the Principal detailing the terms of the conditions and the contract is held until the terms are met. If the terms are not met, contract is not issued and the students is dismissed from Le Jardin Academy. An option for a Pre-Kindergarten student not ready for Junior Kindergarten is to repeat Pre-Kindergarten. An option for a Junior Kindergarten student not ready for Kindergarten at Le Jardin Academy repeat of Junior Kindergarten.

Transition to Next Grade

To assist current students in making the transition from Pre-Kindergarten to Junior Kindergarten, each Pre-Kindergarten homeroom visits each Junior Kindergarten classroom during the last week of school. The Junior Kindergarten students visit the three Kindergarten classrooms and playground at the main campus during the month of May.

Classroom Placement

At the Junior School, class placement is carefully considered. A variety of factors determine the decision: the child's social and emotional needs, school readiness and temperament, as well as the composition of the class including the age, gender and disposition of the other students.

At the Pre-Kindergarten level, the observation of the child by the Junior School teachers and the preschool report from the child's previous school, if applicable, are important factors in the decision.

At the Junior Kindergarten level, for returning students from our Pre-Kindergarten, the teachers' recommendations are the starting point. For students who have not attended our Pre-Kindergarten, an observation of the students by the Junior School teachers at Le Jardin Academy and the preschool report from the child's previous school, if applicable, are important factors in the decision.

The administration and teachers build a class of students who show promise of working well together, and the school assures that each class will follow the same curriculum and pedagogical practices. **Parents will not be able to request a specific teacher in verbal or written form. The final decision on class placements resides with the school and all placements are final.**

LOWER SCHOOL

Table of Contents

The Lower School Program28
Attendance29
Arrival30
Behavior Expectations30
Celebrations and Parties31
Class Placement Policies31
Communication31
Dismissal32
Dress Code33
Homework33
Learning Support Team34
Lunch and Snack34
Probation34
Progress and Report Cards35
Standardized Tests35
Lower School Miscellaneous35

THE LOWER SCHOOL PROGRAM

Welcome to the Lower School at Le Jardin Academy. We are committed to providing a nurturing and academic environment where your child will flourish.

The Lower School consists of Kindergarten through Grade 5 with an enrollment of approximately 325 students and three classes at each grade level. Besides our dedicated classroom teachers, the students have expert single subject teachers who cover the specialist areas such as Visual and Performing Arts, Music, Library, Media and PE. In addition, all students in the Lower School are able to choose between French and Chinese. Grades 4 and 5 have the additional choice of Japanese and Spanish. The students are also supported by an exceptional team of teaching assistants. Since Le Jardin Academy is an authorized International Baccalaureate World School, the Lower School implements the Primary Years Programme (PYP).

The PYP framework is based on international standards and methodologies that draw on current research and best teaching practices. The PYP is designed for students aged 3 to 12. It focuses on the whole child, addressing social, physical, emotional, academic and cultural needs through a transdisciplinary approach. Students study Units of Inquiry and are encouraged to ask questions and make connections with real world issues. The six themes are:

Who we are: discovery of self, relationships with others, cultures, and communities

Where we are in place and time: explorations, migrations, relationships between communities and civilizations, local and global

How we express ourselves: express ideas, beliefs, nature; reflections; appreciation of aesthetic

How the world works: natural world; scientific principles; technological advances on society and environment

How we organize ourselves: interconnectedness of human-made systems; function and structure of organizations; economic; communal decision-making

Sharing the planet: sharing finite resources with other living things; access to equal opportunities; peace and conflict

Taking Action

We encourage students to take action in their learning. It may take the form of a simple action like finding a book about the concept studied and sharing it with family members, or it may have a more complex, social impact like contacting a government official about a local environmental issue. The choices students make about their learning can result in purposeful action or deliberate inaction.

Inquiry Based Learning

The pedagogical approach for all areas of the curriculum in a PYP school is inquiry. This constructivist view asks teachers to assess students' prior knowledge in an area of study and then provide opportunities for students to discover, investigate, wonder, experiment, research, and learn ideas in order to create new understandings about the concept. Students share their new learning in myriad ways with peers, parents, and other members of the school community.

Exhibition

Second term, students in Grade 5 begin a culminating project called Exhibition. The Exhibition is one of the six units in Grade 5 but instead of a 5-7 week study, it extends over several months and is an action based research project. Since the students work in teams during this time, it is essential all students are present as absences will affect the quality of both the process and the product of this event. It is an incredible time for students to showcase their understanding of the PYP and it is a time of celebration.

Office Information

Clear communication is vital to our organization. Please contact us at any time.

Lower School Office Hours: 7:00 a.m.–4:00 p.m.

Lower School Administrative Assistant

Lisa Ventura — 261-0707 ext. 1130

Lower School Principal

Majken Johansson — 261-0707 ext. 1030

Lower School Vice Principal and PYP Coordinator

Lori Shigehara — 261-0707 ext. 1060

ATTENDANCE

Lower School students start school at 7:45 a.m. Students are encouraged to arrive between 7:30 and 7:40 a.m. to prepare for the day. All students arriving after 7:45 a.m. are marked tardy.

Reporting Absences

- On or before the day of the absence, call the front office at 261–0707 ext. 1130, before 8:00 a.m.
- Leave a voice message — state your child’s name, grade level, teacher, and nature of the absence.
- Absences (due to illness) of more than 3 days require a note from the physician.

Request for Homework When Absent

Please contact your child’s teacher to see if there are assignments that need to be completed while your child is absent.

Tardies

If a student arrives between 7:45 and 8:00 a.m. he/she can proceed directly to class to avoid further tardiness.

A student who arrives after 8:00 a.m. will need to go the front office to sign in and receive an admission slip.

Tardies are recorded and reported on a student’s report card. Excessive tardiness hinders a student’s academic and social progress.

Excessive Tardy Policy

- The classroom teacher will notify the parent when a student accumulates more than 20% tardiness in a semester.
- Continued tardiness, after the initial teacher reminder, will result in a reminder letter from the Principal.

Extended Absences (3 days or more days)

The school strongly encourages families to refrain from taking vacations during school time that involve missing numerous school days. We realize there are times when this is unavoidable however, it is important to note that missing a week or more of school due to a vacation may affect your child’s progress and/or grade. Family emergencies, extended illness situations and unique events will be handled on a case by case basis.

Extended Absence Request Procedures

It is the responsibility of each family to request extended absence approval in a timely manner (at least 2 weeks in advance) from the administration. Parents should contact the Vice Principal for approval. The child’s teacher may provide work that needs to be completed while away. Work cannot be provided without the 2 weeks’ notice. Upon returning to school, students will need to make up any tests or quizzes as required by the classroom teacher. Teachers are not required to do extra tutoring for a student’s missed time. A student may be asked to stay in for recess or after school to complete work or tests. Emergency situations will be handled on a case by case basis. Please contact the Vice Principal.

ARRIVAL

Early Arrival

Students should not be dropped off prior to 6:30 a.m. Early Morning Care is available (at no additional cost) in the Wang Auditorium from 6:30 to 7:30 a.m. All students arriving between 6:30 and 7:30 a.m. must report to the Auditorium and not to the classrooms.

Loop Drop Off

Lower School drop-off is in the loop fronting the Administration Building. Proceed left from the school entrance to the loop for drop-off.

Parents wishing to escort their child to their classroom should proceed right from the entrance and park in the parking lot.

Lower School supervision is available in the loop from 7:25 a.m.–7:45 a.m.

BEHAVIOR EXPECTATIONS

The Lower School works in a preventative manner to support proper behavior. The aim is to create a respectful and cooperative Lower School community through the support of active and caring administrators, teachers, counselors, students, and parents. Students are expected to follow the “School-Wide Agreements” and “Essential Classroom Agreements.”

The preventive foundation consists of:

- The Support Team — teachers, administrators, counselors, students, and parents communicating and working together to provide support to the students and their families.

- Four consistent School-Wide Agreements and Essential Agreements developed in class with the students.

- Le Jardin teachers, staff, and administrators, who are Tribes trained.

- On-going work with the IB Learner Profile concepts in lessons.

- A counseling program that emphasizes inclusive environments and utilizing problem solving skills.

- Continuous positive reinforcement for proper behavior.

Poor Choices

Misbehavior is redirected by the supervising teacher unless the choice made is a major disruption to the learning environment or harmful to self or others. In this situation, the teacher will refer a student to the Principal or Vice Principal.

Level I:

Incidents handled by the supervising teacher are labeled as Level I. An example would be not following our school-wide agreements, such as attentive listening. Parents are contacted by the classroom teacher if a student receives a Level I.

Level II and III:

If the poor choice is greater, such as foul language, fighting or bullying, a student may receive a Level II or III. The level is based on the severity of the incident and on a case by case basis. A Level II or III is given by the Vice Principal or Principal and may include consequences such as behavior contracts, suspension, probation or expulsion.

If a child has more than three Level I incidents, he/she automatically is elevated to a Level II. If a child receives more than three Level II, he/she automatically is elevated to a Level III.

CELEBRATIONS & PARTIES

Birthday Celebrations

The Lower School strives to maximize the educational environment for your child. For celebrations, instead of snacks or goodie bags, we encourage you to donate a hardback book to the Lower School Media Center. Give the gift of a great book for all to enjoy for many years and commemorate a special event.

Each classroom teacher has a way to honor a birthday child. If you would like to bring in a birthday snack, please contact your child's classroom teacher to set up a time. Goodie bags are not permitted and will not be distributed. Please check with your classroom teacher regarding any special food restrictions for any students in the class. Third-party vendors are not allowed on campus unless arranged by the Administration.

Birthday Invitations

Out of courtesy and consideration of others, distribution of party invitations at school is not allowed (even if the entire class is invited). Please mail all invitations and "thank you" cards.

Classroom Parties

In the Lower School we have three distinct parties in the school year. We celebrate the end of first term in December before winter holidays. In February, we celebrate Valentine's Day and at the end of the second semester in June, we celebrate the summer birthdays. The celebrations last about 30–40 minutes and are scheduled by the class teacher and supported by the homeroom parent.

CLASS PLACEMENT POLICY

Parents cannot request a specific teacher in verbal or written form. The final decision on class placements resides with the school.

COMMUNICATION

Lower School parents are valued as important partners with the school in helping students achieve learning results and are actively involved in many ways. The thoughts, ideas, and concerns of parents are valued.

Chain of Communication

Whenever there is a concern, promptly contact your child's teacher first, then later, as appropriate, Administration.

Communication in the Lower School

- School Website — www.lejardinacademy.org
- Instagram - @lejardinacademy.org
- Facebook: <https://www.facebook.com/LeJardinAcademy>
- Friday Folder — student folders sent home every Friday with student work and classroom communication. Parents return the envelope every Monday.
- Principal's Thursday Message — information specific to the Lower School emailed in the LJA Weekly.
- Shutterfly accounts — information specific to your classroom
- Grades 2–5 Planners — serves as a communication tool between home and school
- ManageBac - report cards and unit planners
- My Backpack - student information

Contacting Faculty and Staff:

Phone Calls — Please do not use e-mail or classroom voicemail to communicate time-sensitive messages. The teachers do not always have time to check e-mail and voicemail during the school day. The best option for time sensitive messages is to call 261-0707 (dial O) and leave a message with the front desk receptionist to be hand delivered to the teacher.

E-mail:

firstname +. + lastname@lejardinacademy.org

Schedule a conference or send in a note through the Friday Folder envelope

OTHER MODES OF COMMUNICATION WITH THE LOWER SCHOOL PRINCIPAL:

Attend a Lower School Principal Coffee

Call 261–0707, Extension 1030

E-mail:

majken.johansson@lejardinacademy.org

Schedule an appointment.

Contact:

Lisa Ventura @ extension 1130 or

lisa.ventura@lejardinacademy.org

DISMISSAL

Grade levels have designated pick-up areas around the “the loop” with posted signs. Students are expected to be picked up within 15 minutes of dismissal times.

| | |
|------------------------------|-----------|
| Kindergarten and First Grade | 2:35 p.m. |
| Second and Third Grade | 2:45 p.m. |
| Fourth and Fifth Grade | 2:55 p.m. |

At the start of the school year your child’s teacher will collect from you a list of persons authorized to pick up your child from school on a regular basis. For one-time exceptions, notify the office if your child will be picked up by someone not on the list, leaving contact information as needed.

Early Dismissal

All students leaving before the official dismissal time must be signed out in the front office. If a child returns to school later that day, he/she must be signed in by a parent.

Placards

Each family will be issued a “placard” with a family name to display in the front window of the vehicle during pick-up time. It is issued to families on “Meet the Teacher Day.” The placard must be displayed the entire year. Cars without a placard displayed may need identification verification of the driver.

Late Pick-Up

15 minutes after the designated pick up time, your child will be waiting in the reception area of the Administration Building. Parents will need to park, sign out and pick up their child(ren). Any student remaining after 3:10 p.m. (and is not waiting for an older LJA older sibling) will be charged \$10.00 for the first 20 minutes and then \$10.00 for every subsequent 10 minutes.

Occasionally, the unexpected will prevent you from picking up your child on time. Please call 261–0707 Extension 0 to notify the office so we can let your child know. The late pick-up charge will still apply.

Loop Traffic Rules

- Please keep traffic flowing and moving. The loop is a designated “no parking area.” Stop only to load or unload a student(s).
- If your child is not ready to be picked up, please follow all directions of teachers, administrators and Junior Safety Patrol while picking up and dropping off students.
- If you arrive early on campus before your child is waiting at the loop, park on the hill or in the parking lot and wait until the designated pick up time before entering the loop or you will be asked to keep circling.
- We ask that you not hold conversations with the arrival/dismissal supervising teachers. They need to give their full attention to helping students safely load or unload to/from the vehicles.

Picking Up Multiple LJA Students

Students with older siblings attending LJA may be picked up at the pick-up time for the eldest sibling in the family. Only Lower School students with Middle or High School LJA siblings may wait in the designated area until the Middle or High School dismissal time. The Lower School student joins his/her sibling in the loop after school is dismissed for the older sibling.

DRESS CODE

Le Jardin believes that dress and hairstyles impact the school atmosphere, and therefore, the learning process. Our goal is to provide the best possible atmosphere for student growth and achievement.

Students should dress appropriately and neatly for school daily. For all articles of clothing:

Tears and holes are not acceptable and midriff cannot show.

All shorts, skirts, dresses must be at least finger-tip length, measured at its shortest length).

Shoes with a heel higher than 1", platform or inset wheels are not allowed.

Hats, caps and visors are encouraged during recess but may not be worn inside.

During PE class, students must wear active wear and athletic shoes. Hats are encouraged. Swimming sessions require swimsuit, sunscreen and a towel.

No item of clothing may have messages or images deemed inappropriate by the school.

Strapless or spaghetti string tops are not acceptable. Straps must be at least two inches wide.

Undergarments should not be visible.

Extremes in hairstyles, hair colors and tattoos that disrupt the learning environment are not permitted.

The teachers, staff and administration determine compliance to the dress code. A student who fails to comply with the dress code may receive one or more of the following consequences:

To be sent home at the end of the day with a note for the parents.

To be sent to the office and a parent called to bring an appropriate substitute article of clothing.

To be required to wear a substitute article of clothing provided by the school.

HOMEWORK

Le Jardin's Lower School believes that in order to develop the habit of learning independently it is important that a reasonable amount of homework be assigned to its students each day. Students need to establish a consistent routine of doing work outside classes.

Le Jardin's Lower School believes that the homework it sets should be relevant and authentic, that is, it should relate to the skills and content of the day. Le Jardin Academy does not subscribe to the idea that all students should necessarily have the same assignments. Homework assignments can be varied to meet the needs of different groups of students. Homework will be assigned Mondays through Thursdays and there will be no assigned homework on Fridays. Occasionally, long term projects may be assigned that require some work over the weekend.

We anticipate the following:

| | |
|-----------------|------------|
| K | 10 minutes |
| 1 st | 15 minutes |
| 2 nd | 20 minutes |
| 3 rd | 30 minutes |
| 4 th | 40 minutes |
| 5 th | 40 minutes |

This can be expected daily and does not include time for reading.

Reading at home is a vital part of a young child's developmental years. Independent reading and reading aloud at home is still strongly encouraged. At all grade levels, reading at home will continue to be a daily homework assignment.

There may be occasions when students have difficulty with a task or need more of a challenge. If parents are not able to guide their child easily or would like to inquire if their child needs more homework, they should contact the teacher. Together the parent and teacher can work to determine what is best for the student.

LEARNING SUPPORT TEAM

The Learning Support Teachers, Counselor, Vice Principal and Principal work together as a team with teachers and parents to help support students with needs. The team discusses what accommodations can be made in order to improve success at school. Le Jardin Academy is not equipped to effectively offer a special education program. Therefore, all students must successfully complete the regular curriculum.

Learning Support Teachers

The Learning Support teachers collaborate with teachers and parents to determine distinct needs of a student and if modification programs are necessary. Support services can include help with phonics, reading, writing, math and/or unit research work. At times the support given is one-to-one, but primarily it is in a small group setting. Support may be in the classroom or in the Learning Support Room.

Counselor

The Counselor works with social and emotional growth and constructively deals with intra-personal and inter-personal challenges.

The Counselor helps promote healthy relationships with active work on conflict resolution and inclusive environments. Mentoring the 5th Grade Advisory Team, the Counselor creates team building activities and collaboration between the students. As needed, the Counselor organizes "Fun Lunch" to discuss topics necessary to students, such as friendships, divorce or loss. You may request the Counselor to meet with your child, should you feel a need. If necessary, your child may be sent to the counselor to discuss specific issues and problem solve. The Principal and/or Vice Principal may also send a student to the Counselor for anger management or other necessities due to violations in the behavior plan. Parents are informed of such sessions

LUNCH and SNACK

Parents are encouraged to send a nutritious snack and drink for their child daily. Snacks are not provided by the school.

For lunch, students may either bring one from home or order a hot meal from the school Concession. Lunch can be ordered and paid for online on our school lunch webpage on a monthly basis. Candy and soda are not allowed with lunch.

Milk can be ordered on an annual basis. If milk is not ordered, parents must provide a drink. Order forms for milk and hot lunch are located on the school lunch webpage.

Email kyle.nakayama@lejardinacademy.org as early as possible to cancel lunches. Lunches cannot be cancelled the day of an illness. For safety reasons, hot water is not available in the lunchroom and the use of microwaves is prohibited for Lower School students.

PROBATION

Academic Probation

A new student or a student experiencing a series of academic difficulties and needing extra resources that are not provided by the school can be placed on academic probation. A student on academic probation will be closely monitored and observed by the Lower School Learning Support Team. The Learning Support Team will develop a plan

with the parents to assist the student. If the student shows no progress within a specified timeframe or is unable to meet the terms of the plan: he/she can be counseled out from the school, summer school or tutoring can be required and/or a conditional stipulation for the following school year can be issued.

Social Probation

Students who consistently break our school-wide agreements and/or are given a Level III on the behavior steps may be placed on social probation. The Lower School Learning Support Team will develop a plan with the parents to assist the student. If the student shows no progress within a specified timeframe or is unable to meet the terms of the plan, he/she can be counseled out from the school or given a conditional contract for the school year.

New Student Probation

All new students entering Lower School for the first time are automatically placed on new student probation for a semester. During the first semester of school, teachers observe and document any social and/or academic concerns. Teachers communicate concerns with the Learning Support Team, and conferences are scheduled with the parents. If progress is not satisfactory, it is possible that the child may be counseled to leave Le Jardin Academy or the probationary period may be prolonged.

PROGRESS and REPORT CARDS

During October a parent/teacher conference informs parents of student progress, academic strengths, and areas of need. Lower School conferences in March are "Student-Led." The student's role in this conference varies from grade level to grade level, but always involves the sharing of work, experiences and activities.

Report Cards are created twice per school year, in January and in June. Parents can access the report card in ManageBac.

STANDARDIZED TESTS

Students in Grades 3–5 take the MAP test twice per year in reading and mathematics. The test is used by our teachers as a formative assessment to identify standardized strengths and weaknesses for our students. The test is done online and results are immediate. The test adapts the questions based on the student's skill level and can measure very high performances. The test is one of our measures used in setting goals for your child. Studying for the test is not a possibility. Results are shared with parents. We acknowledge that many factors can influence the results of the test and therefore only use it as one of many assessment tools.

LOWER SCHOOL MISCELLANEOUS

After School Enrichment Activities

Lower School students are offered opportunities after school to participate in a changing selection of enrichment activities. Activities are offered on a fee-for-service basis. An After School Activity Packet is available online in August and at intervals throughout the school year. Sign-up sheets may also be made available in the front office. Additional offerings and renewal forms may be sent home via the electronic Friday Folder. Payment is made directly to the vendor and not to the school. All programs are approved by the Vice Principal and coordinated with the receptionist.

Candy

Candy and excessive sweets are not generally allowed except during special occasions with the homeroom teacher's consent (Halloween, Valentine's Day, etc.). Chewing gum and soda are prohibited at all times.

Cell Phones

Special provisions with the Principal must be made for student use of cell phones or other electronic devices on campus. Parents must notify the Principal regarding the reason for a student needing a cell phone or electronic device on campus and obtain permission for use.

Electronic Devices and Toys

Electronic equipment such as a tablets and hand-held games are not allowed at school. Toys, especially those that are violent in nature, are prohibited. Any exception to this rule must be approved by the classroom teacher. The school is not responsible for any damaged or lost items.

Family Fun Night

The Lower School Student Council sponsors a Family Fun Night, which combines wholesome family activities and fundraising for the school.

Field Trips

Children must wear their Le Jardin field trip t-shirt, purchased from the online LJA Spirit Store and covered shoes are required, unless otherwise allowed by the teacher.

Occasionally, your child's teacher will invite you to participate in classroom activities or to chaperone a field trip. During these occasions, your attention needs to be on the classroom children; we therefore ask you to leave other siblings at home.

Since we have many parent volunteers for our field trips, we ask that you sign up for one field trip per year unless your teacher asks for additional help.

Selected trips, such as the Fourth Grade Big Island Trip, will require some parent financial participation. The school covers 50% of major trip costs. No student will be excluded for financial reasons on trips that are part of the regular curriculum.

Friday Flag

Students in grades K–5 participate in a school gathering each Friday, which is referred to as “Flag.” The brief ceremony includes the Pledge of Allegiance, songs and announcements. This gathering offers an opportunity for announcements, celebrations/recognitions, and sharing thoughts related to character development. Parents are welcome to join the Flag Ceremony which starts at 7:50 a.m. in the loop.

J-A-R-D-I-N Schedule

Le Jardin students attend their single subject teachers on a rotating schedule. At the beginning of the school year, your classroom teacher will give you a schedule indicating which special is on which day. Each day is identified by a letter. Students are expected to know what special is on what day and be prepared for class. This is especially true for PE class.

Lost and Found

Found items may be found on the “Lost and Found” shelf located outside the Hutton Building/Building B. Any unclaimed items are discarded or donated to charity.

New Parent Orientation

First time families to Le Jardin Academy should attend an informational meeting scheduled prior to the opening of school called the New Parent Orientation. At this time, the administrative team welcomes new parents and introduces them to some of the traditions, expectations, and policies of the school.

Parent Night

Early in the school year, a Lower School Parent Night is held for all parents of students in Grades K–2 and 3–5. At this time, the classroom teachers and single subject teachers discuss curriculum and plans for the year.

Room Parents

Each K–5 classroom has a parent who acts as a liaison between the classroom parents and the classroom teacher. The main responsibility of the “Room Parent” is to coordinate and plan the class celebrations and to help with other class

activities/programs as needed. Room Parents will also be asked to support PFA events by disseminating information at various times throughout the year. Parents are given the opportunity to sign up for this position.

School-Wide Agreements

Four school-wide “Tribes Agreements” are honored:

Mutual Respect — Be considerate of others and their belongings.

Appreciation / No Put Downs — Share kind thoughts with others. Respect others and avoid hurting someone’s feelings.

Attentive Listening — Listen to adults and classmates with your eyes, ears, and heart.

Participation — The right to participate/the right to pass.

Student Internet and E-mail Use

Students in Grades 4–5 have email accounts which are created once the Lower School Acceptable Use Policy (AUP) is signed and returned. Students in Grades 2–3 be utilizing Google Docs for storage purposes and will also have an AUP to return to their teacher.

Swimming Policy for Non-Swimmers in Grades 3–5

Because we are an island community, early proficiency in swimming is an expected outcome at Le Jardin. Students swim regularly in P.E. beginning in First Grade. Therefore, students coming to our school as non-swimmers after second grade will be at quite a disadvantage. We strongly recommend that students in Grades 3–12 who cannot swim across our school pool (approximately 15 yards) take private or small group lessons to learn the necessary skills to participate in swimming activities. If it is necessary for safety, non-swimmers in Grades 3–5 will be required to wear a personal flotation device in our school pool at the beginning of the school year.

Tribes Program

Tribes, a comprehensive learning and social development program, gives substance and direction to our school program. It provides a common language and understanding for behavior expectations and conflict resolution, as well as, integrates into our instructional practices a range of activities, experiences, and approaches, which effectively engage students in their own learning.

Through character development and Tribes initiatives, Le Jardin Academy encourages students to develop an understanding and respect for the important character traits. It seeks to develop a strong sense of community within classrooms, divisions and the school. Positive interactions and attitudes are considered essential in a safe and nurturing learning environment.

The Tribes process supports students in: Helping each other work on tasks, setting goals, making the right choices, solving problems, monitoring and assessing progress and celebrating achievements.

Visiting/Observing Classrooms

Out of courtesy for the teacher and students, if you are interested in visiting your child’s classroom during the school year, the visit or observation must be approved by the Principal and scheduled with the teacher at least one day in advance. To visit all classrooms and to meet all the teachers/staff, we invite you to visit during our school Open House. School tours may also be scheduled via the Admissions Office (Contact Jen Souza, Director of Admissions @ 261–0707 x1310).

For the first two weeks of school, parents are welcome in the classroom between 7:30 a.m. and 7:45 a.m. After the first two weeks of school, parents are required to leave promptly at 7:45 a.m. so the teacher and students may begin their learning day.

Winter Concert

In December, musical programs are presented and we welcome family and friends to the concerts. Details related to these programs are noted on the calendar located on the school’s webpage.

MIDDLE SCHOOL

Table of Contents

Middle School Culture39
Academics39
Advisory40
Arrival40
Athletics41
Attendance41
Camp42
Cellphone and Electronic Devices42
Communication42
Counseling43
Daily Schedule43
Discipline43
Dismissal45
Dress Code45
Field Trips46
MS/HS Libraries46
Leaving Campus Without Permission46
Lockers46
Lunch47
ManageBac47
Special Events47
Visitors47

MIDDLE SCHOOL CULTURE

Le Jardin Academy seeks to nurture the academic, emotional, physical, and developmental needs of all its' students and to provide a positive, welcoming environment with clearly stated expectations. We strive to create a community which values courtesy with regard to race, ethnic background, gender, orientation and religious beliefs. It is our goal to nurture the individuality of each student, providing them the opportunity to express differing viewpoints in an atmosphere of mutual trust, respect, and dignity.

Le Jardin also recognizes and seeks to promote the responsibility of the individual and to his/her immediate, local, and global communities.

Office Information

Clear communication is vital to our organization. Please contact us at any time.

The Middle School administrative offices are located in the main administration building area and are open from 7:00a.m. to 4:00p.m. daily.

- Middle School Administrative Assistant
Nicole Lunn - 261-0707 ext.1160
- Middle School Principal
Julie L. Do - 261-0707 ext.1180
- Middle School Vice Principal / MYP Coordinator
Robert B. Wilson - 261-0707 ext. 2050

ACADEMICS

LJA's Middle School seeks to nurture the academic, emotional, physical, and developmental needs of all students. It provides a positive, welcoming environment with clearly stated expectations.

Academic Honesty

Academic honesty is an integral part of the ongoing development of a life-long learner and issues related to academic honesty are explored in our LJA Academic Honesty Policy. At LJA, students learn skills and attitudes necessary to respect the intellectual property rights of others.

Homework Policy

Homework is the natural extension of classroom work that is necessary for reinforcement, remediation, relearning, and/or extension of skills already introduced in the classroom. Teachers are expected to give appropriate homework loads to accomplish this. The amount of time per night will vary based on the curriculum activities and the learning goals for each class as well as the student's ability and productive use of their time throughout the school year. We wish to support families as they attempt to balance "after school" activities, homework requirements, and quality time as a family unit. Students are provided with study halls as part of their schedules and are often allowed to begin homework during class time. The expectation is that students will make every effort to complete homework on time and to the best of their abilities or seek assistance from their teachers to do this prior to any final due dates in order to be best prepared for assessments and future topics/concepts. A student who routinely does not meet this expectation in any of his/her classes, will need to conference with the teacher(s), Principal or Vice Principal, LSC, and parents to determine the best plan to address this expectation.

Learning Support

We are committed to providing an environment that fosters academic and personal growth for all students. Teachers provide learning support to students throughout the day, which includes before and after school hours, breaks, and lunch. If a student continues to experience difficulties in classes, teachers, counselors, and parents may refer the student to our Learning Support Coordinator (LSC).

- The LSC, after collaborating with teachers, counselors, parents, the student, and Principal and/or VP, will develop, implement, and monitor a "Plan of Action". If the "Plan of Action" does not result in any

significant improvement in the student's performance in a reasonable amount of time, a conference will be held with everyone involved with the original plan to discuss other options. One of these options may be to require that the student be evaluated by a licensed diagnostician, psychologist, or psychiatrist for a learning disability. Although we are not equipped to offer any major accommodations which would cause the school undue financial hardship, the following limited accommodations may be offered to students with diagnosed learning or physical disabilities as part of a "Learning Support Plan (LSP) if and only if parents have provided documentation of the disability to the LSC that we deem acceptable:

- extended time to complete tests and coursework
- use of spell checker
- use of audio books
- use of calculator
- use of computer / word processor
- preferential seating
- Small group or separate testing area

All students, including those diagnosed with a learning disability, must meet the same grade level requirements. Students thinking of requesting accommodations for any nationally standardized tests must adhere to the particular testing board's specific requirements and provide the LSC with a complete and current evaluation report.

Special Needs Policy

Le Jardin Academy is not equipped to effectively offer a special education program. Therefore, all students must successfully complete the regular curriculum and meet minimum grade level requirements. Every student must meet the required standards for courses.

Transcripts

Transcripts can be released by LJA only with written permission. All request for a student's transcripts must be made in writing to the MS Administrative Assistant, Nicole Lunn. Please allow 5 school days for transcripts to be processed and sent to the enrolling institution by the MS/HS Registrar. Parents may request an unofficial copy for personal use.

ADVISORY

Advisory is a vital component of the Middle School experience. Students meet with a faculty advisor in small groups to engage in discussions and activities that will help them successfully navigate the hurdles of Middle School. While specific topics vary by grade level, the Middle School advisory program is based on four components:

- 1- Academic / College / Career
- 2 - Cultural awareness / Service learning
- 3 - Life skills / Current events
- 4 -Team Building

By creating a small community within the school, students have an opportunity to be known, heard, and understood. Advisory fosters a supportive learning environment by helping students to develop connections with another caring adult, a constructive peer group and their school community.

ARRIVAL

It is expected that all students will report to school and be seated in their first class by 8:00 a.m. Students should not arrive before 7:00 a.m. due to lack of supervision. If a student must be dropped off before 7:00 a.m. on a regular basis, parents must notify the MS Office and appropriate morning supervision and specified location will be required and arrangements will need to be made, which may include LJA Morning Care depending on the time, consistency, etc. Students MAY NOT be dropped off before 6:30 a.m. Students need to wait in the Library between 7:00 a.m. to 7:30 a.m. if arriving early to campus during that timeframe.

Middle School students should be dropped off and picked up in front of the Middle School building. **Under no circumstance should students be dropped off or picked up on the road leading down the hill. Students are not permitted to walk off campus, or walk or linger on the Kapaa Quarry Road fronting the school. The area is very dangerous.**

ATHLETICS

A detailed and comprehensive review of LJA's athletics program can be found in the "Parents and Students Athletic Handbook" MS student-athletes will participate in quarterly Progress Checks to determine eligibility. Students must demonstrate satisfactory behavior and academic progress in order to participate in LJA athletic team practices and games.

ATTENDANCE

Teachers will take attendance in every class period.

Reporting an Absence

- When a student needs to be absent due to illness, injury, or "emergency", parents must call or email the MS/HS Registrar Lizbeth Smith {Ph. 808-261-0707 ext.3070 or Email: Lizbeth.smith@lejadinacademy.org before 8:00a.m.so that we can inform teachers.
 - Please let us know the reason and probable duration of your child's absence.
 - If absent due to illness, the student must not have a fever for 24 hours prior to returning to school. **Students who are absent due to illness for three or more consecutive days are required to bring a note from a doctor.**

Homework During Absence

If your child is absent for more than 3 days, you may contact Mrs. Lunn to help collect class assignments. When possible, assignments will be emailed to your child's Le Jardin email account. If your child is absent for less than 3 days teachers will work with your child to ensure they complete their missed assignments.

Off-Campus Appointments

Whenever a parent/guardian picks up a student for an off-campus appointment, the parent and student MUST check out with the MS Admin Assistant at the MS Office so proper notification can be made to teachers and staff. This is crucial and impacts student and staff safety and procedures in the event of any school drills or emergencies.

If a student comes late to school, or comes back after leaving for an appointment, the student MUST check back in with the **MS Office**.

Tardies

If your child arrives after 8:00am, please have them report to the **MS Office** for an Admission {Tardy} slip before heading off to class. Although there may be occasions when being late is unavoidable, arriving late to a class not only disrupts the learning of the late individual, it also disrupts the learning of the other students in the class. For this reason a pattern of consistent tardies is a serious cause for concern and will require a meeting with the parents and Principal or VP to discuss possible solutions.

Family Vacations

Family vacations or trips are strongly discouraged during school days, but we realize that some are inevitable. In these cases, parents should send a letter at least two weeks prior to the trip to the school administration and individual teachers. Students will be responsible to meet with teachers before and after their absence to receive and review missing work for completion within an appropriate timeline.

Additional Attendance Policies

Students must be present for all periods of the school day in order to be eligible to participate in after-school activities (e.g. athletic events, performances, practices, etc.). Any exceptions must be approved by the Principal/VP one day **PRIOR** of the event except in the case of an unforeseen emergency. Students are expected to be at school on the day following the return from a school trip.

CAMPS

All Middle School students participate in one off campus camp experience which is designed to build class spirit and encourage a culture of collaboration.

- 6th grade - Camp Erdman, North Shore
- 7th grade - Camp Erdman, North Shore
- 8th grade- Neighboring Island

CELL PHONE AND ELECTRONIC DEVICES

We encourage students to use their time at school during lunch and breaks for face to face communication. For this reason we ask that students use their cell phones before school and after school only. Electronic devices may be used during the school day for school related purposes only.

COMMUNICATION

Le Jardin's model of education encourages and supports parental involvement in partnership with the school to ensure a successful educational experience for adolescents. Parents in the Middle School should contact their child's teacher, advisor or counselor when they have questions or concerns about the program. If parents have further questions after speaking with the teacher, advisor or counselor, they should contact the Middle School Principal or Vice Principal. Parents with further questions or concerns should then contact the Head of School.

Le Jardin encourages parents to use the email system or voicemail to contact teachers or administrators. We ask that parents contact teachers at home only in case of an emergency. We believe the most productive and effective exchange of information occurs in a preset appointment, which allows the teachers to have all the information they need to answer questions prepared ahead of time. Informal conversations that occur in the parking lot, in the teachers' lounge, or at the door of the classroom are often hurried and unproductive. It is vital to the success of the Middle School program and the Middle School sense of *ohana* that parents, teachers, students and administrators maintain a positive and productive form of communication.

We encourage and support parental involvement to ensure a successful learning experience for students. Parents should contact appropriate school personnel to address any issue or problem as soon as possible. A complete listing of email addresses and phone extensions are provided.

MS Folder

Principal and Faculty Weekly Messages - information specific to the Middle School emailed in the LJA Weekly on Thursdays.

Parent-Teacher Conferences

Parent-Teacher Conferences can be scheduled by contacting teachers directly or through your child's advisor or MS Counselor Jessica Osborne. We encourage group conferences with several teachers in order to save you time and to present a broader view of your child as a student.

Website

www.lejardinacademy.org is updated regularly and is another source of useful information. You can access information related to the Middle School by clicking on the tab named Academics. Under this tab the four divisions of the school are listed. Please take some time to explore the Middle School pages, which contain information and images related to the day to day life in the Middle School.

COUNSELING

Middle School is a time of great personal growth and preparation for one's future. The counseling office seeks to provide caring, practical guidance to students as they learn to navigate the challenges of life, demonstrate respect and compassion for others, and develop their own unique path of personal expression and excellence. Personal/ Social counseling may be conducted individually or as part of a small group. Counseling is provided as a short term, solution-focused and confidential service that encourages students to acknowledge personal obstacles and take on the responsibility for developing and implementing an effective solution. Examples of counseling at LJA include mediation to facilitate conflict resolution between friends or other students, participating in a stress management group, or meeting individually to problem-solve school and life issues such as relationships, decision-making, or peer pressure. School counseling is a non-therapeutic service.

DAILY SCHEDULE

School starts at 8:00a.m. and ends at 3:15 p.m. daily. Most classes are in session for 90 minutes and meet every other day in a 6-day cycle:

| | |
|---|------------------|
| J | 1st day of cycle |
| A | 2nd day of cycle |
| R | 3rd day of cycle |
| D | 4th day of cycle |
| I | 5th day of cycle |
| N | 6th day of cycle |

It is expected that all students will report to school and be seated in their first class by 8:00 a.m. Students should not arrive before 7:00 a.m. due to lack of supervision. Students staying past 3:45 p.m. need to report to the library if not participating in an organized supervised after-school activity. The Library will be open until 5:00pm. Students should not remain on campus past 5:00pm unless supervision is arranged.

DISCIPLINE

We are committed to providing and maintaining a safe and nurturing environment in which all members can engage in learning in an atmosphere of trust and mutual respect. Central to our beliefs about student conduct are the four "Tribes Agreements":

- 1 - Attentive Listening
- 2 - Mutual Respect
- 3 - Right to Participate or Pass
- 4 - Appreciations / No Putdowns

It is expected that students display good conduct and citizenship within the school community. Students must abide by following the expectations and regulations, both explicit and implied that are noted in this handbook or otherwise posted or announced. Students must also abide by state and federal laws. It is expected that they will be guided by common sense as well. Observing school regulations assures all students of a safe and productive learning environment and a positive school community. The Middle School discipline policy is aligned with the total school's policies and supports the philosophy and mission of UA. It consists of 3 levels of increasing severity. The Head of School is the final authority in any administrative disciplinary action.

Generally, teachers are directly responsible for the conduct of students in their classrooms and handle discipline issues on a day-to-day basis. The administration gets involved in chronic or serious situations. At this point, "Levels" and resulting consequences are assigned. The sequence of disciplinary consequences follows a progressive discipline model, but is also based on circumstances unique to each individual student and situation.

Only those students who comply with the rules and regulations of the school as designated by the administration and faculty will be permitted to attend UA. The Head of School is given final authority for the interpretation of school rules and regulations as they pertain to any given situation.

Off-Campus Actions

LJA's discipline policy applies to all school-sanctioned activities, even if they are off-campus and occur during non-school hours. These activities include, but are not limited to, field trips, athletic events, and dances. LJA also reserves the right to discipline a student for actions taken off-campus, even if these actions are not associated with a school-sanctioned event, if they have the potential to have an adverse effect on the safety and well-being of any student while in school, or if they jeopardize the reputation of the school.

Behaviors that are serious due to the nature of the behavior or due to the persistence of the behavior are classified as:

- **Level One Behavior** - A cause for concern, yet relatively minor in terms of nature or degree of occurrence.
- **Level Two Behavior** - A serious cause for concern in terms of nature or degree of occurrence.
- **Level Three Behavior** - An extremely serious cause for concern in terms of nature or degree of occurrence.

Bullying

Bullying behaviors and harassment are not tolerated at LJA.

Bullying is an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten, or frighten another person. Bullying involves any physical act or gesture or any verbally, written or electronically communicated expression that:

- Physically harms a student or damages a student's property.
- Places a student in reasonable fear of physical harm or damage to his/her property.
- Substantially disrupts the instructional program or the orderly operations of the school.
- Is so severe, persistent, or pervasive that it creates an intimidating & hostile educational environment for the student. Either at school or away from school including at home.

Cyber Bullying

Cyber Bullying is when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student using the internet, interactive and digital technologies, or cell phones. Students and parents need to be aware that social networking sites are common venues for cyber bullying and extreme care should be taken when accessing and contributing to these sites. *Please see Technology Department Acceptable Use Policy.*

Harassment

Harassment is any verbal or nonverbal action which creates, for the victim, a hostile, intimidating, or offensive learning environment. It is teasing that is deeply hurtful or occurs repeatedly even after the victim tells the perpetrator to stop. Harassment includes, but is not limited to: hurtful teasing, taunting, name-calling, bullying, insults, threats, purposeful exclusion, and rumor-spreading.

Disciplinary Consequences

The sequence of disciplinary consequences (steps may be skipped, depending on circumstances):

- 1 - Detention with school service *
- 2 - In-school-suspension *
- 3 - Out-of-school suspension *
- 4 - Probationary contract *
- 5 - Expulsion *

*possible loss of participation in extracurricular activities (e.g. dances, trips, athletic activities)

Behavioral Contracts

Any student who chooses to engage in any behavior that is deemed dangerous or harmful, or inappropriate behaviors in accordance to the school rules will be placed on probation and/or could be expelled immediately. The terms of this probation will be stipulated by a behavioral contract. This contract may include a provision requiring the student to get a psychological evaluation.

Restitution

When school property is defaced or damaged by the actions of a student, the student and his/her parents are responsible for repairing or replacing the property.

DISMISSAL

Middle School students should be dropped off and picked up in front of the Middle School building. Under no circumstance should students be dropped off or picked up on the road leading down the hill. Students are not permitted to walk off campus, or walk or linger on the Kapaa Quarry Road fronting the school. The area is very dangerous.

After school procedures are in place to ensure the adequate safety of students while waiting to be picked up after school. It is also important in order to minimize disruptions to learning during this after school period.

- Pick-up - 3:15 pm to 3:45 pm Classes finish at 3:15 pm. Middle School students are required to move to the pickup area during this time or wait in the Middle School courtyard.
- Homework session -3:45 pm to 4:30 pm By 3:30 pm any Middle School student who is still at school is required to be working in the MS/HS Library or with a teacher or tutor by prior arrangement until pick up or 5:00pm.
- After 5:00 pm Any Middle School student who is still at school but not in the Library is required to wait in the reception area of the main administration building.
- After-school use of MS/HS Library The MS/HS Library is also open from 3:15 p.m.-5:00p.m.after school unless specified. This is a quiet area and will be available to any Middle School student who is prepared to read or work quietly and independently.
- Extended Day program LJA Extended Day is available for families who expect that their child will be picked up late from school on a regular basis. We encourage families to use this service.

These procedures apply to all MS students who are not being directly supervised after school by a teacher, a coach or a parent/guardian. This includes any time before or after a club or sporting team practice. We ask parents to cooperate by collecting children in a timely manner and ensuring that students are clearly aware of pick-up arrangements. Students are expected to follow these procedures without reminders.

DRESS CODE

Students must come dressed to school in attire that is conducive to a learning environment. Students not abiding by the following dress code will be asked to change immediately. If no other appropriate attire is available, we will contact parents to provide attire that adheres to our Dress Code Policy. Middle School Dress Code- Personal Appearance Guidelines:

- No clothing items with offensive images or language as determined by the Administration or Faculty will be allowed. No clothing promoting and/or reference to illegal substances or alcohol.
- No Clothing with holes, tears, rips or frays due to a tear.
- For girls - No strapless or spaghetti strap dresses or tops allowed (regardless if worn under approved shirts, sweaters or jackets if visible).
- Shorts, skirts and dresses must be a minimum mid thigh to knee length while seated or walking (e.g. to the "finger tip" length). Inappropriate revealing mini skirts, dresses and/or shorts are not allowed during the school day or during school related functions including dances.
- Shoes, slippers, or sandals must be worn at all times.
- No clothing that reveals a student's undergarments or midriffs allowed.
- No extreme haircuts, hair color, piercings and/or tattoos that disrupt the learning environment.

- PE clothing must meet the guidelines of the instructions and course requirements which includes: LJA PE approved or issued shirts, running shoes for land sports, one-piece swimming suits for girls and/or board shorts and rash guard, and swim shirts for boys.

Dress Code is in effect on campus on school days at all times except during sports activities or dances. We strongly believe that dress and hairstyle impact the school atmosphere and should not interfere with the learning of any student. **We also believe that it is primarily the parents' duty to ensure that their children are dressed appropriately for school.** Extremes in hairstyles, hair color, body piercings, and tattoos that disrupt learning environment are not permitted. There are many ways to express individuality outside of outward appearance and we would like to support students to consider other options.

One of the conditions of enrollment is that students and parents agree to accept, support, and abide by the dress code which we hope is flexible enough to provide a range of options within which families can make choices. In order to support students in making correct choices within the LJA school community, regular disciplinary procedures will be followed and students out of dress code may not be allowed to attend class until they are in compliance.

FIELD TRIPS

Field trips are considered to be an inherent part of instruction and are scheduled by teachers at various times of the year. An earnest effort is made to minimize the scheduling of field trips too close to each other. Parents will be asked to sign a permission form, which includes emergency and medical information. Transportation for field trips will generally be by chartered bus. On occasions when teachers or parents will be driving their private vehicles to transport Middle School students, parents will be informed of this arrangement ahead of time and their approval will be required.

MS/HS LIBRARY

The Middle/High School Library is open from 7:00 a.m. to 5:00 p.m. on school days. The school's website www.lejardinacademy.org provides more information about the library.

Lost or Damaged Library Materials

Students will be charged the full replacement fee plus \$5.00 for shipping and handling for any item that is lost or damaged while checked out. Students will receive a notice about their overdue books in class or via email. The charge for the lost or damaged materials will be placed on their account at the end of each semester. If the student returns the item within one month from receipt of the bill, their account will be credited. They will not be credited for materials returned after one month from billing date.

After-School Library Policy

Middle School students may use the library from 7:00a.m. until the start of school and afterschool until 5:00 p.m. Students will be supervised by an adult but are expected to follow the library rules. If students are not able to follow the rules, they will be referred to Principal or VP.

LEAVING CAMPUS WITHOUT PERMISSION

LJA is a closed campus for students up to grade 11. Students may not leave campus during the school day without permission and authorization.

LOCKERS

Student lockers are assigned to all students. Students are responsible to have their own locks and to keep their lockers locked when unattended. We will not be responsible for any unattended items that are lost or stolen. Lockers must be kept clean and tidy and free of stickers or permanent marks. Student lockers are the property of UA and should not be considered personal property. Periodic locker inspections will be conducted by the school administration.

LUNCH

Lunch is available for purchase to students who choose not to bring home lunches.

- A Satellite Concession stand in the Wang where students may purchase hot lunches, sandwiches, pizza, salads, fruits, snacks, and beverages to students at lunch time from 12:35 p.m. to 12:55 p.m. daily.
- Students also have the option of pre-ordering lunches on a monthly basis. Served in the Wang from 12:35 p.m. to 12:55 p.m.
- A pre-set daily menu will be published online on the school's website. Lunch payments can also be made online.
- All 6th and 7th grade students are expected to eat their lunch in the Wang.
- Please email food services manager Kyle Nakayama at kyle.nakayama@lejardinacademy.org with any questions or concerns.
- For matters requiring our immediate attention, please call Middle School administrative assistant, Nicole Lunn at 261-0707 ext:1160.
- It is also expected MS Students eat lunch prior to participating in any recess type activities.
- The Basketball Courts and Courtyard will not be available for recess until 12:50.
- 8th Grade Students may choose to have lunch in the Wang or at the tables in the MS Courtyards only.
- MS Students may not leave designated school supervision areas without specific permission by Teachers, Principal, or Vice Principal. Doing so will be considered a level one infraction.

ManageBac

ManageBac is the website (lejardinacademy.managebac.com) that students, parents and teachers use to access assessment information. This site is set up specifically for IB schools. Each student has a password for this site which is shared by the family. On ManageBac you can see the details of each unit of inquiry including all assessed tasks with grades posted by teachers on a regular basis. Grades are posted with supporting graphics to help families understand trends in grades received. Teachers return all assessment tasks to students within one JARDIN cycle and post grades on ManageBac within three days of returning work. Student reports are also posted and archived on ManageBac at the end of each semester.

SOCIAL EVENTS

Social events, including dances and banquets, are scheduled several times a year. Students with permission slips signed by parents or guardians may attend. Student guests from schools other than LJA may attend school dances with permission from their parents (signed application which includes emergency information), the hosting parents and approval of LJA's administration. All social events are chaperoned by teachers, administrators, and invited parents. All school rules apply.

VISITORS

Visitors to our campus, including parents and guardians, must sign in at MS Office area to obtain a visitor pass even if the visit is pre-arranged with a teacher.

HIGH SCHOOL

Table of Contents

| | |
|---|----|
| High School Culture | 49 |
| Communication | 49 |
| General Information and Policies | 49 |
| Office Hours | 49 |
| Daily | 50 |
| Visitors | 50 |
| Attendance | 50 |
| Student Drop Off and Pick Up | 51 |
| Student Parking | 52 |
| TheBus Service | 52 |
| Off Campus Privileges | 52 |
| Dress Code | 52 |
| Student Lockers | 53 |
| Field Trips | 53 |
| Camps | 53 |
| Social Events | 54 |
| Cell Phone and Electronic Devices | 54 |
| Student Discipline | 54 |
| Grade Level Counseling | 56 |
| College Counseling | 57 |
| Advisory | 57 |
| Technology | 58 |
| Library | 60 |
| Academics | 60 |
| Valedictorian and Salutatorian | 65 |
| Athletics | 66 |

High School Culture:

Le Jardin Academy is a college preparatory High School seeking to nurture the academic, emotional, physical, and developmental needs of all our students and to provide a positive, welcoming environment. We strive to create a community which values courtesy and respect. We are a Tribes community which supports the following schoolwide agreements: 1) mutual respect 2) attentive listening 3) appreciations/no put downs 4) the right to participate/the right to pass. It is our goal to nurture the individuality of each student, providing them the opportunity to express differing viewpoints in an atmosphere of mutual trust, respect, and dignity.

Le Jardin also recognizes and seeks to promote the responsibility of the individual and to his/her immediate, local, and global communities.

Communication:

The High School model of education encourages and supports parental involvement in partnership with the school to ensure a successful educational experience for adolescents. Parents should contact their child's teacher, advisor or counselor when they have questions or concerns about the program. If parents have further questions after speaking with the teacher, advisor or counselor, they should contact the High School Principal. Parents with further questions or concerns should then contact the Head of School.

Le Jardin encourages parents to use the email system or voicemail to contact teachers or administrators. We believe the most productive and effective exchange of information occurs in a preset appointment, which allows the teachers to have all the information they need to answer questions prepared ahead of time. Informal conversations that occur in the parking lot, in the teachers' lounge, or at the door of the classroom are often hurried and unproductive. It is vital to the success of the High School Program and the High School sense of *ohana* that parents, teachers, students and administrators maintain a positive and productive form of communication.

We encourage and support parental involvement to ensure a successful learning experience for students. Parents should contact appropriate school personnel to address any issue or problem as soon as possible. A complete listing of email addresses and phone extensions are provided.

All students are expected to live with their parent(s) or legal guardian. Any exceptions must have the expressed approval of the Head of School. No student, regardless of age, should live alone.

Parent – Teacher Conferences can be scheduled by contacting teachers directly or through your child's advisor. We encourage group conferences with several teachers in order to save you time and to present a broader view of your child as a student. The High School does not have designated parent conference weeks through the school year. Instead we encourage parents to have conferences with teachers or administrators on an "as needed" basis.

ManageBac:

ManageBac is the website (<https://lejardinacademy.managebac.com/login>) that students, parents and teachers use to access assessment information. This site is designed specifically for IB schools. Student and parents have passwords to access this site. On ManageBac you can see the details of each unit of inquiry including all assessed tasks with grades posted by teachers on a regular basis. Grades are posted with supporting graphics to help families understand trends in grades received. Student report cards are also posted on ManageBac at the end of each semester.

Website:

www.lejardinacademy.org/highschool is updated regularly and is another source of useful information. Our website allows you to easily access [high school documents and forms](#), faculty directory, current events on campus, athletics information, and much more. You also have the ability to order school lunches online.

General Information and Policies:

Office Hours:

The high school office is located on the second floor of the High School Building and is open from 7:00 a.m. to 4:00 p.m. daily.

High School Administrative Assistant

[Lani Piche](#) — 261–0707 ext. 1120

High School Principal

[Vicki McNeill](#) — 261–0707 ext. 1020

High School Vice Principal/DP Coordinator

[Christine Keogh](#) — 261–0707 ext. 2325

Middle School Vice Principal/MYP Coordinator

[Robert Wilson](#)— 261–0707 ext. 2050

Daily Schedule:

School starts at 8:05 a.m. and ends at 3:20 p.m. daily. Most classes are in session for 85 minutes and meet every other day in a 6 – day cycle:

| | |
|----------|------------------------------|
| J | 1 st day of cycle |
| A | 2 nd day of cycle |
| R | 3 rd day of cycle |
| D | 4 th day of cycle |
| I | 5 th day of cycle |
| N | 6 th day of cycle |

It is expected that all students will report to school and be seated in their first class by 8:05 a.m. Students should not arrive before 7:00 a.m. due to lack of supervision. We will not be responsible for the safety or supervision of any unattended student after 3:30 p.m.

Visitors to our campus, including parents and guardians, must sign in at the high school administrative offices (2nd floor of the High School Building) to obtain a visitor pass even if the visit is pre-arranged with a teacher. Visitor parking is available in the lot in front of the gym.

Attendance:

- Student attendance on a regular and consistent basis is expected and required. Instances where students miss school more than 10 days per year for any reason will be evaluated individually to determine whether or not the student needs to repeat a course in order to receive credit. Students in the High School must be present in the class to receive, not only vital curriculum information, but also the experience of collaboration and interaction with their classmates.
- When a student needs to be absent due to illness, injury, or “emergency”, parents must call or email the high school administrative assistant, [Miss Piche](#), at 261-0707 ext. 1120 and school registrar, [Mrs. Smith](#), at ext. 3070 before 7:45 a.m. Please identify yourself and indicate the reason and probable duration of the child’s absence.
- Whenever a parent/guardian picks up a student for an off-campus appointment, the parent and student are required to check out at the HS office so that he/she can be accounted for at all times. If a student comes late to school, or comes back after leaving for an appointment, the student MUST check back in at the HS office.
- Attendance is taken in every class period.
- Homework can also be requested when reporting an absence. If the absent is due to illness, the student must not have a fever for 24 hours prior to returning to school. Upon returning to school, the student must present a note to the administrative assistant explaining the reason and duration of absence. This note must be signed by a parent, guardian, or doctor. Students who are absent due to illness for three or more consecutive days are required to bring a note from a doctor.
- Family vacations or trips are strongly discouraged during school days, but we realize that some are inevitable. In these cases, parents should send a letter at least two weeks prior to the trip to the school administration and individual teachers.
- Once a student has reached the 10th class absence in any course, the student and parents may meet with the

Vice Principal to discuss the excessive absences and determine a plan of action to address the situation before a student reaches his/her 10th absence.

- The HS Administrative team would like to be very clear that “Senior Skip Day” is not an event planned by or sanctioned by the school. We provide the seniors with two free work days during their senior year to complete DP assessments and to try and help with some of the stress of the senior year. Absences on a skip day are considered unexcused unless a doctor’s note is provided.

Exam Week Absences: During exam weeks all absences due to injury and/or illness must be documented by a physician or the absence will be considered UNEXCUSED and evaluated by the administration to determine whether or not a missed exam may be taken. Any IB issued exams missed for any non-school function related or injury/illness reasons will be subject to the rules, requirements and consequences set by the International Baccalaureate Organization pertaining to missed assessments.

Le Jardin Academy Academic Attendance Policy for Athletics

- All student athletes must attend a minimum of two entire academic class periods on the day of a competition/activity/practice in order to be eligible to participate in extracurricular activities on that day (or Saturday if the absence is on a Friday). (Advisory does not count towards the two academic class periods.) Student athletes are expected to attend all class periods unless they have an approved excuse such as...doctor/dentist appointment, school related field trip, religious function, court appearance, school business, airline delays... **A doctor’s note or verification slip from the appointment is required on the day of the appointment, no exceptions. This note must be turned into the Athletic Office prior to 3:30 PM on the day of the absence.** Parents are encouraged to contact the Director of Athletics prior to the absence if they have any questions. On rare occasions an absence may be prearranged through the Director of Athletics.

What is not excused?

- Attending less than two full academic class periods because a student athlete was not feeling well.
- Attending less than two full academic class periods because a student athlete was overtired.
- The Director of Athletics reserves the right to increase the minimum class periods a student athlete must attend if he/she feels there is a pattern to an individual’s absence from school. This would be on an individual basis.

How would a student/family know if this is the case?

- If the Director of Athletics and Vice Principal feel there is a pattern to a student athlete being absent from school, there will be a meeting with the Vice Principal and the Director of Athletics .
- The family and student will be notified in writing, after a face to face meeting, of any changes due to excessive absences by the student athlete.
- All student athletes are expected to not only follow this attendance policy, but also any other policies/rules the coach might add to this in order to participate. Please direct all questions to the Director of Athletics.
- Contact Information:
Dave Kannewurf, Director of Athletics:
Phone: 261-0707 ext. 1610
Email: dave.kannewurf@lejardinacademy.org

Tardies: Students arriving late to school will only be admitted to class after they have checked in at the High School office. An unexcused tardy is when a student is late to school and does not have a note from parents, or when a student is tardy between classes. If a student displays a pattern of excessive tardiness, a conference may be scheduled with the student, parents, and the school administration. Appropriate consequences will be imposed. Students who exhibit a pattern of frequent tardies will be placed on probation and may be asked to withdraw

Student drop-off and pick up:

High school students should be dropped off and picked up at the designated drop-off area for the high school and **NOT in the HS driveway loop** in order to assist with traffic flow. Drivers should drop-off/pick-up students as far forward and as close as possible to the designated HS drop-off location (i.e. please do not stop along the student locker areas to let students out closer to their classrooms/lockers, as this causes congestion and an unsafe situation when drivers attempt to drive around into oncoming vehicle and pedestrian traffic). Drivers are also asked not to drive through the gravel

student parking lot during the drop-off or pick-up process. This creates a very unsafe situation for our student drivers parking and leaving their assigned spaces.

Under no circumstance should students be dropped off or picked up on the road leading down the hill. Students are not permitted to walk off campus, or walk or linger on the Kapaa Quarry Road fronting the school. The area is very dangerous.

Student parking: For high school students with a valid driver's license, parking is available on a first-come-first-served basis. Students and parents must complete a campus driving/parking agreement before students may park on campus. In accordance with the agreement, student parking/driving privileges will be revoked due to any unsafe driving violations, repeated parking infractions and/or other related disciplinary actions.

Annual or semester permits can be purchased in the school's business office. All students will be charged the same rates for all parking stalls. Shorter term permits, on a temporary basis due to extenuating circumstances, are also available with prior approval by the HS Administrators only. The parking permit tags are not transferable and must be hung from the rear view mirror of the vehicle and returned to the HS office at the end of the current school year. The student parking lot is the gravel lot fronting the high school building and soccer field. All stalls will be assigned. Students are not to loiter at their cars during the school day.

TheBus service:

TheBus (city bus) comes onto the LJA campus during the school year.

[This year's schedule:](#)

- Route 70 - Leave Maunawili at [6:55 a.m.](#)
Arrive LJA at [7:03 a.m.](#)

- Route 56 - Pick up at LJA at [3:33 p.m. to](#)
Kailua/Kaneohe

- Route 70 - Pick up at LJA at [3:34 p.m. to](#)
Maunawili/Kailua/Lanikai

Off Campus Privileges:

Seniors are the only students that are allowed to drive off campus during periods when they are free or at lunchtime. **Underclassmen who leave campus during the school day must be picked up and signed out by a parent even if they drive to school unless they receive permission from the HS Principal.** To qualify for off campus privileges, seniors are required to meet all of the following:

- Have parents' permission and completed Off-Campus Senior contract on file
- Be in good academic standing (no 1's, 2's or poor progress report checks)
- Be in good disciplinary standing as determined by administration
- No ongoing patterns of absences or tardies Seniors must sign-out on the student log in the High School office and sign back in when they return. Failure to do so will result in the loss of privileges.

Seniors who do not meet the above requirements will have to remain on campus until the end of the school day for the duration of the quarter and will be reassessed for off-campus eligibility for the following quarter.

Seniors are NOT permitted to leave campus with anyone under the age of 21 who is not an immediate family member (parent, guardian, sibling) or with another student who does not have off campus privileges. Violation of this rule will result in the loss of off-campus privileges.

Dress Code:

Students must come dressed to school in attire that is conducive to a learning environment. Students not abiding by

the following dress code will be asked to change immediately. If no other appropriate attire is available, the student will be sent home or items from home must be brought to school before the student may return back to the classroom.

High School Dress Code – Personal Appearance Guidelines:

- No clothing items with offensive images or language as determined by the Administration or Faculty will be allowed. No clothing promoting and/or referencing illegal substances or alcohol.
- No clothing with holes, tears, rips, or frays due to a tear.
- For girls – NO strapless or spaghetti strap dresses or tops allowed (regardless if worn under approved shirts, sweaters or jackets if visible).
- For boys – NO tank tops, sleeveless or mesh-type shirts allowed.
- Shorts, skirts and dresses must be a minimum mid-thigh to knee-length while seated or walking (e.g. to the “finger-tip” length). Inappropriately revealing mini-skirts, dresses and/or shorts are not allowed during the school day or during other school related functions including dances.
- Shoes, slippers, or sandals must be worn at all times.
- No clothing that reveals a student’s undergarments or midriffs allowed.
- No extremes in haircuts, hair color, piercings and/or tattoos that disrupt the learning environment.
- PE clothing must meet the guidelines of the instructors and course requirements which includes: LJA PE approved or issued shirts, running shoes for land sports, one-piece swimming suits for girls, and swim shorts for boys.

Dress Code is in effect on campus on school days at all times except during sports activities or dances. We strongly believe that dress and hairstyles impact the school atmosphere and should not interfere with the learning of any student. **We also believe that it is primarily the parents’ duty to ensure that their children are dressed appropriately for school.** Extremes in hairstyles, hair colors, body piercings, and tattoos that disrupt the learning environment are not permitted. There are many ways to express individuality outside of outward appearance and we would like to support students to consider other options.

One of the conditions of enrollment is that students and parents agree to accept, support, and abide by the dress code which we hope is flexible enough to provide a range of options within which families can make choices. In order to support students in making correct choices within the LJA school community regular disciplinary procedures will be followed and students out of dress code may not be allowed to attend class until they are in compliance.

Student Lockers

Student lockers are assigned to all students. Students are responsible to have their own locks and to keep their lockers locked when unattended. We will not be responsible for any unattended items that are lost or stolen. Lockers must be kept clean and tidy and free of stickers or permanent marks. Student lockers are the property of LJA and should not be considered personal property. Periodic locker inspections will be conducted by the school administration.

Field Trips

Field trips are considered to be an inherent part of instruction and are scheduled by teachers at various times of the year. An earnest effort is made to minimize the scheduling of field trips too close to each other. Parents will be asked to sign a permission form which includes emergency and medical information. Transportation for field trips will generally be by chartered bus. On occasions when teachers or parents will be driving their private vehicles to transport students, parents will be informed of this arrangement ahead of time.

Camps:

All high school students participate in one off-campus camp experience which is designed to build class spirit and encourage a culture of collaboration.

- 9th grade team building at Freshmen Orientation & Camp
- 10th grade overnighiter on campus
- 11th grade team building at Camp Erdman
- 12th grade senior trip to a neighbor island

Social events

Social events, including dances and banquets are scheduled several times a year. Students with permission slips signed by parents or guardians may attend. Student guests from schools other than LJA may attend school dances with permission from their parents (signed application which includes emergency information) and the approval of LJA's administration. All social events are chaperoned by teachers, administrators, and invited parents. All school rules apply.

Students must be picked up within 15 minutes after the social event has ended. A late pick up may result in the student not being allowed to attend the next social event. This policy also applies to high school students who drive themselves to and from the social events.

Cell phone and electronic devices: Cell phones that ring or vibrate during class time may be confiscated and turned in to the school office and may be picked up at the end of the day. Students may use their cell phones for personal use before school, during breaks, and after school.

STUDENT DISCIPLINE

We are committed to providing and maintaining a safe and nurturing environment in which all members can engage in learning in an atmosphere of trust and mutual respect. Central to our beliefs about student conduct are the four "TRIBES Agreements":

1. Attentive Listening
2. Mutual Respect
3. Right To Participate Or Pass
4. Appreciations / No Putdowns

It is expected that students display good conduct and citizenship within the school community. Students must abide by following the expectations and regulations, both explicit and implied that are noted in this handbook or otherwise posted or announced. Students must also abide by state and federal laws. It is expected that they will be guided by common sense as well. Observing school regulations assures all students of a safe and productive learning environment and a positive school community. It consists of 3 levels of increasing severity. The Head of School the final authority in any administrative disciplinary action.

Generally, teachers are directly responsible for the conduct of students in their classrooms and handle discipline issues on a day-to-day basis. The administration gets involved in chronic or serious situations. The sequence of disciplinary consequences follows a progressive discipline model, but is also based on circumstances unique to each individual student and situation.

Off-Campus Actions: LJA's discipline policy applies to all school-sanctioned activities, even if they are off-campus and occur during non-school hours. These activities include, but are not limited to, field trips, athletic events, and dances / proms. LJA also reserves the right to discipline a student for actions taken off-campus, even if these actions are not associated with a school-sanctioned event, if they have the potential to have an adverse effect on the safety and well-being of any student while in school.

Examples of "Level One" behaviors include disruptions in class, dress code violations, public displays of affection, riding skateboards on campus and inappropriate use of cell phones.

Examples of "Level Two" behaviors include disrespectful or disruptive behavior, insubordination, spreading rumors, parking or traffic violations, unexcused absences or leaving class without permission

Examples of "Level Three" behaviors include bullying (includes cyber bullying), harassment, cheating, plagiarism, possessing, using, selling, furnishing, or being under the influence and/or controlled substances tobacco, alcohol, illegal drugs), fighting or assaulting another person, forging or altering documents, misrepresenting or impersonating parents or guardians, damaging school or private property, possessing weapons or simulated weapons, possessing dangerous or disruptive contraband, leaving campus without permission, gambling

Definitions of some Level III behaviors:

Bullying: Bullying is an intentional act that causes harm to others, and may involve verbal harassment, verbal or nonverbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. It is aggressive behavior that intends to hurt, threaten, or frighten another person. Bullying involves any physical act or gesture or any verbally, written or electronically communicated expression that:

1. Physically harms a student or damages a student's property.
2. Places a student in reasonable fear of physical harm or damage to his/her property.
3. Substantially disrupts the instructional program or the orderly operations of the school.
4. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student.

Cyber Bullying: Cyber bullying is when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another student using the internet, interactive and digital technologies, or cell phones. Students and parents need to be aware that social networking sites are common venues for cyber bullying and extreme care should be taken when accessing and contributing to these sites.

Harassment: Harassment is any verbal or nonverbal action which creates, for the victim, a hostile, intimidating, or offensive learning environment. It is teasing that is deeply hurtful or occurs repeatedly even after the victim tells the perpetrator to stop. Harassment includes, but is not limited to: Hurtful teasing, taunting, name-calling, bullying, insults, threats, purposeful exclusion, and rumor-spreading.

Sexual harassment, in particular, is any unwelcomed action of a sexual nature. It limits, denies, or interferes with the rights of students to study, work, or play in a school environment that is free of gender discrimination. Sexual harassment in the school environment refers to situations in which the acts of sexual harassment are considered by a reasonable person to be sufficiently severe or pervasive as to have a negative impact upon harassed individual's academic performance and to create a hostile, intimidating or offensive educational environment. Sexual harassment includes, but is not limited to:

1. Sexual advances which are unwanted, including situations which began as reciprocal attractions, but later ceased to be reciprocal.
2. Reprisals or threats after a negative response to sexual advances.
3. Visual conducts such as displaying sexually suggestive objects, or pictures, cartoons or posters.
4. Leering or sexual gestures.
5. Verbal abuse of a sexual nature, sexually explicit jokes and comments, sexually suggestive letters, notes or invitations.
6. Physical conduct such as assault, attempted rape or rape, impeding or blocking movement and touching, cornering where one or more persons prevent free movement of another person, which may include offensive touching or remarks.

Cheating: includes, but is not limited to:

1. Using notes, books, or any other unauthorized source of information during a quiz or test.
2. Using information technology in a way which is intended to replace the student's own work or knowledge (i.e. programming formulas into a graphing calculator)
3. Altering answers or grades on a test or assignment after it has been submitted for grading.
4. Submitting the same written or oral material for more than one class without authorization.
5. Receiving help from, or giving help to, another student during any quiz or test.
6. Obtaining, without authorization, any parts of a quiz or test prior to their administration.

Plagiarism: includes, but is not limited to:

1. Stealing and passing off the ideas or words of another person as one's own.
2. Using another person's material without crediting the source.
3. Presenting as new and original, an idea or product derived from an existing source.

Note: For cheating and plagiarism:

1st offense: In-school suspension and conference with parents

2nd offense: Out-of-school suspension

3rd offense: Counseled out

Leaving campus without permission: LJA is a closed campus for students up to grade 11. Underclassmen must be picked up and signed out by a parent even if they drive to school unless they receive permission from the HS Principal. Seniors in good academic and disciplinary standing (see earlier section) are eligible for off-campus privileges.

Disciplinary Consequences: The sequence of disciplinary consequences (steps may be skipped, depending on circumstances):

1. Detention with school service
2. In-school-suspension
3. Out-of-school suspension
4. Probationary contract
5. Expulsion

Behavioral Contracts: Any student who chooses to engage in any behavior that is deemed dangerous or harmful, or inappropriate behaviors in accordance to the school rules will be placed on probation and/or could be expelled immediately. The terms of this probation will be stipulated by a behavioral contract. This contract may include a provision requiring the student to get a psychological evaluation.

Restitution: When school property is defaced or damaged by the actions of a student, the student and his/her parents are responsible for repairing or replacing the property.

Disclosure of Student Disciplinary Information: Upon direct request from the colleges for information pertaining to a student's discipline record, the student must honestly and fully disclose if he or she has been subject to a disciplinary response including, but not limited to, probation, suspension, dismissal or withdrawal from the school. Upon direct request from the colleges for information pertaining to a student's discipline record, college counselors will honestly and fully disclose if a student has been subject to a disciplinary response, including, but not limited to, probation, suspension, dismissal or withdrawal from the school. The student should work closely with the college counselor to ensure that both are responding in a consistent and thoughtful manner. If a student's disciplinary status changes after the filing of college applications, the student has the opportunity and obligation to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, the Director of College Counseling will notify the colleges in writing that the student's status has changed and the reason for the change. The college admission officer will be directed to the student and the family for further information. Students are also required, when directly requested, to disclose disciplinary responses for violations of school policies. This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

GRADE LEVEL COUNSELING:

High school is a time of great personal growth and preparation for one's future. The counseling office seeks to provide caring, practical guidance to students as they learn to navigate the challenges of life, demonstrate respect and compassion for others, and develop their own unique path of personal expression and excellence. Personal / social counseling may be conducted individually or as part of a small group.

Counseling is provided as a short term, solution-focused and confidential service that encourages students to acknowledge personal obstacles and take on the responsibility for developing and implementing an effective solution.

Examples of counseling at LJA include mediation to facilitate conflict resolution between friends or other students, participating in a stress management group, or meeting individually to problem-solve school and life issues such as

relationships, decision-making, or peer pressure. School counseling is a non-therapeutic service.

COLLEGE COUNSELING:

The college counselor focuses on supporting, informing and encouraging students and their families as they navigate the complex and ever-evolving world of college admissions and financial aid. The counselor works to meet the needs of each and every child. This is achieved by educating students and families about the nuances of college admissions, advising high school students about appropriate and interesting college and post-secondary options that best suit their specific needs and supporting and encouraging students as they successfully complete the application process.

The college counselor will organize presentations and meetings with college representatives who visit Le Jardin Academy throughout the year. Other opportunities to network with college representatives will also be provided, such as, college fairs, college nights and college tours. Students will also be provided a personal account via Naviance, Family Connection. Family Connection is a customizable planning portal for students and families including self-discovery assessments, goal-setting, college research tools, career exploration resources, and individual learning plans. The counselor is available to assist students in finding and deciphering information.

Throughout grades 9 and 10 students are encouraged to discover and explore new interests and supported in managing the rigors of the IB curriculum. Students begin using Naviance to help identify areas of interest, personal strengths and career exploration. Our college counselor is here to help freshmen, sophomores and their parents build a personally fulfilling high-school experience. We know that the students best equipped to manage the college process are the ones who remain present in the high school experience and grow comfortable with introspection. During grade 10, students will be assisted in selecting courses for the Diploma Program (grades 11, 12)

Grade 11 continues with college research and planning using the college research tools available on Naviance. Students will begin to investigate specific colleges based on interests, application types, admission criteria, essay topics, recommendation letters, financial aid, IB policies and scholarships. During this time students will also meet individually with the counselor to discuss post high school plans, including college lists. It is highly recommended that families accompany their student in such meetings.

There is a concentrated effort in Grade 12 to spend the first couple weeks solidifying a student's college list, finalizing college essays, requesting letters of recommendation and completion of college applications. During this time the counselor will provide information to students regarding applicable scholarship and financial aid opportunities. It is imperative that seniors check their Le Jardin Academy email on a daily basis. We also encourage seniors to submit all documents and applications two weeks prior of any posted deadline, allowing for proper follow up.

Ultimately, students who are happiest about the college process are those who know themselves best, who understand their abilities and needs well enough to recognize familiar elements in a school that will give them room to grow. They research their lists well; they ask the tough questions, and in doing so identify good matches in which they can be confident, options from which they are eager to choose.

ADVISORY:

Advisory is a vital component of the high school experience. Students meet with a faculty advisor in groups of 15 or less to engage in discussions and activities that will help them successfully navigate the hurdles of high school and transition smoothly to college and career. While specific topics vary by grade level, the high school advisory program is based on four components:

1. Academic / College / Career
2. Cultural awareness / service learning
3. Life skills / current events
4. Team building

By creating a small community within the school, students have an opportunity to be known, heard, and understood. Advisory fosters a supportive learning environment by helping students to develop connections with a caring adult, a constructive peer group and their school community.

TECHNOLOGY:

Le Jardin Academy's computing and network systems and services, "lejardinacademy.org & LJWOA" are a school-owned resource and tool to be used only by authorized persons for educational purposes, and to carry out the legitimate business of Le Jardin Academy. Individual domain user accounts are created and removed according to the guidelines stated in this document.

Computers and technology are crucial tools in today's world. Le Jardin Academy proudly uses technology in classrooms to aid in instruction and learning.

In this day and age, it is important to teach our children to be responsible and aware of their surroundings. Computers and the Internet can be just as dangerous as they are beneficial. The smooth operation of the computer network and its resources relies upon the proper conduct of the end users. In an effort to help protect our students and to maintain a reliable computer network, students must adhere to strict guidelines. These guidelines are provided here so that you may become aware of the responsibilities you are about to acquire. If a user violates any of these provisions, disciplinary action will be taken and computer privileges may be denied or reduced. Le Jardin Academy is pleased to provide Internet access to its students, faculty and staff. Along with the wealth of information and resources on the Internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. On such a vast global network it is impossible to control all materials, and users may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may locate material that is not consistent with the educational goals of Le Jardin Academy.

Terms and Conditions

1) **Acceptable Use** - LJA is providing Internet access and student accounts on the network to support the curricular goals of the school. Use of Le Jardin Academy's computing facilities/resources and use of the Internet must be consistent with the educational objectives of the school. Transmission of any material that is in violation of U.S. or state law or regulation is prohibited. This includes, but is not limited to, threatening or obscene material and material protected by trade secret. Users shall respect all U.S. copyright laws and licensing agreements pertaining to material entered into and obtained via the system. LJA also prohibits transmitting or storing of pornography; unethical or illegal solicitation; and sexually explicit or inappropriate language, graphics, or audio segments. Students doing legitimate Internet research on controversial topics should do so with the guidance of a librarian or faculty member, to be sure that LJA's acceptable use policies are being followed. Also, commercial activity of any sort is prohibited.

Students are prohibited from storing or using the following in their accounts or on LJA resources:

Un-authorized programs and software (all installations need to be authorized and done by the Technology Department), malicious executable files (viruses, spyware, etc.), games (except those installed when issued and games authorized by the Technology Department), and illegal music/video files (music and videos downloaded from the internet is illegal, unless paid for).

2) **Privileges** - The use of Le Jardin Academy's computing facilities/resources (ie. portable computers) and the Internet is a privilege, not a right. Inappropriate use of these resources will result in a cancellation of your privileges and other school disciplinary actions as deemed appropriate. Further information regarding disciplinary procedures can be found in the LJA Parent Handbook.

3) **Privacy** – Although Le Jardin Academy does not make a practice of monitoring LJA e-mail, the school reserves the right to retrieve the contents of school owned computers or LJA e-mail messages for legitimate reasons, such as to find lost messages, or to comply with investigations of wrongful acts. E-mail, Web use, and files in student accounts are not guaranteed to be private. Messages relating to or in support of inappropriate or illegal activities will be reported to the authorities. Students' computer use may be subject to periodic checks by librarians, faculty, or by system operators. To insure that computer use adheres to these guidelines, LJA teachers and technology staff have access to student accounts and have the ability to monitor computer use.

4) **Etiquette** - You are expected to abide by the generally accepted rules of computing and network etiquette. These include (but are not limited to) the following:

- a) Be polite.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- c) Do not reveal personal information, such as home addresses, phone numbers, age or gender of yourself or classmates.
- d) Do not use computers or networks in any way that would disrupt their use by others.
- e) Trying to maliciously gain access to information, electronic folders, school servers or restricted websites is strictly prohibited and will be dealt with according to school guidelines and to the full extent of the law. "No Hacking!"
- f) When communicating to faculty via email, use the faculty's school issued email address.
- 5) **Responsibility** - Members of the Le Jardin Academy community must remember that when you telecommunicate with individuals, groups, or institutions, you do so as an individual. You should not present your views, ideas, questions, or actions as representing Le Jardin Academy without specific permission from a dean, supervisor, principal or other administrator. Remember to make it clear that your communications represent you and not the institution.
- 5a) File Sharing using Web Publishing, FTP, Email Server or Peer-to-Peer is prohibited. Students who wish to publish their material or make files public may do so with the Technology Director's permission. Software such as Limewire, Kazaa, Napster, and WinMx are categorized as Peer-to-Peer and therefore restricted from use on any computers belonging to the LJA domain.
- 5b) LJA users may not conceal or misrepresent their identities when sending e-mail messages.
- 5c) LJA users should keep in mind that many people use the LJA network for daily work. Obstructing this work by consuming excessively large amounts of system resources (e.g. disk space, bandwidth, CPU time) or by deliberately crashing the system will not be tolerated. LJA users agree to abide by any system utilization quotas or guidelines developed by the Technology Department. Streaming music and video from the internet reduces the availability of the internet for other uses...do not stream music and videos.
- 5d) While on campus at Le Jardin Academy, the computers and network may not be used for playing computer games, unless ruled academic or research by the Technology Department. This includes before and after school.
- 5e) LJA users should are not permitted to change the computer's appearance settings in any way, including desktop background, font and cursor.
- 6) **Warranties** - Le Jardin Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Le Jardin Academy will not be responsible for any damages you suffer. This includes Loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. LJA users assume the responsibility for backing up their own data; help is always available through the Technology Department. Use of any information obtained via Le Jardin Academy's computer network is at your own risk. Le Jardin Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 7) **Security** -Security on any computer system is a high priority, especially when the system involves many users. It is unacceptable to try to bypass standard procedures, including attempting to discover another person's password, or to use an account for purposes for which it was not intended. Attempts to gain unauthorized access to machines via the network, to decrypt encrypted material, or to obtain privileges to which the user is not entitled are prohibited by public law. Attempts to circumvent data protection, to discover security loopholes, or possession of software for such purposes by users are prohibited. If you feel you can identify a security problem, you must notify a system administrator. Do not demonstrate the problem to other users. Port scanning to discover open services on computers inside or outside the LJA network, is prohibited except for use by the network staff, whom with the knowledge and permission of the Technology Director, may use this technique to monitor the LJWOA network. Users are responsible for the use or misuse of their own accounts. Users are responsible for safeguarding their account passwords. A user should never use another person's account, or give his or her own password to another person for the purpose of gaining access to LJA domain.
- 8) **Vandalism** - Vandalism will result in cancellation of privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of the school or of any other user on the Internet. This includes, but is not limited to, the creation or uploading of computer viruses.
- 9) **Exception of Terms and Conditions** - All terms and conditions as stated in this document are applicable to Le Jardin Academy facilities and networks. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Hawaii, and the United States of America.
- 10) **Electronic Display of Student Work** - Student work may be displayed electronically, which may include photographs, video images and/or audio recordings of students. Such images may be published in a variety of teacher and student projects both within and outside of the Le Jardin secure server. These images will be used only for educational purposes.

11) **Use of Web 2.0 Tools** – Web 2.0 tools allow students to read and write on the internet. Examples of these may include wikis, blogs, nings, and social networking sites. These tools may be used in some classes for education purposes and may require students to register with a site outside of the LJA network. Students must agree to abide by the LJA policies and not compromise the safety of their classmates or the school community..

LIBRARY

The Middle/High school library is open from 7:00 a.m. to 5:00 p.m. on school days. The school's website: www.lejardinacademy.org provides more information about the library.

Lost or Damaged Library Materials:

Students will be charged the full replacement fee plus \$5.00 for shipping and handling for any item that is lost or damaged while checked out. Students will receive a notice about their overdue books in class or via email. The charge for the lost or damaged materials will be placed on their account at the end of each semester. If the student returns the item within one month from receipt of the bill, their account will be credited. They will not be credited for materials returned after one month from billing date.

After-School Policy:

High school students may use the library from 7:00 a.m. until the start of school and after school until 5:00 p.m. Students will be supervised by an adult but are expected to follow the library rules.

Student expectations:

- Work quietly
- Get along with other students
- Use computers for school work only
- No food or drinks in library
- Cell phones are allowed but must be on silent mode

Appropriate student behavior is expected when using the library.

ACADEMICS

Graduation requirements: An LJA diploma is awarded to each student who earns a minimum of 21 credits, including all required courses, during four years of high school. The student is responsible for taking all required courses to meet graduation requirements. In addition, students must meet minimum requirements for service learning projects.

Summer school and online course credits will be accepted only by prior consent of the administration or college counselor and are usually allowed only if the course is required for graduation and does not fit into the student's schedule, if the student has failed the course and needs to repeat it in order to graduate, or if the student needs it in order to accelerate. The grade for a repeated course will be calculated into the cumulative GPA along with the original grade. Credit can only be earned once for every course. If a student withdraws from a course, for any reason, after the two-week drop period, a grade of "W" (withdrawn) will be designated on the student's report card and transcript.

A student must be a full-time student at LJA for at least his/her senior year before being eligible to graduate with an LJA diploma. A student transferring to LJA from another high school must have official transcripts of all course credits prior to enrollment. These transcripts must be reviewed by the college counselor and an administrator to ensure that the student will be able to graduate on time. Some credits may not be transferable and others may be counted as elective credits.

All students who successfully complete the following list of requirements will be awarded the Le Jardin High School Diploma.

Minimum Credit Requirements for an LJA Diploma:

| | |
|-----------------------------|---|
| Language & Literature | 4 |
| Mathematics | 3 |
| Science s | 3 |
| Individuals & Societies | 3 |
| Language Acquisition | 2 |
| Arts | 1 |
| Physical & Health Education | 2 |
| Electives | 3 |
| Senior Paper | |
| Community Service | |

Most of our seniors are also on track to complete the IB Diploma Program which includes a fourth year of classes. They will finish with additional credits in mathematics, sciences, Individuals and Societies, language acquisition, and the arts. These students will sit for their final IB exams in May of their senior year and are eligible to receive IB Diploma based on their performance in the program. These results are announced in the summer following the exams and can result in additional college credits.

Students in Grades 9 and 10 are in the IB Middle Years Programme (MYP). They are required to take classes in the following 8 subjects:

| | |
|-------------------------|-----------------------------|
| Mathematics | Physical & Health Education |
| Sciences | Design |
| Language & Literature | Language Acquisition |
| Individuals & Societies | Arts |

Students in Grades 11 and 12 are in the IB Diploma Programme (DP). They are expected to meet the following requirements:

3 Standard Level Courses
3 Higher Level Courses
Theory Of Knowledge
Creativity, Activity, and Service (CAS) Requirements
Extended Essay

General Regulations:

1. A student must attend LJA at least one academic year before being eligible for graduation.
2. A senior transferring to LJA who wishes to enroll in August and graduate in June should submit all transcript materials before the start of the academic year. The college counselor and the school administration will determine whether the enrolling senior can meet LJA's graduation requirements. Any student applying for such special admission will be notified of his/her graduation status prior to registration. In the rare case when a student is admitted to our school during their senior year, they are not expected to complete the IB programme but will complete the Le Jardin Academy graduation requirements.
3. Grades and credits earned at previous schools will be added to the transcript exactly as they appear. However, it is possible that some prior credits may not be applied toward LJA's graduation requirements. There will be a clear indication on the transcript as to the school in which the grades and credits were earned.
4. The application of students who apply to LJA with educational backgrounds and needs different from the norm will be considered individually. If admitted, the school reserves the right to place such a student on probation. If the student is placed on probation, a letter of explanation will be given to the parents.
5. For a student to participate in the graduation ceremony, he or she must meet all the academic requirements for graduation and be in good social standing (not on social probation).
6. The Head of School, in consultation with the Principal, shall approve the issuing of diplomas.

Special Circumstances

Withdrawing from the Diploma Programme: If a student wishes to withdraw from the Diploma Programme the parents and student must provide sufficient reason and documentation to the DP Coordinator and HS Principal. Conditions for withdrawal are limited to medical conditions and/or learning disabilities. The parents and student are required to meet with the Principal and DP Coordinator to discuss the reason for withdrawal.

If the student has a medical condition that prevents them from completing the Diploma Programme, an official doctor's note needs to be provided to the school. The note must state that the student is unable to complete the program due to their condition and provide evidence of their diagnosis.

If the student's withdrawal is related to a learning disability, current testing results and a recommendation from a licensed doctor must be provided.

The only other circumstance for withdrawal is due to a family emergency. All withdrawal cases will be individually examined by the Principal and DP Coordinator.

If the student has been registered with IB before withdrawing, the student is responsible for any IB fees that are incurred. IB does not refund registration fees, but will refund subject fees by January 15th of the second year in the Diploma Programme.

If the above conditions require a student to withdraw from the Diploma Programme, they are still eligible for the Le Jardin Academy High School Diploma. Additionally students must complete 50 hours of community service and a 10 page senior thesis. The 50 hours of service can be from any of the CAS strands - Creativity, Activity or Service. The CAS experiences must be approved by the CAS coordinator and the student must write a reflection for each experience in ManageBac. The senior thesis needs to be a minimum of 10 pages, 12 point Arial and double spaced.

LJA Diploma students are required to complete the Internal and External IB Assessments as determined by the teacher. They are required to attend their classes and complete all coursework. At the end of the course, students may be required to take an exam.

If a student is not participating in the full Diploma Programme, their GPA will not be weighted.

Students that are not enrolled in the full Diploma Programme will not complete the Internal and External assessments for IB. The course teacher will determine if modified assessments will be required.

Course Candidates: Students may choose to take IB courses as a candidate. They will complete all the coursework and exams for the subjects they choose. They will not be required to fulfill the IB requirements for Extended Essay or CAS (see LJA requirements above). Students will pay the IB subject fees for the courses they choose to register.

Homework policy: Homework is the natural extension of classroom work that is necessary for reinforcement, remediation, relearning, and / or extension of skills already introduced in the classroom. LJA is a college preparatory school and teachers are expected to give appropriate homework loads, especially in upper level courses that reflect the rigor of college prep courses which help prepare students for what they will face in college. IB courses are considered college level courses and students should expect considerably heavier homework loads in those classes. The amount of time per night varies with each student's course load, ability and productive use of their time. We wish to support families as they attempt to balance "after school" activities, homework requirements, and quality time as a family unit. Students are provided with study halls as part of their schedules and are often allowed to begin homework during class time.

Grading / Assessment: Students who receive incomplete grades (“I”) at the end of a grading period, must fulfill the incomplete coursework (including tests) within two weeks after the end of the quarter. After two weeks, the incomplete coursework gets “0” credits. In cases of extended serious illness or injury, extensions may be granted at the discretion of the principal.

Semester Final Exams: Examinations will not be administered to students before exam week. **Students who are absent for a final exam must provide a doctor’s note in order to take the missed exam on the designated makeup day.**

Required Standardized testing:

- 9th graders take the MAP Assessment in the Fall and in the Spring.
- 10th graders take the MAP Assessment in the Fall and the Spring and the Preliminary Scholastic Achievement Test (PSAT) in October.
- 11th graders take the Preliminary Scholastic Achievement Test (PSAT) in October.
- 12th graders take the ACT and/or SAT independently throughout the year.

*****All high school students enrolled in International Baccalaureate (IB) courses are required to pay for and take the corresponding IB examinations in May of their Senior year. Families will be billed in October.***

GPA Calculations: Students in grades 9 and 10 are assessed using IB MYP criteria and the IB 1-7 marking scale. There are two semester marking periods per year. Grade point averages (GPAs) are calculated by year and are not reflective of a cumulative GPA. Students in grades 11 and 12 are also assessed using the IB 1-7 marking scale. Their GPAs are calculated at the end of each semester and are cumulative for the two-year program. It is the policy of Le Jardin Academy not to rank students.

| IB Mark | Description | MYP GPA | DP GPA Weighted | DP GPA Non-Weighted |
|---------|--------------|---------|-----------------|---------------------|
| 7 | Excellent | 5 | 5 | 4 |
| 6 | Very Good | 4 | 4.5 | 3.5 |
| 5 | Good | 3.66 | 4 | 3 |
| 4 | Satisfactory | 3 | 3 | 2 |
| 3 | Mediocre | 2 | 2 | 1 |
| 2 | Poor | 0 | 1 | 0 |
| 1 | Very Poor | 0 | 0 | 0 |

Non IB Courses: Students who choose to take non-DP or non-MYP courses will receive a pass/fail mark for that course.

Academic Probation: Students whose GPA falls below a 3.0 at the end of a grading period will be placed on academic probation. After receiving support from faculty and our Learning Support Coordinator, students who continue to fall below a 2.0 to 3.0 in grading periods may be encouraged to attend another school that may be better able to meet their needs.

Program changes: Students are given a grace period of the first 10 school days to add or drop courses. Students requesting changes to their program must submit a fully completed “Program Change Request Form” to the school registrar by the posted deadline.

Special Needs Policy: Le Jardin Academy is not equipped to effectively offer a special education program. Therefore, all students must successfully complete the regular curriculum and meet minimum graduation requirements. Every student must meet the required standards for courses. LJA does not offer a modified diploma or a vocational secondary school certificate.

Learning Support: We are committed to providing an environment that fosters academic and personal growth for all students. Teachers provide learning support to students throughout the day, which includes before and after school hours, breaks, and lunch. If a student continues to experience difficulties in classes, teachers, counselors, and parents may refer the student to our Learning Support Coordinator (LSC). The LSC, after collaborating with teachers, counselors, parents, the student, and administration, will develop, implement, and monitor a “Plan of Action.” If the “Plan of Action” does not result in any significant improvement in the student’s performance in a reasonable amount of time, a conference will be held with everyone involved with the original plan to discuss other options. One of these options may be to require that the student be evaluated by a licensed diagnostician, psychologist, or psychiatrist for a learning disability. Although we are not equipped to offer any major accommodations, the following accommodations may be offered to students with diagnosed learning or physical disabilities as part of a “Learning Support Plan” (LSP) if and only if parents have provided documentation of the disability to the LSC that we deem acceptable:

- extended time to complete tests and coursework
- use of spell checker
- use of audio books
- use of calculator
- use of computer / word processor
- preferential seating

All students, including those diagnosed with a learning disability, must meet the same graduation requirements. Students thinking of requesting accommodations for any nationally standardized tests must adhere to the particular testing board’s specific requirements and provide the LSC with a complete and current evaluation report.

Awards and Honors:

| | | |
|-----------------|---|--------------|
| Honor Roll: | GPA of 3.3 or better with no | “2”s or “1”s |
| High Honors: | GPA of 3.5 or better with no “ 2”s or “1”s | |
| Highest Honors: | GPA of 3.8 or better with no | “2”s or “1”s |

- Outstanding English Student:
- Outstanding Japanese Student
- Outstanding French Student
- Outstanding Mandarin Student
- Outstanding Band Student
- Outstanding Music Student
- Outstanding Spanish Student
- Outstanding Math Student:
- Outstanding Science Student:
- Outstanding PE Student
- Outstanding Humanities Student
- Outstanding Art Student
- Outstanding Drama Student
- Outstanding Design Student
- Citizenship Award
- Principal’s Award

Head of School's Award

VALEDICTORIAN AND SALUTATORIAN

Each year the school names a valedictorian and a salutatorian. In order to be eligible for one of these honors, a student must have attended LJA for the last 3 years of high school (grades 10, 11, 12). These students have the highest cumulative GPA over the 4 years of high school. This GPA includes 9th grade, 10th grade, and all semester marks from 11th and 12th grade. The valedictorian will be the student with the highest total cumulative grade point average, and the salutatorian will be the student with the second highest total cumulative grade point average. In the case of a tie, both students will receive the honor.

National Junior Honor Society (NJHS) and National Honor Society (NHS): There are four pillars upon which the National Honor Society is founded. These are academic ability, service to the school and community, leadership, and good character.

For a student to be eligible for the NJHS (Grade 9) or the NHS (Grades 10-12), he/she must have the following:
GPA:

- Grade 9: 3.5 or better
- Grades 10-12: 3.3 or better

A cumulative GPA is calculated from the first semester of the school year of application.

Community service:

- Students must have completed 24 hours or more of community service for NJHS and 32 hours or more for NHS by the specified due dates

Essay and application:

- Applicants must have written an acceptable essay as part of their application, addressing the prompt provided on the application.

All three components of this application process carry equal weight. Failure to meet any of the three requirements will result in a student not being inducted into the NJHS or NHS.

Current members of NHS and NJHS maintaining their membership status need to sustain the required GPA and complete the service hours; it is not necessary to write the application essay.

A student who has been suspended from school (in-school or out-of-school) may not become a member of the NJHS or NHS for that year. If the student is already a member, he/she will be put on probation by the society and required to reestablish his/her qualifications to the society for the following year.

The existing memberships of the NHS are required to maintain their GPA and service hours at the appropriate level. If they fail to maintain their GPA, they will be put on probation and given two quarters to raise their grades to the required level. If the student fails to do this, he/she will be required to reestablish his/her membership in the society. These students will not go through the induction ceremony a second time

The induction ceremony will be held the same evening of the High School Awards Night.

Transcripts: Transcripts can be released by LJA only with written permission. "Transcript Request Forms" are available through the college counselor or the school registrar. Please allow 3 school days for transcripts to be processed and sent to the enrolling institution. Parents may request an unofficial copy for personal use.

Textbooks: Textbooks are purchased by the student. They may be obtained from the school's textbook provider and may be eligible to be sold back to this company at the end of the school year. The buyback value will be based on the condition of the book.

ATHLETICS:

(A more detailed and comprehensive review of LJA’s athletics program can be found in the “Parents And Students Athletic Handbook”)

Athletics is an extension and an integral part of the school’s educational process. It plays an important role in character building and the development of moral and social values. It is a mechanism for students to excel in physical and athletic competition, and provides a wholesome educational experience that will nurture the mind and body. The serious purpose of interscholastic athletics demands a sense of commitment from student athletes. Participation in LJA athletics is a privilege, and not a right. Each student is expected to be motivated to put forth a genuine effort in every practice and game.

LJA athletics come under the auspices of the National Federation of State High School Association (NFSHSA), the Hawaii High School Athletic Association (HHSAA), and the Interscholastic League of Honolulu (ILH).

We currently offer the following sports:

1. Girls and boys basketball (Varsity, JV, Intermediate)
2. Boys and Girls golf (Varsity, Intermediate)
3. Girls and boys kayaking (Varsity, JV)
4. Girls and boys swimming (Varsity, JV, Intermediate)
5. Girls and boys water polo (Varsity, Intermediate)
6. Girls and boys paddling (Varsity, JV)
7. Girls and boys volleyball (Varsity, JV, Intermediate)
8. Girls and boys tennis (Varsity, JV, Intermediate)
9. Girls and boys cross country (Varsity, JV, Intermediate)
10. Boys soccer (Intermediate)
11. Girls soccer (JV, Intermediate)

The ILH breakdown of grade divisions is as follows:

| | |
|----------------|-------------------|
| Intermediate | Gr. 7, 8, 9 |
| Junior Varsity | Gr. 9, 10, 11 |
| Varsity | Gr. 9, 10, 11, 12 |

Eligibility requirements: A student shall have 4 consecutive years of eligibility upon entry into grade 9.

In order to continue eligibility, the student athlete must comply with the following during the athletic season:

1. Have no grade of “1 or 2” for any course when grades are checked (up to 8 times per year).
2. Be in good academic and behavioral standing as determined by the Extracurricular Activity Progress Checks completed once a month. Progress checks need to be marked and signed by the student-athlete’s academic teachers and by his/her parent (s). Progress checks are then submitted to the high coaches and/or advisors and reviewed by the HS Administrators. Athletes receiving a mark of a “U” (unsatisfactory) for one or more academic and/or classroom conduct category will NOT be allowed to participate in ANY practices, games or other extra-curricular events until ALL unsatisfactory marks are improved to a minimum mark of “N” (needs improvement) or the preferred “S” (satisfactory) mark.

All school rules apply to every practice, meeting, scrimmage, and game, on and off the LJA campus, including the transportation time to and from the LJA campus.

Athletic Attendance Policy

Please refer to the Attendance section in the HS portion of this handbook for the revised policy.

It is the responsibility of the student athlete to inform teachers of impending absences due to games. All missing work shall be completed in accordance with instructions provided by the teacher. Teachers may deny make-up work if not notified in time by students, or if they determine that a student athlete cannot afford to miss any classes due to poor

performance.

Student athletes will NOT be excused from PE classes on game days.

Athletic Awards:

- Tri-athlete Award: Awarded to students who successfully participate in 3 sports per year
- Scholar Athlete Award: Awarded to students who maintain high academic standards while involved in 2 or more athletic teams or community events.
- Athlete Of The Year: Awarded to the student athlete who demonstrates the highest standard of excellence in athletics.
- Individual Coaches Awards
 - Most Valuable Player
 - Most Inspirational Player
 - Most Improved Player

SUMMER SCHOOL

Table of Contents

Philosophy69
School Policies69
High School Attendance and Credit Courses72
Extended Day72

Please refer all inquiries to the Summer School Office at summer.school@lejardinacademy.org.

PHILOSOPHY

The Summer School program is designed to transition new students entering Le Jardin Academy in the fall and to engage students in learning new concepts that stretch their academic, creative and physical limits. Le Jardin Academy offers academic and enrichment courses in all disciplines and high school courses for credit. Our outstanding teachers and staff are dedicated to helping each child reach his or her full potential and have developed their curriculum to accommodate personalized attention.

Le Jardin Academy Summer School welcomes interested students entering Kindergarten through grade 12 from all schools for a five-week session. In the spring, catalogs outlining courses and tuition are available on Le Jardin Academy's website.

New students are encouraged to take courses in the summer to assist with their transition.

SCHOOL POLICIES

Afternoon Supervised Lunch and Recess

Supervised lunch and recess are provided for all Lower and Middle School students taking 1:00 p.m. classes. Morning-only students must be picked up immediately after their last class.

Absences

If a student is absent, parents should notify the office by phoning 261-0707 ext. 7000. The office is open at 7:30 a.m., but parents may leave a voice message for earlier calls. Provide the student's name, grade level, reason for absence, and request for homework (by 8:30 a.m.) if so desired. Requested homework may be picked up from 12:00 - 4:00 p.m. in the administration building at the reception desk.

Bus and Bicycle Usage

No students may ride bicycles, skateboards, mopeds, skates, or roller blades, or walk to the main campus. Bus schedules and routes are online at www.thebus.org.

Class Confirmation and Location

Final confirmations, with detailed course schedule, teachers and room locations, and a newsletter detailing important information are mailed at the beginning of June. Notification will be made by email if unable to register a student for both a first and second choice. Le Jardin Academy reserves the right to cancel a course due to insufficient enrollment. Except for required courses, classes will be filled in the order applications are received. Le Jardin Academy students have priority for registration the first 2 weeks the catalog is published.

LS Daily Schedule

6:45-7:45 a.m. Early morning care
7:40 a.m. Students may report in front of classrooms
8:00 a.m. LS Flag ceremony (Fridays)
8:00 a.m. First class
(snack at 9:50 a.m.)
10:00 a.m. Change classes or dismissal for students not attending 10:10 a.m. classes
10:10 a.m.-12:00 p.m. Second class
12:00 p.m. Dismissal for students not attending afternoon classes
12:00-1:00 p.m. Rotation of lunch/recess for students attending afternoon classes
1:00-2:50 p.m. Afternoon classes
3:00 p.m. Dismissal
3:00-5:45 p.m. Extended Day care
3:05-5:05 p.m. Semi-private swimming classes

MS/HS Daily Schedule

8:15-10:05 a.m. First class
10:25 a.m.-12:15 p.m. 2nd class
12:15 p.m. Dismissal for students not attending afternoon classes
12:15-1:00 p.m. Lunch/recess for students attending afternoon classes
1:00-2:50 p.m. Afternoon classes
3:00 p.m. Dismissal
3:00-5:45 p.m. Extended Day care
3:05-5:05 p.m. Semi-private swimming classes

Departures

K-5 students are dismissed at 10:00 a.m., 12:00 and 3:00 p.m. at the loop, and 6-12 students are dismissed at 10:05 a.m., 12:15 p.m. and 3:00 p.m. at the high school entrance, and should be picked up promptly. Students may not remain on campus unless enrolled in consecutive classes.

Extended Day (after-school care) students are to be signed out by their parent or designated person and must be picked up no later than 5:45 p.m. Families are urged to make other arrangements if they must be delayed. There is a late charge of \$10 for every ten-minute increment after 5:45 p.m.

Students taking semi-private swimming classes not staying in Extended Day are to be signed out by their parent or designated person before being dismissed from the pool.

No student will be permitted to leave with anyone other than a parent or designated person unless the school has been advised that someone else has been authorized. Students who are to be picked up during school hours must wait in the office for their ride. No child may wait by him/herself.

Discipline

Le Jardin Academy believes in a positive environment where courtesy, consideration, and respect for others is the norm. Each student is to exercise care of school property, maintain respect for others and their property, and behave in a manner that positively contributes to the daily life of the school.

Smoking or the use of drugs or alcohol is prohibited on campus, as is the possession of firearms, knives, or other dangerous weapons, ammunition or the like. Such conduct will result in serious consequences. Parents will be notified of student misconduct and how we are handling the problem. Le Jardin Academy is not equipped, nor do we desire to deal with severe behavioral problems, and such students will be asked to find alternative summer programs. Refunds are not provided.

Dress Code

We believe that it is primarily the parents' duty to ensure that their children are dressed appropriately for school.

With enrollment at Le Jardin Academy, students and parents agree to accept, support, and abide by the dress code, as they agree to follow other established school guidelines. Students who do not conform to the dress code may be asked to wear a Le Jardin t-shirt or short or may not be permitted to attend class.

Students may wear casual clothing which is neat and clean, without any tears or excessive fading. Dresses, skirts, and shorts must extend at least to thumb-tip length or longer. Tank tops, muscle shirts, tube tops, spaghetti straps, halter tops, bare midriff garments, see-through clothing, and short shorts are not acceptable. Sleeveless tops must have straps at least two inches wide. Clothing with offensive language or images advertising liquor, tobacco, drugs, etc. is not permitted. Hats are allowed but cannot be worn in class.

Footwear must be worn at all times. Rubber slippers are permitted. Athletic shoes must be worn for sport activities and excursions. Students' hair should be neat. Boys must be clean shaven. Body-piercing jewelry (other than earrings) may not be worn. Tattoos must be covered.

Early Care

Early care is available in the Wang Auditorium starting at 6:45 a.m. All Lower School (grades K-5) students who arrive before 7:40 a.m. must report to the Wang Auditorium. Students arriving after 7:40 a.m. wait outside their classrooms.

Lost and Found

Please label all items. The Lost and Found is located on the table in front of the administration building and at the pool.

Medication Policy

Please refer to the school medication policy under Health and Illness in General Section.

Summer School New Parent Orientation

A week prior to the first day, the administration welcomes new Summer School parents to Le Jardin Academy, reviews routines and policies, and answers any questions regarding Summer School procedures. Curricular inquiries should be addressed directly to the teacher after reviewing the syllabus distributed on the first day of the Summer School session. This event is for adults only.

Report on Student Progress

End of July, the parent will receive a report from the teacher for each academic class taken. Depending on the class, this could include a summation of grades or a description of the course with a checklist reflecting the performance of the student. High School students taking credit classes receive interim grades at 3 week mark and final grades at the completion of the session. Parents will receive a certificate of completion for each recreational class taken.

Snack and Lunch

Students are encouraged to bring a nutritious mid-morning snack and drink, which they may eat at the end of their first class. Candy, soda and gum are not appropriate. Students staying for an afternoon class should bring a healthy lunch and drinks, or order hot lunch with milk. Only students enrolled in a 1:00 p.m. class may stay for supervised lunch. The school provides a nutritious snack for the students enrolled in the Extended Day program.

Tuition

\$100 per course is due with the registration on or before May 1, with the balance due on or before end of registration. After May 1, full tuition is due with the registration. For Le Jardin Academy students, all tuitions and fees, including regular school year balances, must be paid in full prior to the first day of Summer School or attendance will not be granted. In the event a class is canceled due to insufficient enrollment or unforeseen circumstances, a full refund will be issued. No refund will be issued in the event a student is expelled. Financial aid is not available for the Summer School program.

Class Changes and Refunds

Changes in course selection (e.g., replacing one course for another, switching times) are accommodated on or before the registration deadline by phoning the Summer School office. After the first day of school, changes to accommodate social preferences will not be granted. Changes due to ability misplacement may occur with the approval of the Principal.

- There will be no tuition refunds after registration is closed unless a course is canceled due to insufficient enrollment, in which case a full refund will be issued. A \$100.00 fee per course will be charged for withdrawals until end of registration. No refund is issued in the event of expulsion.

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HIGH SCHOOL ATTENDANCE AND CREDIT COURSES

Le Jardin Academy's Summer School Program offers ½ elective credit for selected courses (applies to Le Jardin Academy students only). Students who attend other schools are responsible for checking that the course meet their credit requirements.

Students who are absent more than three days for reasons other than illness will not receive credit for the course. Regular and punctual attendance is imperative. Excessive tardiness will not be tolerated and may result in serious academic consequences. Repeated tardiness due to traffic will not be excused. If the student will be participating in any type of trip, camp, theatre performance, or sports tournament during Summer School, we strongly discourage enrollment.

Up to three days of necessary absences (e.g., illness, medical/dental appointments, funerals) may be approved by the Principal. Unnecessary absences (e.g., job interviews, driver's license exams, work, vacation trips, summer camp, errands, athletics, and theatre performances) will not be approved. Under such circumstances, the teachers are not required to give make-up work, tests, or tutoring.

For an upcoming absence, the Summer School office must be notified of the nature and date of the absence at least one day in advance.

SUMMER SCHOOL EXTENDED DAY 3:00 p.m. - 5:45 p.m._

The Summer School Extended Day program is designed to serve parents who need child care after the 3:00 p.m. dismissal. The program provides the students with a nutritious snack and a fun, relaxed late afternoon under careful supervision and offers a wonderful opportunity to establish and strengthen friendships. There is time for organized games, free periods, homework, computer lab, videos and swimming once a week in our pool for students in grades 1st and up who are water-safe. Students enrolled in the program also have the opportunity to join semi-private swimming classes for an extra fee. The program is available to students enrolled in a 1:00 p.m. course.

Extended Day students are to be signed out by their parent or guardian and must be picked up no later than 5:45 p.m. Families are urged to make other arrangements if they are delayed. There is a late charge of \$10 for every ten-minute increment after 5:45 p.m.

EMERGENCY PROCEDURES

Table of Contents

| | |
|--|----|
| Tsunami | 74 |
| Hurricane/Tropical Storm | 74 |
| Flooding | 74 |
| Earthquake | 74 |
| Rule of Thumb | 75 |
| Emergency Procedures – Cancellation or Early Closing of School | 75 |
| Fire | 75 |
| Junior School | 75 |
| Lower, Middle and High School | 75 |
| Intruder Situation Procedures | 75 |
| School Wide Emergency Notification | 76 |

TSUNAMI

Our school is not in a Tsunami Evacuation Zone, so we do not have to consider evacuation when a TSUNAMI WATCH or WARNING is issued. The school population will remain in place under either condition and there should be no significant change to our normal routine.

Parents are asked not to rush to the school if a WATCH or WARNING is announced. We will take care of your children until pick-up can be safely accomplished. If you are in or can get to a “place of refuge” close to where you work, do so. It is recommended you remain in the “place of refuge” until the “All Clear” is announced. Delaying unnecessary travel will assist in precluding traffic gridlock on our streets and allow emergency vehicles and those who must evacuate to move freely.

If a TSUNAMI WARNING is issued or a LOCAL TSUNAMI PRODUCING EARTHQUAKE occurs before our school opens, classes will be canceled and school will be closed. See the “Rule of Thumb” section that follows.

HURRICANE/TROPICAL STORM

- Hurricanes and Tropical Storms are intense weather systems, usually generated over warm Pacific waters from June through November, that are capable of producing damaging surf, destructive winds, and heavy flooding. Alerting for these storms is accomplished by the issuance of HURRICANE or TROPICAL STORM WATCHES and WARNINGS.
- The National Weather Service issues hurricane or Tropical Storm WATCHES about 36 hours prior to the arrival of hazardous storm effects on Oahu.
- Hurricane or Tropical Storm WARNINGS are issued when the storm could affect Oahu in 24 hours or less.

When a WATCH is issued, the Head of School will monitor the storm and may make the decision to close school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal school day and should not inconvenience parents at work.

FLOODING

Both campuses are not located in an identified flooding zone. However, during an extremely heavy period of rain, or under Tropical Storm or Hurricane conditions, unsafe conditions in our area are possible. In the event we are advised to evacuate or should water begin to rise around our buildings, students will immediately move to higher ground, or if necessary, to a public evacuation shelter facility designated by the Oahu Civil Defense Agency. The Junior School will move to higher ground at the Kailua Methodist Church’s upper lot. If necessary, they will relocate to the public evacuation shelter at Kailua High School or another facility designated by the Oahu Civil Defense Agency. Movement will be accomplished by walking, on hired busses, and/or, if necessary, by privately owned vehicles or vans.

EARTHQUAKE

Should an earthquake of significant magnitude occur on Oahu, we anticipate possible damage to our facility, the loss of electrical power, telephones and water, and considerable disruption to the road networks around us. Even families who live close by may not be able to reach the campus. If we are indoors when an earthquake occurs, we will stay indoors and immediately take cover under desks, tables, and in supported doorways. If outdoors, we will stay outdoors and move away from electrical lines, tall buildings, and trees. When the shaking stops, the injured will be cared for and the condition of the school evaluated.

If the facility is damaged or could sustain damage in an aftershock, we will gather outside in designated areas and determine the safest course of action. The Junior School will attempt to move to Kailua High School or an open area in the neighborhood. They will sustain themselves as best as they can, for perhaps 72 hours, until assistance can be provided by civil authorities.

Oahu Civil Defense Agency NOTE: Public evacuation shelters will not be opened until they have been inspected for structural integrity. Although such inspections have a high priority, delays because of damaged road systems or other hazards can be expected.

RULE OF THUMB

In the event of a hurricane, the school will follow the Oahu Civil Defense Agency's recommendation concerning the closing of public schools in the Kailua area. In any natural disaster situation, parents should listen to AM Radio station K59 (KSSK) or watch the news for updates. The administrative procedure of canceling a day of scheduled school will be initiated before 6:00 a.m., if possible.

When faced with the possibility of a hurricane, tsunami, heavy flooding, or emergency, during the regular school hours or during school-sponsored activities, the school will follow the above procedures. To notify parents in the most expedient manner and to keep the school's telephone lines clear, the school will initiate a telephone alert to all parents. In addition to telephoning, early school closings will be announced on AM Radio Station K59 (KSSK), and local television stations. .

These procedures cut down on the confusion which naturally surrounds an unexpected early dismissal. Children whose parents cannot be reached will either be (1) sent in their regular carpool to the home of someone living nearby, or (2) detained at school until a parent or a responsible adult has been contacted and comes to the school. We ask that parents do not call the school during an emergency in order to keep the telephone lines open and available for those who have urgent needs.

In summary, we will do everything possible to ensure your children's safety in the event one of these hazards were to threaten or affect us.

EMERGENCY PROCEDURES — CANCELLATION OR EARLY CLOSING OF SCHOOL

FIRE

Drills for Junior School through High School are held regularly. The signal for a drill or for an actual fire is an intermittent buzzing sound accompanied by a strobe light. Students, faculty, and staff exit areas in an orderly fashion, in accordance with the evacuation procedures posted in each classroom, multi-purpose rooms, and the faculty work area.

Junior School

Those with physical limitations or who have difficulty walking are excused from all drills (state policy). In the event of an actual fire, they will be carried to the designated safety area.

Proceed immediately to the "place of refuge" in the parking lot. Upon receiving the "All Clear" signal from the Fire Marshall, everyone returns to the school. In the event of an actual fire, our evacuation procedures and "place of refuge" destination will be the same as for a drill.

Should our buildings be damaged to the extent that we are unable to occupy them, we will relocate to the upper lot of Kailua Methodist Church. Parents will be notified to pick up their children.

Lower, Middle and High Schools

Those with physical limitations or who have difficulty walking are excused from all drills (state policy). In the event of an actual fire, they will be carried to the designated safety area.

Students, faculty, staff and administration proceed immediately to the designated "places of refuge:"

Should our buildings be damaged to the extent that we are unable to occupy them, the school population will remain at the "place of refuge." Parents will be notified to pick up their children. Children may be bussed to our Junior School Campus to ensure safety.

INTRUDER SITUATION PROCEDURES

Danger on the Campus guidelines are posted in every classroom.

The signal that there is imminent danger on the campus is the intruder alarm.

Students and their teachers shall remain in their classrooms or seek refuge in the nearest available classroom.

SCHOOL-WIDE EMERGENCY NOTIFICATION

In the event of a natural emergency, our automated phone service, BlackBoard-Connect, will be activated, providing information and directing parents as to any action that should be taken.