

Le Jardin Academy

2020-21 Parent and Student Handbook



Le Jardin Academy 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 school policies and procedures. Parents should review and discuss this material with students of appropriate age and maturity.

This handbook is intended as a general guide to LJA. 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 LJA.

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. LJA 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.

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ABOUT LE JARDIN ACADEMY

MISSION STATEMENT

Globally oriented with a strong sense of community, Le Jardin Academy equips students to achieve individual excellence, develop sound character, and positively impact the world.

VISION STATEMENT

Le Jardin Academy will be known as Hawaii's leader in international education. We will be recognized for academic excellence and for providing extraordinary teaching and learning experiences that ignite creativity, passion and initiative while deeply engaging with cultural and natural resources. We will have a solid financial foundation that will support growth in innovative programming, state of the art facilities, and local and global community partnerships.

INTERNATIONAL BACCALAUREATE SCHOOLWIDE CURRICULUM

LJA is an International Baccalaureate (IB) World School. LJA is authorized to offer the Primary Years Programme (PYP), the Middle Years Programme (MYP) and the Diploma Programme (DP).

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 real world applications of their 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 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 toward 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.

SCHOOLWIDE 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

Demonstrate Mutual Respect (and Trust)

- I treat others with the same respect that I would like to have, and expect the same from them
- I assume that everyone is doing their personal and professional best to complete good work for the sake of students, so I focus on problems and processes, not on people
- If I have a concern, I follow the “chain of authority” by addressing my concerns to the most appropriate person
- I am positive with my child about the school and its personnel, realizing that s/he will mirror my thoughts and attitudes, directly affecting her/his educational progress

Demonstrate Attentive Listening

- I seek first to understand: listening actively and asking questions to seek clarity rather than leading out with strong declarative statements
- I maintain an open mind, asking myself whether I have all the facts before drawing any firm conclusions
- I take the time to try to understand the perspectives of others, realizing the needs and concerns of other students and parents are varied and not always the same as my own
- I keep myself informed about school communications, events, and developments

Demonstrate Appreciation

- I work on building strong personal relationships and getting to know the various staff members who work with my child
- I engage in “positive storytelling” in order to help build a positive community where people want to be
- I join in celebrating successes and letting people know when they have done a good job
- I champion a caring, supportive, safe environment free of highly critical judgments

Uphold Your Own and Others’ Right to Participate/Right to Pass

- I engage in open dialogue, asking tough questions when necessary, always in a respectful

manner

- I communicate only what I know to be true rather than what I have heard to be true or suspect might be true
- I support the school in the best way I am able (e.g. volunteering, promoting events, showing empathy and moral support)
- I respect the right of others to privacy and confidentiality

BOARD OF TRUSTEES

LJA's charter as a non-profit 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 seventeen 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 to 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 School. The Head is responsible for the day-to-day operations. The Board of Trustees meet monthly, with the major part of its work conducted through committees, composed of both trustees and non-trustees. When parents have concerns, they should follow the lines of communication described elsewhere in this handbook.

ADMINISTRATION

The role of administration is to establish management policies, procedures, practices and protocols to accomplish the mission and realize the vision for LJA.

Clear communication is vital to our organization. We have an open door policy, so please contact us at any time. It is important to note that the most effective communication first occurs with the person(s) directly involved. If follow-up is needed, then contact the appropriate supervisor. If further follow-up is required, contact the Head of School's Executive Assistant for a meeting with the Head of School. A full listing of administration and staff is found in the School Directory. Listed below are the members of our Management Team.

| | |
|--------------------------------------|-------------------------|
| Head of School | Earl Kim |
| High School Principal | Alex Ramsvig |
| Middle School Principal | Julie Do |
| Lower School Principal | Leah Magaña |
| Interim Junior School Principal | Josh Masagatani |
| Director of Admissions | Jennifer Souza |
| Director of Advancement | Courtney Chow |
| Director of Athletics | Jana Fraser |
| Director of Business and Finance | Stacy Kilty |
| Director of Educational Technology | Melissa Handy |
| Director of Facilities | Wendy Cook |
| Associate Director of Communications | Melissa Leina'ala Moniz |

HOURS

Main Campus:

| | | | | |
|---------------|--|---------------|--|-----------------------------------|
| Office hours: | Monday - Friday 7:00 a.m. – 4:00 p.m. | Campus hours: | Monday - Friday 6:30 a.m. – 8:30 p.m. | Saturday 6:00 a.m. – 2:00 p.m. |
|---------------|--|---------------|--|-----------------------------------|

Junior School Campus:

| | | | |
|---------------|--|---------------|--|
| Office hours: | Monday - Friday 7:30 a.m. – 4:00 p.m. | Campus hours: | Monday - Friday 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. (half day) 7:30 a.m. – 2:20 p.m. (full day) |
| 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. (Wednesdays 2:30 p.m.) |
| Grades 9 – 12 | 8:05 a.m. – 3:25 p.m. (Wednesdays 2:25 p.m.) |

Extended Day

| | |
|-----------------|-----------------------|
| PK | 2:20 p.m. – 6:00 p.m. |
| JK | 2:20 p.m. – 6:00 p.m. |
| Grades K thru 8 | Dismissal – 6:00 p.m. |

STUDENT/PARENT DIRECTORY

A Student/Parent Directory is available to all families via MySchoolApp and accessible through the Parent Portal on the school’s website.

- 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

FACULTY/STAFF DIRECTORY

The Faculty/Staff Directory is available on our website in the About tab.

SCHOOL LIFE

LJA 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, Lower School (Grades K-5), Middle School (Grades 6-8), and High School (Grades 9-12). For more details about each division and the programs offered, please consult the sections of this handbook dedicated to individual divisions.

LEARNING MODELS

Le Jardin Academy is well-prepared to offer educational continuity and innovative instruction through enhanced safety precautions and flexible learning models to meet your needs.

You will be offered a choice between face-to-face and distance learning prior to the start of school. You will then have the flexibility to switch back and forth between the models on a quarterly basis. Parents will be able to opt into distance learning in the event that the school’s COVID-19 Risk Response Level is increased (e.g., moving from level 1+ to 2), if your child or family is required to self-quarantine, or at the start of each quarter.

LJA reserves the right during the year to modify the Face-to-Face Learning or Distance Learning due to the changing nature of the pandemic.

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. Drawing on research and the best practices in education, the Tribes process engages students in their own academic and social-emotional 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 in the Tribes process. Tribes activities and agreements are used in all classrooms.

COMMUNITY NORMS

When choosing LJA, families agree to support our mission, vision, philosophy, policies and expectations. We believe trust and mutual respect are critical in maintaining effective relationships. We require parents, in addition to students and staff, to act with integrity and civility in their interactions within our community and as representatives of LJA beyond our campus. This means that when a parent is on our campus or at school-sponsored activities, s/he needs to model the kind of behavior that we wish to instill in our students.

LJA reserves the right to take disciplinary action should a parent choose to not follow these guidelines. Action may include a verbal or written warning by the Principal or Head of School. In rare occasions, it may result in the parent being banned from the campus or being asked to withdraw his/her student from the school.

CONFLICTS OF INTEREST

Everyone at LJA is expected to meet and be held accountable to the same high standards of personal conduct. LJA fosters a climate of “freedom to tell” so individuals feel safe to report suspected cases of conflict of interest or misuse of authority. If a student, parent, or employee believes that a person with positional authority has a conflict of interest or is misusing his/her positional authority, s/he should contact that person’s supervisor. In the case of teachers or staff members, most often this will mean the divisional principal. In the case of principals or other administrators, the Head of School should be informed. In the case of the Head of School or individual Trustees, the Chair of the Board of Trustees should be informed. All accusations will be investigated, documented, evaluated and appropriate consequences will follow.

Deliberately false accusations as ultimately determined by the Head of School and/or the Chair of the Board of Trustees may result in punitive consequences. In all cases confidentiality will be respected.

PARENT FACULTY ASSOCIATION

LJA’s Parent Faculty Association (PFA) was organized to facilitate communication among parents, students, administrators and faculty to enhance the school through cultural and social enrichment, increase visibility of LJA in the community, and enhance 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.

PROFESSIONAL DEVELOPMENT DAYS

LJA is a community of lifelong learners. Professional Development (PD) is intended to actualize the school’s mission while supporting employees in developing their practice to enhance student learning. PD Days provide time for faculty to improve their practice, collaborate with colleagues to enhance curriculum or to provide feedback on student progress. The school calendar lists the dates, and most of these days, Extended Day activities are available to students enrolled in the program.

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, STEAM activities, crafts, sports activities, swimming and field trips. The program is available for Pre-Kindergarten, Junior Kindergarten and Grades K-8 immediately following respective dismissal time. The program ends at 6:00 p.m. for all grade levels during non-holiday care. Registration is bi-annual. Extended Day is also available during Professional Development Days, fall, and spring breaks. Contact the Extended Day program at extended.day@lejardinacademy.org.

AFTER-SCHOOL ACTIVITIES

The Lower and Middle school students will have the opportunity to register for classes twice a year in August and December. Class catalogs will be available for parent viewing prior to registration opening. Students may select from a variety of offerings including swimming, sewing, sports, music, dance and more. Check the website for class and contact information. Teacher's assistants escort students to meeting locations after dismissal. For non-Extended Day students starting a class after 3:00 p.m. it will be the parents responsibility to escort your child. Students should not be left unattended after dismissal.

The Junior School offers a variety of after school activities, such as soccer, golf, yoga, and dance. 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. 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.

Payment is made directly to the contractor and not to LJA.

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, besides the classroom 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.

ATHLETICS

LJA is a member of the Interscholastic League of Honolulu (ILH) and the Hawaii High School Athletic Association (HHSAA).

LJA sponsors intermediate, junior varsity, and varsity teams representing 10 different ILH sports. Students also have the opportunity to participate in PAC-5 or combined school teams. Students in Grades 4-6 can participate in Christian Schools Athletic League (CSAL) volleyball and basketball. For the latest information on changes or restrictions to our Athletic Program offerings in response to the pandemic, please visit www.lejardinacademy.org/athletics.

Interscholastic athletics are an integral part of the educational process at LJA. LJA's aim is to develop a competitive athletic program, while not losing sight of educational values such as sportsmanship, health, and academic achievement. LJA encourages student athletes to compete with passion, class, and dignity.

For more detailed information about our athletics program and its policies, please refer to the *Athletics Parent Student Resource Guide*.

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 4:30 p.m., Monday through Friday
- Middle School and High School — The library is available to students from 7:30 a.m. to 4:30 p.m. for independent research, studying and for classroom instruction in all subjects

MAY DAY

On or near May 1, 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 Grade 8 boy and girl student who has been at LJA the longest without interruption in attendance are selected as the king and queen at the May Day celebration. The selection of the princesses follows the same selection process. The Junior School holds a separate program at the Junior School campus. At the end of the May Day program, students in Lower School and Middle School are released for the day, unless enrolled in Extended Day. High School students have a regular day.

SUMMER FUN

LJA offers a Summer Fun program beginning the week after the end of summer school, from 7:00 a.m. to 5:45 p.m. The program is available to students in Grades JK-8, and is open to the public for Grades K-8. The program includes recreational activities and field trips. Registration and brochures outlining offerings and costs are available to LJA families and the public in late February on our website.

POLICIES AND PROCEDURES

HARASSMENT POLICY

Any verbal or non-verbal action which creates a hostile, intimidating or offensive learning (or work) environment is considered harassment.

LJA does not tolerate harassment in any form. Students feeling intimidated by another student are encouraged to report to any faculty or staff member or adult in the LJA community.

DISCIPLINE PROCEDURES

1. The Principals will handle discipline of students, including recommendations for expulsion.
2. The Head of School is the last person with whom a student or parent can appeal a disciplinary action. The Head of School's decision in this area is final. After the Head of School has ruled there are no further opportunities to appeal a disciplinary action.

DANGEROUS SUBSTANCES

In order to protect the health, morale, and quality education of our students, the use or possession of dangerous substances is strictly prohibited. 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.

Student 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 drugs. Use, possession, or transfer of such a substance, on or off campus, is a violation of this policy and will result in disciplinary action, as determined on a case-by-case basis.

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, possess, or transfer of these items will result in disciplinary action, as determined on a case-by-case basis.

CHILD PROTECTIVE SERVICES

LJA 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.

STUDENT PROTECTION POLICY

It is the goal of LJA to maintain a school environment for all students free from abuse. All LJA employees share a collective responsibility for the safety of LJA students. No LJA employee may engage in any activity constituting abuse of a student. LJA employees must report to the Head of School and division principal any suspected abuse that takes place against a student by an employee either in or out of school.

Abuse is described as inappropriate behavior of a LJA employee toward a LJA student. The following factors will be considered when determining whether abuse happened or not:

1. Physical Abuse - Physical injury inflicted by other than accidental means upon a student by another person; includes willful cruelty or willful infliction of pain
2. Sexual Abuse - Sexual assault or exploitation of a student
3. Emotional Abuse - The use of threats, intimidation, acts of injustice or indignity by verbal or physical means

STUDENTS OVER 18

To remain enrolled at LJA, students over 18 years of age must sign a contract with the school recognizing the authority of their parents or guardian and give permission for the school to contact parents or guardians on all school-related matters.

LIFEGUARD POLICY

It is LJA'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 one lifeguard for 40 students.

PERSONAL BELIEFS POLICY

LJA'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 or pass. LJA 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 LJA.

Religious instruction is the responsibility of the student's family and their place of worship. While religious prayer or preaching one religion is not a part of our student activities at the school, learning about different global perspectives and belief systems throughout history is a component of the IB curriculum.

For some large school events and gatherings, the school may lead various displays of patriotism such as the pledge of allegiance and singing of the national or state anthems. Likewise, the school may lead songs during concerts that

align with individual religions from around the world. Students may choose to pass or participate if components of events do not align with a student's or family's beliefs.

ABSENCE POLICY

Extended Absences (24 Hours or more) due to Illness

Students may be required to stay home for 24 hours fever-free without medication. Unless tested positive for COVID-19 or contact with a person who tests positive for COVID-19.

Extended Absences due to Travel

The school encourages families to refrain from out of state travel during the pandemic. 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 learning progress and be reflected on the report card. 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 from the administration. Parents should contact the Principal for approval. Students will be able to opt into Distance Learning. Physical supplies may not be provided without the 2 weeks' notice. Emergency situations will be handled on a case-by-case basis. Please contact the Principal.

Request for Work When Absent

If your child is sick, we urge the child to rest and not complete work. If the child is not sick but is required to be home, please contact your child's teacher to see if there are assignments that need to be completed while your child is absent. Students absent for more than 72 hours may transition into the Distance Learning environment with the understanding that he/she may not be able to receive a learning kit of resources until the end of the week.

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, and are returned to parents upon end of enrollment.

Temporary Record

Documents retained in a student's temporary record consist 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 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, provided that:

- Such person has permission of the Head of School or appropriate administrator
- No student or parent is 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 LJA that a student's work or photograph may be used in publications for circulation, internally and externally, as well as by the International Baccalaureate Organization (IBO) unless parents have informed the school that this is not permissible. The Administrative Assistant should be contacted for help on the release policy.

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.

FUNDRAISING

- Annual Giving is a gift program that provides unrestricted funds annually with a goal of 100% participation from trustees, faculty and staff, and parents; participation from grandparents, alumni, former parents, and friends of the school is also encouraged
- Restricted funds are always welcome as the school continues to plan 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 and must be reported to the Director of Advancement for proper acknowledgement
- Planned Giving is another avenue for gift-giving to LJA. These gifts support the school's endowment for its long-term financial needs

GIFTS TO EMPLOYEES

While LJA 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.

PHOTOGRAPHY & VIDEO POLICY

LJA may use photographs, audio, and/or video recordings of students for purposes of education, publicity, and student recruitment on behalf of the school via the Internet, print and IB publications, promotional material, and all other media.

If a parent/guardian does NOT want their child to be photographed or recorded, a written request must be submitted to the divisional administrative assistant. Please specify that you are requesting that your child be placed on the school’s Do Not Publish List.

Students on the Do Not Publish List will either be blurred out of pictures or quietly asked to remove themselves from scenes that are to be photographed or recorded in any manner. If you decide to have your child placed on the Do Not Publish List, it is recommended that you talk with your child about your decision so that they can fully understand the reasoning behind it.

TECHNOLOGY

Technology Acceptable Use Policy (AUP)

Terms and Conditions – The use of LJA's network, technology resources, and the Internet must be consistent with the educational objectives of the school. LJA 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.

Legal Rights – The Family Educational Rights and Privacy Act of 1974 (FERPA), “affords certain rights to Parents and Eligible Students in regards to Education Records that are maintained by schools and universities.” Learn more about FERPA at www.lejardinacademy.org/uploaded/Parent_Portal/FERPA_Guidance_for-parents.pdf.

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 LJA's network, technology resources and access to the Internet is a privilege, not a right. Inappropriate use of these resources will result in a cancellation of privileges and other school disciplinary actions as deemed appropriate.

General Regulations and Policies

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| “Bring Your Own Device” Policy | <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 Parent Portal of the school website: www.lejardinacademy.org/parent-portal.</i> |
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| Computers are for “school work” only | <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> |
| Security and safety | <i>Absolute privacy cannot be guaranteed on the network and Internet. Personal information should never be shared on the public 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 meet online.</i> |
| Data loss and backup | <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> |
| Sharing passwords or impersonating another person is prohibited | <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> |
| Vandalism is prohibited | <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 without the support of the technology office and for educational activities (e.g. computer science class).</i> |
| Students must abide by Federal and State laws | <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> |
| No inappropriate or illegal content on campus grounds and school equipment | <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 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> |

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| 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 LJA 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 (included in the summer mailing) indicates this is not permitted. To protect the student’s identity, only first names, last initials, and grade levels are used on labels.

Network Privileges

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.

Email

Communication to the school/teachers through e-mail is encouraged. All employee email addresses are composed by using the following format: first name.last name (spelled out)@lejardinacademy.org. For example, Melissa Handy’s e-mail address is melissa.handy@lejardinacademy.org. Parents who have email capabilities are encouraged to share their email addresses with the school. Changes in email addresses should be sent to the divisional assistants.

VEHICLE IDENTIFICATION ON CAMPUS

All employees, parents, and student drivers are required to display a LJA decal on their car when on both campuses. This will allow school employees to easily identify the owner of each car and also cars not belonging to LJA’s ‘ohana. This procedure will greatly strengthen our security at the campus. All members of LJA’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 Facilities office of anyone outside your family to whom you have given a decal. If you need an extra decal please contact the Facilities 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

Visitors to our campus, including parents and guardians, must follow Health and Safety regulations including completing a screening via SchoolPass app, sign-in at the appropriate office, and wear a visitor badge while on campus.

EMERGENCY PROCEDURES

In every classroom, there is an updated emergency contact list and emergency guides, referred to as quicksheets, to help navigate potentially harmful and stressful situations. It is our goal to implement and regularly practice the best methods to ensure the safety of our students.

Fire

Fire drills for Junior School through High School are held regularly. 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.

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.” Upon receiving the “All Clear” signal, everyone returns to the school.

In the event of an actual fire, and 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.

Intruder Situation

Intruder Alert 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.

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 “Standard Procedures” 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 O’ahu.

Hurricane or Tropical Storm WARNINGS are issued when the storm could affect O’ahu 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 O’ahu 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 O'ahu 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 O'ahu, 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.

O'ahu 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.

COVID-19 Pandemic

Please refer to [Phase III - School Re-Opening Criteria, Procedures, Practices and Protocols](#).

Standard Procedures

In the event of a hurricane, the school will follow the O'ahu 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.

SCHOOLWIDE 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.

ADMISSIONS

LJA 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. LJA operates within State and Federal law to follow the Americans with Disabilities Act (ADA), and accepts students with disabilities within reasonable boundaries by considering how to best meet each child's needs.

LJA 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 Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP).

New students are accepted at all grade levels when there are 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. For Grades 6-12, students are evaluated on the information outlined above as well as results of the Secondary School Admission Test (SSAT) and an interview. Leadership skills and special talents are also taken into consideration.

An admission committee composed of faculty and administration reviews all applications. Letters of Acceptance are mailed in the Spring according to HAIS guidelines. Acceptance is provisional for new students and performance is evaluated. All students are expected to maintain an acceptable level of work and to demonstrate responsible citizenship, attentiveness, and consideration of others.

TUITION ASSISTANCE

Tuition assistance is funded by gifts from individuals, corporations, foundations, and a portion of the annual budget. For more information on tuition assistance at LJA, please go to the tuition webpage located under the Admissions tab on the school's website.

RE-ENROLLMENT AND TUITION PAYMENTS

Re-enrollment is completed online via myschoolapp.com. Access MySchoolApp.com via Parent Portal on the upper right hand portion of the LJA website. Under My Profile, use the link "Enrollment/Re-enrollment." In order to reserve a space for your child, follow the directions. Update your contact information and submit. Review the enrollment contract and submit with a non-refundable deposit. This must be received no later than the specified date, normally March 15. The deposit can be paid online via credit card (2.75% convenience fee) or by 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 15
- Semi-annual Payment Plan (plus a \$60.00 handling fee); ½ of amount due no later than July 15; remainder due no later than December 15
- Ten-month Payment Plan (plus a \$150 handling fee): 1/10th of the entire amount due no later than August 15, with equal payments due no later than the 15th of each month thereafter

Signature of only one parent is required on the enrollment contract. For two household families, please notify the Admissions office.

Parents make tuition payments through Smart Tuition, 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 Smart Tuition's secure system, please contact the Business Office at student.billing@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 child of a family enrolled in the school. 25% tuition discount is given to the fourth child.

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. The school has many expenses of a continuing nature, such as faculty salaries, instructional materials, and facilities 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.

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 on June 30 if there are any prior academic year's tuition and fees outstanding contracts for the next school year will not be extended. If the student's account is in arrears as of March 1. 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 may result in the student being dismissed from school. However, dismissal does not release the remaining financial obligation as per the signed tuition contract. Tuition assistance recipients must remain current or risk forfeiting the financial assistance that has been awarded.

A \$40 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 \$30.00 bank fee is assessed for failed ACH automatic debit transactions or returned checks. Automatic debit and credit cards are not subject to a failed payment fee. The payer's own bank may charge additional fees.

TUITION PROTECTION PLAN

The Tuition Protection Plan ("TPP") offers parents the opportunity, at a small cost, to guard themselves against possible loss of tuition in the event of absence, withdrawal, or dismissal. 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, no later than July 15. Details of the plan, including cost and a statement of initial charges due no later than July 15, are available from the Business Office.

Participation in the TPP is required for all families 1) choosing the monthly payment option and/or 2) families receiving tuition assistance and on an elective basis to new and returning families choosing the semi-annual or annual payment plans, which do not fall into 1 or 2 above.

WITHDRAWAL

Full tuition, exclusive of the \$500 enrollment deposit, can be refunded only if notification of withdrawal occurs in

writing no later than June 1. For withdrawals after June 1, parents are financially obligated for the full year's tuition, no exceptions.

ACTS BEYOND THE SCHOOL'S CONTROL

In the event of any failure or delay in LJA's performance resulting from causes beyond the School's reasonable control and occurring without its fault or negligence, including without limitation, acts of nature, fire, pandemic, US Government restrictions, wars and insurrections, the payment obligation shall continue and the School shall not be liable for any such failure or delay in its performance.

HEALTH

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 can be turned in on Magnus Health starting July 1 and is due 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.

At the Junior School, students missing any immunizations will be granted a provisional entrance with a three month grace period to complete the immunizations, required by the State of Hawaii.

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

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) at 808-586-8332.

Tuberculosis (TB) Clearance

For TB clearance, either *TB Document G: State of Hawaii Risk Assessment* or a valid skin test **must** be presented prior to the first day of attendance at a Hawaii school. A student may not attend school without a valid TB clearance. Once a student turns 16 years old, they are required to obtain another TB clearance. LJA strongly encourages all students and families who travel to high risk countries to be reevaluated by a healthcare practitioner upon return.

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 LJA. The parent/guardian is responsible to update information by phone or email with the school nurse and/or Junior School office 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 children

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 72 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 a.m - 4:00 p.m. 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, LJA 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 SHARING OF INFORMATION FROM YOUR MEDICAL RECORDS. PLEASE READ 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, LJA 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 LJA's written procedures regarding your rights to confidentiality
- 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
- 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 healthcare 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.

ILH ATHLETIC PARTICIPATION FORM

Interscholastic League of Honolulu (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. Click here to access the ILH form: <http://lejardinathletics.org/main/filesLinks>

TRANSPORTATION

TRANSPORTATION POLICY

LJA does not provide transportation from home to school, or from school to home. Excursion transportation is generally provided by contracted services (hired buses). If city buses are used for HS excursions, you will be notified. 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 LJA 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.

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.

BICYCLE/SKATEBOARD RIDERS

No students may ride bicycles or skateboards to the Lower, Middle, or High School Campus due to the absence of a safe crossing. Bicycles and skateboards may not be used on campus.

BUS TRANSPORTATION

The school is served by TheBus (city bus) which comes onto the LJA campus during the school year. Please note that from August 12 to August 20 the bus pick-up times for TheBus Route 66 is 3:37pm and Route 672 is 3:51pm.

This year's bus schedule (effective August 24):

- Route 672 - Leave Maunawili at 6:55 a.m.
Arrive LJA at 7:03 a.m.
- Route 66 - Pick up at LJA at 3:39 p.m. to
Kailua/Kaneohe
- Route 672 - Pick up at LJA at 3:34 p.m. to
Maunawili/Kailua/Lanikai

JUNIOR SCHOOL

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

Junior School Administrative Assistant

Kimberly Miyahana — 261-0707 ext. 1150

Interim Junior School Principal

Josh Masagatani — 261-0707 ext. 1040

PYP Coordinator

Lori Praetorius — 261-0707 ext. 1060

JUNIOR SCHOOL PROGRAM

The Junior School (JS) 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 JS 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 JS is part of IJA, 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 JS curriculum and program follows the International Baccalaureate 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.

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 JS 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 oneself, including manners and basic courtesy. A small class ratio, a team of caring, qualified, experienced teachers and aides facilitate the management of the JS 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 PE instruction is offered on a day rotation basis to enrich the students' education.

The JS 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 may include activities such as, soccer, golf, dance, and yoga.

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

FACE-to-FACE LEARNING and DISTANCE LEARNING

[View Junior School Learning Model](#)

You will be offered a choice between face-to-face and distance learning prior to the start of school. You will then have the flexibility to switch back and forth between the models on a quarterly basis. Parents will be able to opt into distance learning in the event that the school's COVID-19 Risk Response Level is increased (e.g., moving from level 1+ to 2), if your child or family is required to self-quarantine, or at the start of each quarter.

ROUTINES, POLICIES, PROCEDURES

Hours of Operation

| | |
|------------------------|---|
| 6:30 a.m. - 7:30 a.m. | Early Care |
| 7:30 a.m. - 11:20 a.m. | Pre-Kindergarten (half day) Dismissal in front courtyard |
| 7:30 a.m. - 2:20 p.m. | Pre-Kindergarten (full day) |
| 7:30 a.m. - 2:20 p.m. | Junior Kindergarten |
| 2:20 p.m. - 2:40 p.m. | PK and JK dismissals in classrooms |
| 2:30 p.m. - 6:00 p.m. | Extended Day |

ABSENCES

Please report absences to the JS 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

Drop-off and pick-up will occur in the front courtyard for students arriving after 7:30 a.m. Students attending Early Care will go directly to room 3. A staggered schedule will be created for drop-off and pick-up in the courtyard.

Pre-Screening

Parents must complete screening via SchoolPass app for each child every morning prior to arriving at school. Parents are required to keep a sick child, or children, at home with the following symptoms: fever, cough, shortness of breath, or runny nose.

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

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.

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 and 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. The party will be managed by the teacher, as visitors are not allowed in the classroom at this time. 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.

Consideration of others' feelings is a valued moral quality at LJA 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

As we work to comply with DHS guidelines that restrict visitors to classrooms, we will be offering creative opportunities for parents to engage in their student's learning throughout the year. Information will follow.

DRESS

Neat and clean play clothes are appropriate for school. Shoes with heels higher than 1", or platform or inset wheels (wheelys) 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 a.m. 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 JS, positive, growth-promoting guidance includes ignoring minor misbehaviors and encouraging proper behavior by redirecting, discussing consequences, giving choices, and teaching conflict resolution.

The JS 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 (example: biting/hitting), the child may visit the Principal for counseling. The JS Principal guides the child in finding ways the mistake can be fixed. Visits to the JS 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. Stuffed animals or small cloth will need to go home every night for washing. Pacifiers and baby bottles need to remain at home. Electronic devices such as CD players, iPods, iPads, watches and handheld games are not allowed at the Junior School. Parents understand that if a child brings electronic devices for share-and-tell, the parents take full responsibility for the electronic devices and will not hold the school, teacher or administration liable for the loss or possible damage. Parents also understand that students' electronic devices 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

We encourage our parents to be engaged in the LJA community and welcome parents to participate in field trips, school fundraisers, and other school activities. At this time, we are limiting parents' physical presence on campus, in adherence to heightened DHS guidelines.

In order to volunteer at the Junior School, volunteers are expected to show written evidence of tuberculosis clearance, which will be kept in the Junior School office. Clearance should be within 12 months before the child attends school. This is a Department of Human Services requirement: HAR 17-892-129.

T-SHIRTS

LJA Bulldog Pups t-shirts in child sizes are available for purchase at the Junior School office. Each new student at the Junior School receives one free bulldog "Pup" t-shirt. If additional shirts are desired, they can be purchased at the LJA Junior School Office.

SICK AT SCHOOL

Parents are expected to pick up the sick child within one hour or make arrangements 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 72 hours. A fever is considered 100 degrees Fahrenheit 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. Medication shall be kept in the original container bearing prescription label in child's name. It must show the date filled and physicians' directions for use. Refer to the General Section of the Handbook, under "Health", for more details.

If COVID-19 symptomatic follow procedures outlined in *Section 5 : In-School Illness Procedures and Protocols* of the [Phase III - School Re-Opening Criteria, Procedures, Practices and Protocols](#).

SNACK AND LUNCH

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

Students may bring a lunch from home or order a meal from LJA's Lunch program for an additional fee. School lunch is ordered on a monthly basis with two, three, and five day options. Milk may be ordered on an annual basis for 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 Food Service Manager 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: 2 masks in a individual labeled ziploc bag, a 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. Note that mat covers will be sent home daily for washing.

Students are required to wear a LJA Junior School t-shirt on excursions. Each new student at the Junior School receives a free bulldog "Pup" t-shirt. T-shirts are sold at the JS 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 JS administration, faculty, and staff values and supports open communication. JS 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. Employees shall relay concerns about health, development, or behavior of child to parents or guardians promptly and directly.

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 the Administration; as appropriate.

Email

It is possible to communicate with the Principal, administrative assistant, homeroom and single subject teachers, and teacher assistants via email using their firstname.lastname@lejardinacademy.org (e.g., Josh Masagatani's email address is: josh.masagatani@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 or on a virtual platform. This event provides an opportunity for parents to meet other parents and to get an update on the JS from the Principal and the PFA JS representative.

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.

LJA 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 JS Administrative Assistant at junior.school@lejardinacademy.org.

JUNIOR SCHOOL INFO SESSION

All families should attend an informational meeting where the administrative team welcomes all new and returning parents and introduces them to some of the traditions, expectations, and policies of the school.

PARENT NIGHT

Early in the school year, the JS 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. Parent Night at this time is scheduled to be via Zoom.

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). Presentation will be via Zoom. Additionally, parents and children are invited to a parent/child/teacher introductory conference prior to the first day 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 JS 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 a.m. - 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

All events are subject to be changed based on the current LJA COVID-19 Risk Response level.

Special Celebrations

The Junior School celebrates the following special events: Aloha Week (JK), Halloween, Thanksgiving (JK), Winter Concerts, Valentines' Day, Chinese New Year, Children's Days, May Day, Mother's Day (JK), and Moving-Up Celebration (JK). Grandparents are honored on the day we celebrate Chinese New Year. 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. We are requesting that goodie bags are not distributed at school.

Field Trips

Field trips protocols will follow schoolwide guidelines. See *Section 1: Schoolwide Response Levels and Criteria for Transition Between Levels* of the [Phase III - School Re-Opening Criteria, Procedures, Practices and Protocols](#). 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 JS and Extended Day on student information form for licensing requirements. LJA t-shirts for easy identification and covered shoes are required. Chaperones are needed to ensure adequate supervision, 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 are consumed on the bus and 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 must be silenced 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 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 entertains the audience with a song or poem related to the unit of inquiry or upcoming holiday.

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.

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 second semester, 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 distributed 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 receive 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 public or private institution can be made. 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 to the Principal and parents, and conferences are scheduled with the Principal, homeroom teacher and parents to discuss the concerns. If the issue

merits, 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 LJA, or the probationary period may be prolonged.

RESOURCES

The Junior School offers the opportunity for a student to receive extra services (such as speech therapy) during the school day from licensed therapists at the parent's expense. Parents are asked to consult with the homeroom teacher and Principal when scheduling the sessions to ensure room availability and to coordinate with the student's classroom schedule.

PROMOTION POLICY

Promotion to the next grade level at LJA 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 first semester 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 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, a contract is not issued and the student is dismissed from LJA. 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 LJA is a 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 JS 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 LJA 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 ensures that each class will follow the same curriculum and pedagogical practices. Parents may not request a specific teacher in verbal or written form. The final decision on class placement resides with the school, and all placements are final.

LOWER SCHOOL

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

Leah Magaña — 261-0707 ext. 1030

Lower School Vice Principal and PYP Coordinator

Lori Praetorius — 261-0707 ext. 1060

LOWER SCHOOL PROGRAM

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

The LS consists of Kindergarten through Grade 5 with an enrollment of approximately 280 students. Besides our dedicated classroom teachers, the students have expert single subject teachers who cover the specialist areas including Visual and Performing Arts, Music, Library, Media and PE. In addition, all students in the Lower School are able to choose between French, Chinese, Japanese and Spanish. The students are also supported by an exceptional team of teaching assistants. Since LJA 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:

1. Who we are: discovery of self, relationships with others, cultures, and communities
2. Where we are in place and time: explorations, migrations, relationships between communities and civilizations, local and global
3. How we express ourselves: express ideas, beliefs, nature; reflections; appreciation of aesthetic
4. How the world works: natural world; scientific principles; technological advances on society and environment
5. How we organize ourselves: interconnectedness of human-made systems; function and structure of organizations; economic; communal decision-making
6. 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 utilize critical thinking skills 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 PYP 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.

FACE-to-FACE LEARNING and DISTANCE LEARNING

[View the Learning Model Guide](#)

You will be offered a choice between face-to-face and distance learning prior to the start of school. You will then have the flexibility to switch back and forth between the models on a quarterly basis. Parents will be able to opt into distance learning in the event that the school's COVID-19 Risk Response Level is increased (e.g., moving from level 1+ to 2), if your child or family is required to self-quarantine, or at the start of each quarter.

ATTENDANCE

LS Face-to-face 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

- Call LJA at 261-0707, select option 0, then option 1
- 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

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 to the reception area 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.

ARRIVAL

Pre-Screening

Parents must complete screening via SchoolPass app for each child every morning prior to arriving at school. Parents are required to keep a sick child, or children, at home with the following symptoms: fever, cough, shortness of breath, or runny nose.

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 Wang.

Loop Drop-Off

LS drop-off is in the loop fronting the administration building. Parents are not permitted on campus without a prior appointment and pre-screening using SchoolPass app. Students will be greeted in the loop and escorted to their classroom.

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. |

Inform your teachers if someone is picking up your child other than his/her guardian.

Early Dismissal

All students leaving before the official dismissal time must be signed out. If a child returns to school later that day, he/she must also be signed in by a parent. Please call 261-0707 ext. 0, wait outside the administration building, and a representative will come to help you sign out your child.

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. 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 outside the reception area of the administration building. Stay in your car and pull up to the loop so a staff member can locate your child. 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. All students, waiting for an older sibling, should be waiting by the front office and be picked up no later than 3:20 p.m.

Loop Traffic Rules

- The loop is a designated “no parking area”
- Stop only to load or unload a student(s) and please keep traffic moving
- If you arrive early on campus before your child is waiting at the loop, then 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
- For safety reasons, the loop is cell phone free

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 LS students with Middle School (MS) or High School (HS) LJA siblings may wait in the designated area until the MS or HS dismissal time. The LS student joins his/her sibling in the loop after school is dismissed for the older sibling.

BEHAVIOR EXPECTATIONS

The LS implements Responsive Classroom practices in order to work 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 “Schoolwide 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
- Behavior management plans (per classroom)

- Four consistent schoolwide “TRIBES Agreements” developed in class with the students
- TRIBES and Responsive Classroom trained teachers, staff, and administrators
- Morning Meetings at the start of every morning
- Use of logical consequences and “take a break”
- On-going work with the IB Learner Profile words in lessons to develop internationally-minded students
- A Guidance/Counseling Program that emphasize learning and utilizing problem solving skills
- Continuous positive reinforcement for proper behavior

Behavior Plan

We understand that our students are growing social and communication skills in the Lower School. For many students, mistakes will inevitably be made in that process. We as a school have committed to responses that are restorative rather than punitive in nature in order to allow students to take accountability, make the situation right with those impacted, and avoid repeating negative behaviors. 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.

1. Incidents are brought to the attention of the administration
2. Meeting with concerned party and administration (this could be a student, parent or faculty member) and details are documented
3. An investigation may be initiated with use of interviews
4. Administration reviews documentation and decides on actions to be taken
5. Parents are contacted if their child is directly involved

Level One - handled by TEACHER

Sample behaviors: not following agreements, refusal to participate, minor physical incidents, disruptions to learning

Consequences: teacher/student conference, reflection forms, reflecting in another classroom, communication to parents, reward chart

Level Two or Three - handled by ADMINISTRATION

Sample behaviors: major learning disruptions, bullying, fighting, extreme refusal to participate or more than 3 Level One referrals for the same behavior

Consequences for Level Two: reflection with administration, contact with parents, and logical consequence or loss of privilege, reflecting in another classroom

Consequence for Level Three: reflection with administration, contact with parents, additional consequences such as in-school suspension, at home suspension, probation or expulsion. Students who show repeat Level Two or Level Three behaviors may be counseled out of attending LJA.

CELEBRATIONS & PARTIES

Birthday Celebrations

The LS strives to maximize the educational environment for your child and ask that birthday celebrations are minimal. Goodie bags and snacks/desserts/treats are not permitted and vendors are not allowed on campus. 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.

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.

Classroom Parties

In the LS we have three distinct parties: the end of first term in December, Valentine's Day, and the end of the second semester in June. Room parents help coordinate these events.

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

LS 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

In keeping with LJA's philosophy of open communication, all parents have the right and are encouraged to speak freely with faculty and administration about their concerns. We urge parents to go directly to their child's teacher to discuss ideas, recommendations, concerns, and other issues that are important to them. If, after talking with the teacher, a parent feels the need for additional discussion, s/he is encouraged to speak with the divisional principal and then, if still necessary, the Head of School.

Communication in the Lower School

- LJA Weekly — weekly email newsletter
- School Website — www.lejardinacademy.org
- Instagram — @lejardinacademy
- Facebook — <https://www.facebook.com/LeJardinAcademy>
- Friday Folder — student folders sent home every Friday with student work and classroom communication and parents are to return the envelope every Monday
- Principal's Thursday Message — information specific to the LS emailed in the LJA Weekly
- ManageBac — report cards and unit planners
- Seesaw — learning journal and digital portfolio
- MySchoolApp — student information and directory, health forms, tuition payments

Contacting Faculty and Staff:

Due to the nature of teaching, faculty do not check email or the phone during the day. Please call the main office for time sensitive information. Emails will be answered as soon as possible. Email: firstname.lastname@lejardinacademy.org

DRESS CODE

Students will be given freedom to dress in a way to diminish stereotypes and marginalization of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size, while maintaining a comfortable and focused social learning environment on campus.

Students must wear, while adhering to the basic principle above:

- A shirt AND pants/jeans or the equivalent (for example, shorts, a skirt, sweatpants, leggings, a jumper or romper) or a dress
- Footwear must be worn while on campus (closed-toed shoes or slippers, unless given permission by a member of faculty or staff during a suitable classroom activity)

Students may cut and/or dye of their hair any shape and/or color(s) they choose. Piercings are permitted so long as they are conducive to student learning.

Hats, caps and visors are encouraged while outside and are permissible while inside as long as they are conducive to student learning.

Personal Protective Equipment (PPE) may be required while on campus. Specific guidance on PPE will be provided schoolwide.

Clothing must be suitable for all scheduled classroom activities including physical education, design, and other activities where unique hazards exist. Specialized activities may require specialized attire, such as sports uniforms or safety gear.

Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances or depict a message that is derogatory to any race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.

Compliance with these rules is determined by school administration and is a condition of enrollment. A student who fails to comply with the dress code may be required to meet with school administration, have a conference including parents and/or have clothing brought from home depending on the circumstances.

HOMEWORK

Work completed outside of school should be authentic, meaningful and student driven. Homework should be differentiated. If homework causes stress or is highly time consuming, it should be altered with an agreement between the classroom teacher and parent. Homework is not given on Fridays.

Grades K-1

Students should read for about 15-20 minutes a night. Books should be read by both students and parents to enjoy together and parents can support the reading by asking questions about the books and sharing predictions. During these early years, we encourage lots of activities as a family such as playing games and completing puzzles, organizing play dates, visiting museums and exploring together.

Grades 2-3

Students have nightly reading; Students should read independently as well as enjoy being read to by guardians for a minimum of 20-30 minutes a day. Other assignments may include self-designed passion explorations and researching Media Center site for enrichment. Assignments may be given by teacher in areas of need or uncompleted work.

Grades 4-5

Students should read independently as well as enjoy being read to by guardians for a minimum of 30-40 minutes a day. Other assignments may include self-designed passion exploration as well as project work over time to work on self-management skills. Assignments may be given by teachers in areas of need or uncompleted work.

LANGUAGE CHOICES

Students in Grades K-1 may explore Chinese, French, Spanish or Japanese. In second grade we ask that all students

commit to a language to pursue through high school. We aim to have fluent additional language learners by graduation.

LEARNING SUPPORT TEAM

The Learning Support teachers, Counselor, Vice Principal and Principal work together with teachers and parents to help support students. The team discusses what accommodations can be made to improve success at school. LJA is not equipped to effectively offer a special education program, therefore, all students must successfully complete the regular curriculum. Students who are struggling academically, socially, emotionally, or physically may be asked to complete an Educational Evaluation or testing outside of LJA. Upon completion, the Educational Evaluation will be shared with the learning support team in order to ensure proper support. Amount of learning support offered is based on diagnosis and needs of students.

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 intrapersonal and interpersonal challenges. The Counselor helps promote healthy relationships with active work on conflict resolution and inclusive environments. The Counselor creates team building activities and collaboration between the students as well as support grade level units of inquiry'. 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 should provide nutritious snacks and a water bottle for their child daily. For lunch, students may either bring one from home or order a hot meal from the school Concession. Lunch and milk can be ordered and paid for online on our school lunch webpage on a monthly basis. Candy and soda are not allowed. 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, sharing of food is not allowed, hot water is not available in the lunchroom and the use of microwaves is prohibited for Lower School students.

PROBATION

Academic Probation

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 schoolwide 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 the first year. 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 LJA 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. For students in Grades 3-5 these conferences are three-way dialogues between students, teacher and parents. LS 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.

LOWER SCHOOL MISCELLANEOUS

After School Enrichment Activities

LS students are offered opportunities to participate in enrichment activities after school depending on COVID-19 restrictions. Activities are offered on a fee-for-service basis. The choices of activities are scheduled per semester and are available online in August and again in December. Payment is made directly to the vendor and not the school. Activities are organized by the Extended Day Director.

Candy

Candy and excessive sweets are not 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.

Vending Machines

Students are not permitted to use the vending machines on campus to purchase snacks unless accompanied by a parent.

Cell Phones

The LS is cell phone free. 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 tablets and hand-held games are not allowed at school. Toys 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

Depending on LJA COVID-19 Risk Response Level, the LS Student Council sponsors a Family Fun Night, which combines wholesome family activities and fundraising for the student council.

Field Trips

Field trips protocols will follow schoolwide guidelines. See *Section 1: Schoolwide Response Levels and Criteria for Transition Between Levels* of the [Phase III - School Re-Opening Criteria, Procedures, Practices and Protocols](#).

Parents or volunteers are welcome to attend field trips, free of younger siblings and based on a rotational basis. There are specific expectations on field trips, please contact your child's teacher for more information. A LJA field trip t-shirt, purchased from the online LJA Spirit Store, and covered shoes are required unless otherwise allowed by the teacher. If a child does not have lunch or is missing covered shoes, he/she may miss the field trip and remain in another classroom.

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 Grade 4 Big Island Trip, will require some parent financial participation.

Friday Flag

Friday Flag will take place in the loop at LJA COVID-19 Risk Response Level 1 or virtually in all other response levels. This event offers an opportunity for announcements, celebrations/recognitions, and sharing thoughts related to character development.

Lower School Schedule

The Lower School operates on a Monday-Friday Schedule. LJA 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. Students are expected to know what special is on what day and be prepared for class. This is especially true for PE class. Schedules may change based on LJA COVID-19 Risk Response Levels.

Lower School Info Session

All families should attend an informational meeting scheduled for August 4th. At this time, the administrative team welcomes all new and returning parents and introduces them to some of the traditions, expectations, and policies of the school.

Parent Night

Early in the school year, a LS Parent Night is held for all parents of students in Grades K-5. At this time, the classroom teachers and single subject teachers discuss curriculum and plans for the year. An updated schedule will be shared with you to allow for social distancing.

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.

Schoolwide Agreements

Four schoolwide "Tribes Agreements" are honored:

1. Mutual Respect — Be considerate of others and their belongings
2. Appreciation / No Put Downs — Share kind thoughts with others. Respect others and avoid hurting someone's feelings
3. Attentive Listening — Listen to adults and classmates with your eyes, ears, and heart
4. Participation — The right to participate/the right to pass

Student Internet and Email 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 are issued internal email in order to utilize 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

We strongly recommend that students in Grades 3-5 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.

Visiting/Observing Classrooms

Out of courtesy for the teacher and students, and due to COVID-19 restrictions, visitations and classroom observations will be limited this year. Please reach out to the Principal if you have any questions. 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 Jennifer Souza, Director of Admissions, 261-0707 ext. 1310).

Winter Concert

Traditionally, a Winter Concert takes place in December. Due to COVID-19 this concert may look different this year. More information will follow.

MIDDLE SCHOOL

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

Middle School Administrative Assistant

Kim McDonald — 261-0707 ext.1160

Middle School Principal

Julie Do — 261-0707 ext.1180

MS Dean of Academics

Rachel Domenic - 261-0707 ext. 1050

Middle School and High School Registrar

Lizbeth Smith — 261-0707 ext. 3070

Dean of Students

Vicki McNeill – 261-0707 ext. 1020

MIDDLE SCHOOL PROGRAM

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

FACE TO FACE OR DISTANCE LEARNING

The new MS model recognizes the diverse learning needs of our students and the unique situations families may face as the COVID-19 pandemic continues to unfold. Our number one priority is providing a high quality academic and social-emotional experiences for our students whether they are in the classroom or in a DL setting while maintaining their safety and well-being. We also recognize and address the importance of balancing academic rigor with supporting our students throughout many stages of emotional and physiological growth and development as we bridge the transition from lower school to high school.

With these understandings, the Middle School has designed learning models that:

1. Attend to students' physical safety, health and social-emotional well-being.
2. Provide continuity of high-quality learning for students who may need to transition between face-to-face (F2F) and distance learning (DL) at designated times throughout the year.
3. Are sustainable, with consideration for faculty and staff as well as students, in the event that conditions mandate that LJA COVID-19 Risk Response Levels remain heightened for an extended period of time.

You will be offered a choice between face-to-face and distance learning prior to the start of school. You will then have the flexibility to switch back and forth between the models on a quarterly basis. Parents will be able to opt into distance learning in the event that the school's COVID-19 Risk Response Level is increased (e.g., moving from level 1+ to 2), if your child or family is required to self-quarantine, or at the start of each quarter:

Quarter 1: August 12 - October 9 (Start of School - Fall break)

Quarter 2: October 19 - December 18 (Fall break - Winter break)

Quarter 3: January 5 - March 12 (Winter break-Spring Break)

Quarter 4: March 22 - June 2 (Spring Break - End-of-year)

LJA reserves the right during the year to modify the Distance Learning or In Person programming due to the changing nature of the pandemic.

COMMUNICATION

LJA'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 MS 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 Dean of Academics and the MS Principal. Parents with further questions or concerns should then contact the Head of School.

LJA 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 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 MS program and the MS 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.

Principal and Faculty Weekly Messages - information specific to the MS will be emailed in the LJA Weekly or in some cases through direct email.

PARENT-TEACHER CONFERENCES

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

MANAGEBAC

ManageBac, a Learning Management System, is the website (<https://lejardinacademy.managebac.com/login>) that students, parents, and teachers use to access all assessment and curriculum information. This site is designed specifically for IB schools. Students 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 and/or comments posted by teachers on the designated reporting days in each semester. Student report cards are also posted on ManageBac at the end of each semester.

WEBSITE

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

ARRIVAL

It is expected that all students will report to school and be seated in their first class by 7:55 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.

MS 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.

DISMISSAL

MS students should be dropped off and picked up in front of the MS 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 afterschool period.

- Pick-up starts at 3:05 p.m. MS students are required to move to the pickup area during this time.
- Independent work time from 3:15 to 4:30 p.m. During this time any Grade 7 or 8 student who is still at school is required to be working in the MS/HS Library or with a teacher or tutor by a prior arrangement until pick-up. The MS/HS Library will be available for students who are prepared to read or work quietly and independently.
- Grade 6 students who are not picked up or attending an after-school class are required to attend 6th grade Homework Club for supervision in room 316 adjacent to the library. During this time students may work independently or with tutors, as well as having supervised recess and project work time.
- After 4:30 p.m. Any MS student who is still at school is required to wait in the front loop area of the main administration building.
- Extended Day program. LJA Extended Day is available based on openings for families who expect that their Grade 6 child will be picked up late from school on a regular basis and would like to consider this service.

These procedures apply to all MS students who are not being directly supervised after school by a teacher, a coach or a tutor. This includes any time before or after a club or sporting team practice. We ask parents to cooperate by picking up 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.

DAILY SCHEDULE

School starts at 7:55 a.m. and ends at 3:05 p.m. daily (Wednesdays 2:30 p.m.). Most classes are in session for 60 minute blocks and meet throughout the 10 day cycle.

VISITORS

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

ATTENDANCE POLICY

We believe that students at LJA need to attend class in order to maximize the learning experience in each subject area. Collaborative activities, discussions with peers, daily feedback from and interactions with teachers are important aspects of our program. . We believe these are fundamental to building the strong relationships that characterize our school and that lay the foundation for academic excellence for our students.

Therefore, students are expected to attend all classes unless there are unavoidable circumstances such as illness or

family emergencies.

Once a student has missed 6 class periods in any class in one semester, the school will notify the family by email that the student has missed this number of classes, and inform them about the process for additional missed classes. The Dean of Students will also meet with the students.

The following process will be initiated after 8 class absences in any class in one semester:

- Meeting with student, parent, and support team to assess situation
- Response Plan developed to support student attendance.
- Special circumstances response: The attendance policy recognizes extenuating circumstances such as chronic medical problems, hospitalization, surgery, and extraordinary circumstances. In these cases parents must provide documentation giving evidence that establishes special circumstances and explains why the student cannot attend school. The school will make every effort to provide a path for these students to submit work and earn credits, but reserves the right to deny credit if deemed necessary due to lack of evidence of learning.

If circumstances are such that the special circumstance response results in the student being given the opportunity to earn credit upon completion of work, it is necessary to record an incomplete grade in Managebac, and the student, teacher, and principal must agree to a time frame in which the work will be completed. If the work is not made up by the agreed upon time, the grade will be changed to "failing".

Students who miss more than 10 class periods in any subject in a grading period (semester) and do not have pre-approved dispensation due to special circumstances may not receive credit for that class and or be placed on an attendance contract.

Absence procedure:

- When a student needs to be absent due to illness, injury, or emergency, parents must call the attendance hotline at 261-0707 ext. 7004 or email Lizbeth Smith at lizbeth.smith@lejardinacademy.org. Please identify yourself, your child's first and last name, and your child's grade and indicate the reason and probable duration of your 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 MS 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 MS office.
- Attendance is taken in every class period.
- If the absence is due to illness, the student must not have a fever for 72 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.
- If your child is absent for more than 3 days, you may contact the MS Administrative Assistant at 261-0707 x1160 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.
- 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

- Students must be present for at least 2 of the 4 daily periods of the school day in order to be eligible to participate in after-school activities. Students who exhibit a trend of being absent on days of after-school activities may lose their privilege to participate in after-school activities and events.
- Students are expected to be at school on the day following the return from a school trip.

Tardies

If your child arrives after 7:55a.m., please have them report to the MS Office for an Admission (Tardy) slip before heading 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 tardiness is a serious cause for concern and will require a meeting with the parents and Principal to discuss possible solutions.

The intention of students developing the skill of arriving on time to class is to develop positive habits for personal organization, to show respect for your peers and teachers and to recognize that we have a responsibility to follow through on all commitments - including being on time.

Students who are already at school, but late to a particular class, do not need to collect admit slips from the office. The teacher will mark the student tardy online. If the student has been with their previous teacher, a counselor, administrator, or the nurse, students should ask for a note to present to their next teacher.

Students who exhibit ongoing patterns of tardiness will meet with the Principal and MS Support Team to discuss causes, consequences and solutions. Failure by the student to correct this pattern may result in loss of privileges including sports participation and other extracurricular activities.

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 Administrative 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.

ATHLETICS

A detailed and comprehensive review of LJA's athletics program can be found in the "Athletics Parent Student Resource Guide". 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.

LJA 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). Student athletes are expected to attend all class periods unless they have an approved excuse such as a doctor/dentist appointment, school related field trip, religious function, court appearance, school business, and/or 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 p.m. 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 pre-arranged 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 MS Principal feel there is a pattern to a student athlete being absent from school, there will be a meeting with the Director of Athletics and MS Principal
- 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: Director of Athletics
Phone: 261-0707 ext. 1610

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.

DRESS CODE

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. 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.

Personal Appearance Guidelines:

- General Guidelines
 - Personal Protective Equipment (PPE) may be required while on campus. Specific guidance on PPE will be provided schoolwide
 - Hats, caps and visors are encouraged while outside and are permissible while inside as long as they are conducive to student learning
 - Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances or depict a message that is derogatory to any race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups
 - Clothing must be suitable for all scheduled classroom activities including physical education, science labs, design, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear
- Tops & Bottoms
 - Shirts must have sleeves or straps that rest on the shoulders and
 - Should cover from the top of a child's armpit to his/her waistline
 - All clothing should cover all undergarments and a student's private areas while standing, seated or participating in school activities
- Shoes
 - Footwear must be worn while on campus
 - Closed-toed shoes, slippers, and sandals are all permitted
- PE Dress Code

- 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, athletic competition style swimming suits

Compliance with these rules is determined by school administration and is a condition of enrollment. A student who fails to comply with the dress code may be required to meet with school administration, have a conference including parents and/or have clothing brought from home depending on the circumstances.

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 protocols will follow schoolwide guidelines. See *Section 1: Schoolwide Response Levels and Criteria for Transition Between Levels* of the [Phase III - School Re-Opening Criteria, Procedures, Practices and Protocols](#). Field trips are scheduled by teachers at various times of the year. 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 MS students, parents will be informed of this arrangement ahead of time.

CAMPS

All MS students participate in one off-campus camp experience which is designed to build class spirit and encourage a culture of collaboration. Camps may be postponed or cancelled due to field trip protocols.

- Grade 6 - Camp Erdman, North Shore
- Grade 7 - Camp Erdman, North Shore
- Grade 8 - Neighbor Island (TBD)

SOCIAL EVENTS

Social events, including dances and banquets, are scheduled several times a year. Social events may be postponed or cancelled based on the school's COVID-19 Risk Response Level. 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 parent signature, name and signature of the LJA sponsoring student, and 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.

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 7:30 a.m. and after 3:05 p.m. only. Electronic devices including smart/computer watches may be used, with teacher approval, during the school day for school-related purposes only. Students must keep their cell phones in their lockers during the school day. Students needing to contact their parents must see a teacher or the MS Office to use a school phone. We ask parents to refrain from texting students during class time. Important, time sensitive messages can be relayed to your child via contacting the MS Office.

Cell phones and/or smart watches that ring or vibrate during class time will be confiscated and turned in to the MS office and may be picked up at the end of the day by the student's parent/adult guardian. Students may use their cell phones for personal use before 7:30 a.m. and after 3:05 p.m. Students who exhibit an inappropriate use of cell phone usage will be required to turn in their phones/watches into the MS principal before first period every day to be picked up after last period every day.

Airpod style earphones, over the ear headphones, and earbuds should not be used outside during device free periods or during class time without the explicit instruction for use from a teacher or administrator. These items like cell phones should be stored securely in students' lockers and may be confiscated during the day due to use without permission.

LUNCH

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

- A Satellite Concession stand at the Wang where students may purchase hot lunches, sandwiches, pizza, salads, fruits, snacks, and beverages to students at lunch.
- Students also have the option of pre-ordering lunches on a monthly basis.
- A pre-set daily menu will be published online on the school's website. Lunch payments can also be made online.
- Please email food services manager Kyle Nakayama at kyle.nakayama@lejardinacademy.org with any questions.
- For matters requiring immediate attention, call MS administrative assistant, Kim McDonald at 261-0707 ext. 1160.
- It is 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 after designated lunch periods
- MS Students may not leave designated school supervision areas without specific permission by Teachers or the Principal. Doing so will be considered a Level One infraction.
- MS Students may not receive food deliveries directly from outside vendors via food delivery services. Parents needing to have food delivered to their child must contact the MS Office to make arrangements to have any items delivered to the MS Office during non-instruction time..

STUDENT CONDUCT & RESTORATIVE PRACTICES

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. Observing school regulations contributes to a safe and productive learning environment and a positive school community. The Head of School is the final authority in any administrative disciplinary action.

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 Put Downs

We understand that our students are young adult adolescents who are exploring, discovering, and defining life as they go through their middle school years. For many students, mistakes will inevitably be made in that process. We as a school have committed to responses that are restorative rather than punitive in nature in order to allow students to take accountability, make the situation right with those impacted, be reintegrated into the community and avoid repeating negative behaviors.

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. Following is the process that will be initiated whenever a concern is raised over student conduct:

1. Meeting with concerned parties and administration (this could be a student, parent or faculty member)
2. Details of incident documented
3. Administration ascertains desired course of action and desired outcome of victim
4. An investigation may be initiated at this point
5. All parties involved are interviewed
6. Administration reviews documentation and decides on actions to be taken

Possible actions contingent on results of investigation:

- Meeting with parents
- Conduct consequences issued if a clear violation of behavior expectations are violated (see process below)
- Individuals involved meet with counselors - restorative/mediation process put in place

The sequence of disciplinary consequences follows a progressive discipline model, but is also based on circumstances unique to each individual student and situation. There are three levels of discipline infractions/consequences.

| | |
|-------------|---|
| Level One | Minor infractions such as inappropriate cell phone usage |
| Level Two | Continued level one behaviors or more serious behaviors such as cutting class |
| Level Three | Serious Infractions that could end in suspension or expulsion |

We believe that students should be held accountable but also be given a chance to improve in their decision making skills. The school does reserve the right to call the police if it deems the situation necessitates that response.

Possible Disciplinary Consequences:

- Detention with school service
- Loss of participation in extracurricular activities (e.g. dances, trips, athletic activities)
- In-school suspension
- Out-of-school suspension
- Probationary contract
- Expulsion

Definitions of Some Level Three 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

Cyberbullying

Cyberbullying 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 cyberbullying 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.

Sexual Harassment

Sexual harassment, in particular, is any unwelcome 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 the 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

Cheating includes, but is not limited to:

1. Using notes, books, or any other unauthorized sources 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

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

Behavioral Contracts

Any student who chooses to engage in 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.

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 attending LJA.

COUNSELING

MS 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.

Grade Level Counseling

The goal of the professional school counselor is to provide a proactive school counseling program that promotes and enhances student learning and well-being. By promoting ideas around social and emotional learning, the school counseling program will promote and advocate for opportunities that best support students through their educational experience.

The professional school counselor will work with students individually, as part of a small group, or through the advisory program. Professional school counseling is provided as a short-term, solution-focused and confidential service that encourages students to identify personal strengths and take on the responsibility for developing and implementing effective strategies for success and happiness.

Services provided by the professional school counselor include advocating for student well-being, individual student planning, responsive services as well as program development and system support for the advisory program.

ADVISORY

Advisory is a vital component of the MS experience. Students meet with an advisor in small groups (in groups of 15 or less) to engage in discussions and activities that will help them navigate the hurdles of MS. While specific

topics vary by grade level, the MS advisory program is based on four components:

- 1 - Academic
- 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.

LIBRARY

The MS/HS Library is open from 7:30 a.m. to 4:30 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

MS students may use the library from 7:30 a.m. until the start of school and afterschool until 4:30 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 the Principal.

Student Expectations

- Work quietly
- Get along with other students
- Use computers for school work only
- No food or drinks in the library
- Cell phones are not to be used in the library (other than contacting parents)
- Gaming is not allowed in the library without permission
- Students are expected to follow schoolwide agreements when using the library

STUDENT HEALTH POLICIES

Medication Policy

For the benefit of the child and protection of the other students and staff, it is the policy of the school that the 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 72 hours. When circumstances require that a child take any medication, other than those listed on the Health Room Form, prescribed, over-the-counter, or medicinal treatments, 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 in the MS.

The parent/guardian, not the student, needs to drop off and pick up the medication at the health desk. Medication is kept out of reach of students and shall be returned to the parents after the prescription period ends.

Communicable Disease Policy

Additional Schoolwide Policies related to COVID-19 are also applicable to the MS; including, but not limited to: completing daily health screenings, wearing masks as directed, washing hands and maintaining physical distance. Please reference the Phase III Guidelines.

In the best interest of the student body and the school as a whole, LJA 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.

Uku/Head Lice Policy

LJA policy is that students identified with live lice are to be sent home for treatment. Students will be checked prior to their return to school in order to confirm that no live lice are present. Eggs/Nits are not likely to be transferred to other students; therefore, the presence of nits will not preclude students from school.

If you have any questions or concerns please contact the school nurse, Mary Elkins, at 808-261-0707 x 1420.

ACADEMICS

LJA's MS 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 lifelong 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. All MS students will follow the Academic Honor Code presented to the students at the beginning of the school year. This code clarifies in detail the expectations for students.

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 during class 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. The expectation is that students will make every effort to complete homework on time and to the best of their abilities, and/or seek assistance from their teachers 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, Learning Support Coordinator (LSC), and parents to determine the best plan to address this expectation.

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 semester. 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 MS Principal.

Submission of Late Work Policy for MYP Summative Assessments

Students in the Middle Years Programme are preparing for the rigor and discipline required for HS level work and ultimately for university standards for turning in work on time. To that end, students must turn in all required assessments by the due date set by the teacher. Work that is turned in after the due date will be marked down one number grade for every day it is late. For instance, if an assignment is 3 days late and was originally marked as an “8”, it will receive a “5” as the final mark.

A pattern of missed assignments could result in a loss of student privileges such as participating in sports, clubs, dances and social events.

It is left to the discretion of the faculty to decide if a student has a valid reason to submit work after the deadline for full credit.

Get It Done Clinics

In order to support students who show a pattern of turning in late work, we will provide Get it Done Clinics at lunch every day. A student who fails to submit work in a class will be required to attend the lunch clinic to complete the work. Failure to attend that clinic may result in a zero on the assignment. A pattern of not attending a required clinic will result in a student being placed on academic probation.

Academic Probation Policy

Students at LJA have committed themselves to a rigorous academic program that requires a strong work ethic and dedication to ongoing improvement and learning. Students who have shown a pattern of poor performance can be placed on academic probation at the end of any grading period. All students on Academic Monitoring will receive weekly reports and will be required to attend academic support sessions with their teachers, as directed by their teachers or Principal. These sessions take precedence over any co-curricular activity. Athletes on Academic Monitoring are subject to the terms of the Athletic Eligibility Policy. Participation in co-curricular activities may also be reviewed subject to equivalent terms. Significant improvement must be displayed before the end of the 3rd quarter in order for students to receive a contract for the following year.

Social Probation

Students who consistently cause disruptions to the learning environment, are unable to, or actively refuse to work toward being a positive contributor to the MS community, can be placed on social probation. A student on social probation will be closely monitored and observed by the MS Learning Support Team who will develop a plan 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 and/or a conditional contract for the next school year may be issued.

LEARNING SUPPORT

The learning support program at LJA has been developed to support students with mild to moderate learning disabilities. We believe in creating a culture of inquiry, collaboration, mutual respect, support, and problem-solving. All enrolled students are given the opportunity to participate in the PYP, MYP and DP curriculum to the best of their abilities, through inclusive classroom environments. Inclusion practices may include (but are not limited to): differentiated instruction, classroom adjustments and accommodations, and compensatory strategies for learning such as assistive technology, peer tutoring, and assistance in study halls. Families must provide proof of their child's disability to qualify them for special accommodations.

We request that families disclose learning disabilities during the admissions process to ensure a support plan is in place once admitted. LJA does not provide personal aides, occupational or speech therapy services, or self-contained special education classrooms. Participation in the learning support program does not guarantee a student's academic success, therefore we work in close communication with teachers and parents to assess the ongoing effectiveness of support for each student in our program.

For more detailed information about Learning Support at LJA, and to see the full LJA Inclusive Education Policy, Please visit our learning support webpage at <https://ljallearningdiversity.org/inclusive-education-policy/>.

Special Needs Policy

LJA 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 requests for a student's transcripts must be made in writing to the MS/HS Registrar, Lizbeth Smith. Please allow three 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.

Policy to Withhold Transcripts

LJA reserves the right to withhold a student's official transcript if financial obligations are not met by the parent.

HIGH SCHOOL

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

High School Administrative Assistant

Stacey Surina— 261-0707 ext. 1120

High School Principal

Alex Ramsvig — 261-0707 ext. 2325

HS Dean of Academics / Diploma Programme Coordinator

Lindsey Schiffler — 261-0707 ext. 2150

MS Dean of Academics / Middle Years Programme Coordinator

Rachel Domenic— 261-0707 ext. 2050

Middle School and High School Registrar

Lizbeth Smith — 261-0707 ext. 3070

Dean of Students

Vicki McNeill — 261-0707 ext. 1020

HIGH SCHOOL PROGRAM

LJA is a college preparatory High School (HS) 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. LJA also recognizes and seeks to promote the responsibility of the individual and to his/her immediate, local, and global communities.

FACE-TO-FACE OR DISTANCE LEARNING

The new HS model recognizes the diverse learning needs of our students and the unique situations families may face as the COVID-19 pandemic continues to unfold. Our student-centered support model incorporates instructional best practices that are considered distance ready. Developing self-directed learners will ensure an easier transition into Level 3, if needed. Regardless of the Level (1, 1+, 2, 3) at LJA, our students will engage in an authentic and rigorous program that will prepare them to positively impact the world.

With these understandings, the High School has designed learning models that:

1. Attend to students' physical safety, health and social-emotional well-being
2. Provide continuity of high-quality learning for students who may need to transition between face-to-face (F2F) and distance learning (DL) at designated times throughout the year
3. Are sustainable, with consideration for faculty and staff as well as students, in the event that conditions mandate that LJA COVID-19 Risk Response Levels remain heightened for an extended period of time.

You will be offered a choice between face-to-face and distance learning prior to the start of school. You will then have the flexibility to switch back and forth between the models on a quarterly basis. Parents will be able to opt into distance learning in the event that the school's COVID-19 Risk Response Level is increased (e.g., moving from level 1+ to 2), if your child or family is required to self-quarantine, or at the start of each quarter:

Quarter 1: August 12 - October 9 (Start of School - Fall break)

Quarter 2: October 19 - December 18 (Fall break - Winter break)
Quarter 3: January 5 - March 12 (Winter break-Spring Break)
Quarter 4: March 22 - June 2 (Spring Break - End-of-year)

We recognize that each child has unique needs. You can opt one child into distance learning and another child into face-to-face learning on campus.

Students who have elected to learn through our Distance Learning program will do so on a synchronous basis. In order to maintain consistency with the MYP/DP curriculum, DL students will follow the same schedule as our face-to-face students. Students will remotely follow the 10-Day Monday-Friday schedule. Each DL student will be assigned an advisor as well as administrative support to help ensure success. Before moving into DL, students and their guardians will meet with our administrative team to review specific supports and expectations. DL students will be eligible for ILH sports and HS activities (must be in good standing).

Unless explicitly noted otherwise, all Distance Learning and In Person High School Students have the same responsibilities and follow the same HS program as set out in this Handbook.

LJA reserves the right during the year to modify the Distance Learning or In Person programming due to the changing nature of the pandemic.

COMMUNICATION

The HS 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 Dean of Academics and the HS Principal. Parents with further questions or concerns should then contact the Head of School.

LJA 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 HS Program and the HS 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

The HS will have a designated online parent-teacher conference month in October. Parents or guardians may choose to meet with individual teachers or specific departments. 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. Parents will receive a progress report in the middle of the first and second semesters.

MANAGEBAC

ManageBac, a Learning Management System, is the website (<https://lejardinacademy.managebac.com/login>) that students, parents, and teachers use to access all assessment and curriculum 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 and/or comments posted by teachers on the designated reporting days in each semester. Student report cards are also posted on ManageBac at the end of each semester.

WEBSITE

The LJA website (<https://www.lejardinacademy.org/academics/high-school>) is updated regularly and is another source of useful information. Our website allows you to easily access high school documents and forms, the faculty directory, current events on campus, athletics information, and more. You also have the ability to order school lunches online.

DAILY SCHEDULE

School starts at 8:05 a.m. 3:25 p.m. daily (2:25 p.m. Wednesdays). Most classes are in session for either a single period of 45 minutes or 70 minute blocks and meet throughout the 10 day cycle.

Students should not arrive before 7:00 a.m. due to lack of supervision. We are not responsible for the safety or supervision of any unattended student after 3:25 p.m.

VISITORS

Visitors to our campus, including parents and guardians, must follow Health and Safety regulations including completing a Health Screening Form and sign-in at the HS administrative offices (2nd floor of the HS 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 POLICY

We believe that students at LJA need to attend class in order to maximize the learning experience in each subject area. Collaborative activities, discussions with peers, daily feedback from and interactions with teachers are some of the experiences students cannot duplicate if they are not physically present. We believe these are fundamental to building the strong relationships that characterize our school and that lay the foundation for academic excellence for our students.

Therefore, students are expected to attend all classes whether as a Distance Learning Student or in-person unless there are unavoidable circumstances such as illness or family emergencies.

Once a student has missed 6 class periods in any class in one semester, the school will notify the family by email that the student has missed this number of classes, and inform them about the process for additional missed classes. The Dean of Students will also meet with the students.

The following process will be initiated after 8 class periods in any class in one semester:

- Meeting with student, parent, and support team to assess situation
- Response Plan developed to support student attendance
- Special circumstances response: The attendance policy recognizes extenuating circumstances such as chronic medical problems, hospitalization, surgery, and extraordinary circumstances. In these cases parents must provide documentation giving evidence that establishes special circumstances and explains why the student cannot attend school. The school will make every effort to provide a path for these students to submit work and earn credits, but reserves the right to deny credit if deemed necessary due to lack of evidence of learning.

If circumstances are such that the special circumstance response results in the student being given the opportunity to earn credit upon completion of work, it is necessary to record an incomplete grade in Managebac, and the student, teacher, and principal must agree to a time frame in which the work will be completed. If the work is not made up by the agreed upon time, the grade will be changed to "failing".

Students who miss more than 10 class periods in any subject in a grading period (semester) and do not have preapproved dispensation due to special circumstances will not receive credit for that class.

Absence procedure:

- When a student needs to be absent due to illness, injury, or "emergency," parents must call the attendance hotline at 261-0707 ext. 7004 or email Lizbeth Smith at lizabeth.smith@lejardinacademy.org. Please identify yourself, your child's first and last name, and your child's grade and indicate the reason and probable duration of your 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 72 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.
- Students must be present for at least 2 of the 4 daily periods of the school day in order to be eligible to participate in afterschool activities. Students who show a pattern of missing class on days of after school activities may lose their privilege to participate in after school activities and events.
- Students are expected to be at school on the day following the return from a school trip.
- 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.

Tardies

The intention of students developing the skill of arriving on time to class is to develop positive habits for personal organization, to show respect for your peers and teachers and to recognize that we have a responsibility to follow through on all commitments - including being on time.

In grades 9-12, if a student is more than 20 minutes late for a class, the tardy will be considered an absence for purposes of the attendance policy.

Students who arrive at school after the start of first period must collect an admit slip from the HS Office.

Students who are already at school, but late to a particular class, do not need to collect admit slip from the office. The teacher will mark the student tardy online. If the student has been with their previous teacher, a counselor, administrator, or the nurse, students should ask for a note to present to their next teacher.

Students who exhibit ongoing patterns of tardiness will meet with the HS Principal and HS Support Team to discuss causes, consequences and solutions. Failure by the student to correct this pattern may result in loss of privileges including sports participation and other extracurricular activities.

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.

LJA 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 or school sponsored event, unless they have an approved excuse such as...doctor appointment. On rare occasions an absence may be pre-arranged through the Athletic Director. 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. Exemptions to this policy are left up to the discretion of the Director of Athletics.

STUDENT DROP-OFF AND PICKUP

HS students should be dropped off and picked up at the designated drop-off area for the HS 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 stalls.

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 HS 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 HS 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 front 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 HS building and soccer field. All stalls will be assigned. Students are not to loiter at their cars during the school day.

SENIOR OFF-CAMPUS PRIVILEGES

Due to their maturity, seniors may be granted some opportunities not ordinarily given to younger students. These include “open” campus privileges during their senior year, and dismissal from classes during the DP exam period in May. It is important to remember that rights and responsibilities go hand in hand.

As the senior class prepares to graduate and leave for college, LJA acknowledges that seniors should be allowed to learn to manage the open campus environment they will experience at college. Therefore any senior deemed to have earned the privilege will be allowed off campus privileges. This privilege allows seniors to be off-campus during their free periods and return for designated classes.

However, with this privilege comes the following responsibilities:

To arrive on time for all classes and school related functions. Students who display a pattern of excessive tardies will have their off campus privileges suspended for a week.

1. To sign in and out at the HS office when leaving or returning to campus.
2. To attend all classes. Any unexcused absence (cutting class) will result in a loss of campus privileges for a week as well as be subject to disciplinary consequences for such action.
3. To submit all assessments by the due date see “DP submission of Late Work Policy.” Seniors who accumulate 3 missing assignments in any class or 2 formal IB external assessments or deadlines, will lose their off campus privileges until all late work is submitted.
4. Additionally seniors must comply with Sports Participation Policies in order to maintain their senior privileges.
5. To be in good standing academically and socially, i.e. no level three infractions and no quarter or semester marks of 3 or below. Senior privileges will be revoked in either case for a period of time to be designated by the Principal.
6. To attend all scheduled senior meetings. Seniors must attend graduation rehearsal, song practice and graduation meetings as deemed necessary by the school in order to be part of the graduation ceremony.
7. Seniors are NOT permitted to leave campus with anyone under the age of 21 who is not an immediate family member (parent, guardian, or 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.

Only seniors are granted off-campus privileges. Juniors, sophomores, and freshmen do not have off-campus privileges.

DRESS CODE

Students will be given freedom to dress in a way to diminish stereotypes and marginalization of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size, while maintaining a comfortable and focused social learning environment on campus.

Students Must Wear, while adhering to the basic principle above:

- A shirt AND pants/jeans or the equivalent (for example, shorts, a skirt, sweatpants, leggings, a jumper or romper) or a dress
- Footwear must be worn while on campus (Closed-toed shoes or slippers, unless given permission by a member of faculty or staff during a suitable classroom activity)

Students may cut and/or dye of their hair any shape and/or color(s) they choose. Piercings and tattoos are permitted so long as they are conducive to student learning.

Hats, caps and visors are encouraged while outside and are permissible while inside as long as they are conducive to student learning.

Personal Protective Equipment (PPE) may be required while on campus. Specific guidance on PPE will be provided schoolwide.

Clothing must be suitable for all scheduled classroom activities including physical education, science labs, design, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances or depict a message that is derogatory to any race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.

Compliance with these rules is determined by school administration and is a condition of enrollment. A student who fails to comply with the dress code may be required to meet with school administration, have a conference including parents and/or have clothing brought from home depending on the circumstances.

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 protocols will follow schoolwide guidelines. See *Section 1: Schoolwide Response Levels and Criteria for Transition Between Levels* of the [Phase III - School Re-Opening Criteria, Procedures, Practices and Protocols](#). 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 HS students participate in one camp experience which is designed to build class spirit and encourage a culture of collaboration.

- Grade 9 team building at Freshmen Orientation & Camp
- Grade 10 TBD
- Grade 11 team TBD
- Grade 12 senior trip TBD

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 HS 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 HS 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. **Students who exhibit a pattern of inappropriate cell phone usage will be required to turn in their phones to the HS Principal before first period every day, to be picked up after last period every day.**

STUDENT CONDUCT & RESTORATIVE PRACTICES

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. Observing school regulations contributes to a safe and productive learning environment and a positive school community. The Head of School is the final authority in any administrative disciplinary action.

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 Put Downs

We understand that our students are young adult adolescents who are exploring, discovering, and defining life as they go through their HS years. For many students, mistakes will inevitably be made in that process. We as a school have committed to responses that are restorative rather than punitive in nature in order to allow students to take accountability, make the situation right with those impacted, be reintegrated into the community and avoid repeating negative behaviors.

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. Following is the process that will be initiated whenever a concern is raised over student conduct:

1. Meeting with concerned party and administration (this could be a student, parent or faculty member)
2. Details of incident documented
3. Administration ascertains desired course of action and desired outcome of victim
4. An investigation may be initiated at this point
5. All parties involved are interviewed
6. Administration reviews documentation and decides on actions to be taken

Possible actions contingent on results of investigation:

- Meeting with parents
- Conduct consequences issued if a clear violation of behavior expectations are violated (see process below)
- Individuals involved meet with counselors - restorative/mediation process put in place

The sequence of disciplinary consequences follows a progressive discipline model, but is also based on circumstances unique to each individual student and situation. There are three levels of discipline infractions/consequences.

| | |
|-------------|--|
| Level One | Minor infractions; such as inappropriate cell phone usage |
| Level Two | Continued level one behaviors or more serious behaviors; such as cutting class |
| Level Three | Serious Infractions that could end in suspension or expulsion |

We believe that students should be held accountable but also be given a chance to improve in their decision making skills. The school does reserve the right to call the police if it deems the situation necessitates that response.

Possible Disciplinary Consequences:

- Detention with school service
- Loss of participation in extracurricular activities (e.g. dances, trips, athletic activities)
- In-school suspension
- Out-of-school suspension
- Probationary contract
- Expulsion

Definitions of Some Level Three 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

Cyberbullying

Cyberbullying 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 cyberbullying 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.

Sexual Harassment

Sexual harassment, in particular, is any unwelcome 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 the 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

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

If a student cheats or plagiarizes the teacher and administration (or Academic Honesty Advisory Council) will consider the severity of the offense, degree of ownership by the student and the frequency of the offenses when **determining consequences.**

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 possible disciplinary consequences:

- Resubmission
- In-school suspension and conference with parents
- Probationary contract
- Out-of-school suspension
- Expulsion

Leaving Campus Without Permission

LJA is a closed campus for students in grades 9-11. 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.

BEHAVIOR CONTRACTS

Any student who chooses to engage in any behavior that is deemed dangerous or harmful, or inappropriate

behaviors in accordance with 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.

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 attending LJA.

COUNSELING

Grade Level Counseling

The goal of the professional school counselor is to provide a proactive school counseling program that promotes and enhances student learning and well-being. By promoting ideas around social and emotional learning, the school counseling program will promote and advocate for opportunities that best support students through their educational experience.

The professional school counselor will work with students individually, as part of a small group, or through the advisory program. Professional school counseling is provided as a short-term, solution-focused and confidential service that encourages students to identify personal strengths and take on the responsibility for developing and implementing effective strategies for success and happiness.

Services provided by the professional school counselor include advocating for student well-being, individual student planning, responsive services as well as program development and system support for the advisory program. For more information, please refer to the *Professional School Counseling Handbook*.

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 college 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 HS 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 LJA 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 college 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 are 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 HS experience. We know that the students best equipped to manage the college process are the ones who remain present in the HS experience and grow comfortable with introspection. During Grade 10, students will be assisted in selecting courses for the Diploma Programme (Grades 11 and 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 college counselor to discuss post HS 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 of weeks solidifying a student's college list, finalizing college essays, requesting letters of recommendation, and completing college applications. During this time the college counselor will provide information to students regarding applicable scholarship and financial aid opportunities. It is imperative that seniors check their LJA 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, and 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 in the options from which they are eager to choose.

ADVISORY PROGRAM

Advisory is a vital component of the HS experience. Students are assigned a team of faculty advisors to help develop professional and collaborative communication skills, hone decision making capacity, cultivate social-emotional intelligence, receive academic support, and tackle a variety of important life skills. This program is delivered in both small and large group settings depending on the focus area and time of year. Advisory ensures a strong sense of community and support for our students, nurturing essential relationships with trusted adult mentors and constructive peer groups.

Specific topics vary by grade level and some learning modules span several weeks rather than adhering to a daily rotation.

MS/HS LIBRARY

The MS/HS library is open from 7:30 a.m. to 4:30 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 the receipt of the bill, their account will be credited. They will not be credited for materials returned after one month from the billing date.

After-School Policy

HS students may use the library from 7:30 a.m. until the start of school and after school until 4:30 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 the library
- Cell phones are not allowed in the library
- Gaming is not allowed in the library
- Students are expected to follow schoolwide agreements when using the library

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 can be turned in on Magnus Health starting July 1 and is due 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.

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

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) at 808-586-8332.

Tuberculosis (TB) Clearance

For TB clearance, either TB Document G: State of Hawaii Risk Assessment or a valid skin test must be presented prior to the first day of attendance at a Hawaii school. A student may not attend school without a valid TB clearance. Once a student turns 16 years old, they are required to obtain another TB clearance. LJA strongly encourages all students and families who travel to high risk countries to be reevaluated by a healthcare practitioner upon return.

Emergency Form and Health Room Policy

K-12 Health Room/Emergency Information & Medication needs to be completed once online and updated yearly.

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 LJA. The parent/guardian is responsible to update information by phone or email with the school nurse and/or Junior School office 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 72 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. All medication forms need to be completed each school year.

The parent/guardian, not the student, needs to drop off and pick up the medication at the health desk. Medication is kept out of reach of students and shall be returned to the parents after the prescription period ends.

Communicable Disease Policy

Additional Schoolwide Policies related to COVID-19 are also applicable to the HS; including, but not limited to: completing daily health screening, wearing a mask as directed, washing hands and maintaining physical distance.

In the best interest of the student body and the school as a whole, LJA 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.

Uku/Head Lice Policy

LJA policy is that students identified with live lice are to be sent home for treatment. Students will be checked prior to their return to school in order to confirm that no live lice are present. Eggs/Nits are not likely to be transferred to other students; therefore, the presence of nits will not preclude students from school.

If you have any questions or concerns please contact the school nurse at 808-261-0707 x 1420.

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) may 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 LJA diploma.

Minimum Credit Requirements for an LJA Diploma

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

IB Diploma Programme

Most LJA seniors are also on track to complete the IB Diploma Programme (DP) 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 the final IB exams in May of their senior year and are eligible to receive the 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

Final marks issued by The IB to students who complete the Diploma Program may differ from LJA semester grades. A number of factors may lead to this potential difference including: the content assessed by The IB exams covers only a portion of the total curriculum taught during the two-year course; the assessed work used to calculate LJA semester marks may be designed to capture students' skills required by The IB; and the LJA teachers use a "Best Fit" approach to determine grades covering a whole semester.

Students enrolled in a DP course must sit in official IB exams to complete required course work and receive credit for their courses.

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 LJA 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. In order 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 HS Principal, shall approve the issuing of diplomas.

MISCELLANEOUS

Minimum required course load for students with extenuating circumstances

1. Grade 9 and 10 students are required to take a minimum of six graded courses each semester
2. Grade 11 and 12 students are required to take a minimum of five graded courses each semester

SPECIAL CIRCUMSTANCES

Withdrawing from the Diploma Programme (DP)

If a student wishes to withdraw from the DP 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 HS Principal and DP Coordinator to discuss the reason for withdrawal.

If the student has a medical condition that prevents them from completing the DP, 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 HS Principal and DP Coordinator.

If the student has been registered with the 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 DP.

If the above conditions require a student to withdraw from the DP, they are still eligible for the LJA diploma.

Additionally students must complete 50 hours of community service and a 10 page senior thesis. The 50 hours of service should be from a mix of all 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.

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 DP, their GPA will not be weighted.

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

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 semester. After two weeks, the incomplete coursework gets "O" credits. In cases of extended serious illness or injury, extensions may be granted at the discretion of the HS Principal.

DP Submission of Late Work Policy

We strongly believe that students in the DP must be prepared to submit work on time and meet all deadlines during their junior and senior year. This is a requirement from the IB who will not accept late submission of Internal or External assessments. We have also found that the demands for time management in the DP are essential for academic success and social/emotional well-being. When deadlines are not met, assignments get pushed back and soon start to collide with other deadlines. Students become overloaded and fall quickly behind, increasing their anxiety and adding unnecessary pressure. Our experience with students to date in the program has shown that the workload is manageable as long as you don't get behind. Students who use their free periods wisely are generally able to stay on track and still have time for sports, family activities and other extracurricular interests. Early in August, the faculty will create and share assessment calendars for the year in order to avoid too many assignments being due on the same day. It will be essential that students honor these deadlines.

To that end, all IB assessments deadlines will be considered hard deadlines meaning that a student will receive a "zero" for work not submitted by the due date. Our assessment system is based on students providing enough evidence of learning to be given a mark. This is impossible to do when a student does not return the work. Students must communicate with their teachers if they wish to have work that is late be accepted and graded.

A pattern of missed assignments could result in a loss of student privileges such as participating in sports, clubs, dances and social events, and driving/parking on campus.

We are happy to intervene to support students in organization before we get to the situation where they are losing

privileges. To that end we will have the follow responses which may include:

- Juniors who show a pattern of not meeting deadlines will be assigned study halls during free periods or may be required to attend lunch or after school clinics in order to provide time and support to get the work done
- Seniors who show a pattern of not meeting assessment deadlines will be assigned study halls during all their free periods and off campus privileges will be rescinded until a pattern of meeting deadlines has been established

LJA reserves the right to set deadlines for externally moderated work which may differ from publically available IB deadlines in order to facilitate feedback and account for the time required to prepare work for upload.

Submission of Late Work Policy for MYP Summative Assessments

Students in the MYP are preparing for the rigor and discipline required by the demands of the DP in Grades 11 and 12, and ultimately for university standards for turning in work on time. To that end, students must turn in all required assessments by the due date set by the teacher.

A pattern of missed assignments could result in a loss of student privileges such as participating in sports, clubs, dances and social events, and driving/parking on campus.

It is left to the discretion of the faculty to decide if a student has a valid reason to submit work after the deadline for full credit.

Get It Done Clinics (formative work)

We believe the best consequence for not doing your work is to do the work. In order to support students who show a pattern of turning in late work, we will provide Get it Done Clinics or alternative as assigned by Administration. A student who fails to submit work in a class before lunch will be required to attend the lunch clinic to complete the work. Students failing to submit work in a class after lunch will be required to attend the after school clinic to complete the work. These clinics are 45 minutes long and are required. Failure to attend requires the student to attend the next scheduled clinic. Failure to attend that clinic will result in a zero on the assignment. A pattern of not attending a required clinic will result in a student being placed on academic probation.

ACADEMIC PROBATION POLICY

Students at LJA have committed themselves to a rigorous academic program that requires a strong work ethic and dedication to ongoing improvement and learning. Students who have shown a pattern of poor performance can be placed on academic probation at the end of any grading period. All students on Academic Monitoring will receive weekly reports and will be required to attend academic support sessions with their teachers, as directed by their teachers or Principal. These sessions take precedence over any co-curricular activity. Athletes on Academic Monitoring are subject to the terms of the Athletic Eligibility Policy. Participation in cocurricular activities may also be reviewed subject to equivalent terms. Significant improvement must be displayed before the end of the 3rd quarter in order for students to receive a contract for the following year.

SOCIAL PROBATION

Students who consistently cause disruptions to the learning environment, are unable to, or actively refuse to work toward being a positive contributor to the HS community, can be placed on social probation. A student on social probation will be closely monitored and observed by the HS Learning Support Team who will develop a plan 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 and/or a conditional contract for the next school year may be issued.

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. DP Mock Exams for 12th graders will be administered at the end of Semester 1.

REQUIRED STANDARDIZED TESTING

- Grader 10 Preliminary Scholastic Achievement Test (PSAT) in October
- Grade 11 take the Preliminary Scholastic Achievement Test (PSAT) in October
- Grade 12 take the ACT and/or SAT independently throughout the year

***All HS 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 are assessed using the IB 1-7 marking scale. Grades 9 and 10 use IB MYP criteria, whereas Grades 11 and 12 use the IB DP GPA scale. GPAs are calculated at the end of each semester and the semesters at LJA are cumulative. It is the policy of LJA not to rank students. All DP and MYP courses are weighted.

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

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

LJA 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

The learning support program at LJA has been developed to support students with mild to moderate learning disabilities. We believe in creating a culture of inquiry, collaboration, mutual respect, support, and problem-solving. All enrolled students are given the opportunity to participate in the PYP, MYP, and DP curriculum to the best of their abilities, through inclusive classroom environments. Inclusion practices may include (but are not limited to): differentiated instruction, classroom adjustments and accommodations, and compensatory strategies for learning such as assistive technology, peer tutoring, and assistance in study halls. Families must provide proof of their child's disability to qualify them for special accommodations.

We request that families disclose learning disabilities during the admissions process to ensure a support plan is in place once admitted. LJA does not provide personal aides, occupational or speech therapy services, or self-contained special education classrooms. Participation in the learning support program does not guarantee a student's academic success, therefore we work in close communication with teachers and parents to assess the ongoing effectiveness of support for each student in our program.

For more detailed information about Learning Support at LJA, and to see the full LJA Inclusive Education Policy, Please visit our learning support webpage at <https://ljallearningdiversity.org/inclusive-education-policy/>.

AWARDS AND HONORS

Honor Roll: GPA of 4.3 or better with no "2"s or "1"s
High Honors: GPA of 4.5 or better with no "2"s or "1"s
Highest Honors: GPA of 4.8 or better with no "2"s or "1"s

Outstanding English Student
Outstanding French Student
Outstanding Japanese Student
Outstanding Mandarin Student
Outstanding Spanish Student
Outstanding Band Student
Outstanding Music Student
Outstanding Mathematics Student
Outstanding Biology Student
Outstanding Chemistry Student
Outstanding Biology Student
Outstanding Environmental Societies & Systems Student
Outstanding PE Student
Outstanding Humanities Student
Outstanding Art Student
Outstanding Drama Student
Outstanding Design Student
Outstanding Computer Science Student
Outstanding Theory of Knowledge 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 Grade 9 and 10, and all semester marks from Grades 11 and 12. 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.

To maintain membership status or become an applicant, student must notify the NHS Advisor before the end of the 1st quarter of the school year. 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 re-establish 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 re-establish 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 HS 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 three school days for transcripts to be processed and

sent to the enrolling institution. Parents may request an unofficial copy for personal use.

Policy to Withhold Transcripts

LJA reserves the right to withhold a student's official transcript if financial obligations are not met by the parent.

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

Athletics will be dependent on what is sanctioned by the ILH and HHSAA due to COVID 19 Concerns

A more detailed and comprehensive review of LJA's athletics program can be found in the "Athletics Parent Student Resource Guide".

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 | Grades 7, 8, 9 |
| Junior Varsity | Grades 9, 10, 11 |
| Varsity | Grades 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 makeup 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