



LE JARDIN
ACADEMY

**Parent & Student Handbook
2022-2023**





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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.

VALUES

Le Jardin Academy is characterized by its commitment to growth, extraordinary learning experiences, and a strong, interconnected community. As a learning community, we:

- Honor individual pathways to success and happiness
- Strive for excellence
- Innovate for positive change
- Serve peace
- Nurture relationships and resources

Le Jardin Academy is a nurturing, vigorous learning community. As an International Baccalaureate World School, we strive 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.

Under extenuating circumstances, LJA may make modifications, as necessary, to promote the health and safety of the community. These modifications may include, but are not limited to, the following: curriculum and its mode of delivery, arrival and dismissal times, and certain activities, including after-school activities, interscholastic sports, clubs, tutoring, camps, field trips and travel. On-campus opportunities, as well as classroom parties, large gatherings and other school events may also be limited or canceled at LJA's discretion.

About LE JARDIN ACADEMY

HISTORY

From our humble beginnings as a single-room preschool in 1961, LJA has grown to become a leader in education and the windward community's premier PK-12 independent school.

Our evolution has been brisk—punctuated by momentous achievements, including a move to our scenic 24-acre campus in 1999, our first graduating class in 2006, the addition of the High School and Gym buildings in 2008, followed by our transition to becoming an International Baccalaureate (IB) World School. Since awarding its first IB diploma in 2013, LJA has further distinguished its program by creating an environment that celebrates uniqueness and promotes individual voice, choice and agency at all stages of learning. We cultivate knowledgeable, responsible, and caring young people of character who help to create a more peaceful and sustainable world through understanding, stewardship, and respect—and do so proudly.

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 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.

About LE JARDIN ACADEMY

HOURS OF OPERATION

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.

PRESCHOOL 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.

WEBSITE

The school's website (www.lejardinacademy.org) is updated regularly and is another source of useful information. Including information about our academic programs, admissions, community, enrichment, athletics, support and more.

COMMUNICATION

LJA values and supports open communication. 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 a child to parents or guardians promptly and directly.

It is possible to communicate with an employee via email by using their firstname.lastname@lejardinacademy.org (e.g. Melissa Handy's email address is: melissa.handy@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).

LINES OF COMMUNICATION

Parents should contact their child's teacher, advisor or counselor when they have questions or concerns about the program. If parents have further questions/concerns after speaking with the teacher, advisor or counselor, they should contact the Dean's Office to be routed to the appropriate person. Parents with further questions or concerns should then contact the Head of School.

LJA encourages parents to use email to contact teachers or administrators. We believe the most productive and effective exchange of information occurs in a preset appointment, which allows the teachers and administrators to have all the information they need to answer questions ahead of time. It is vital to the success of LJA's sense of 'ohana that parents, teachers, students and administrators maintain a positive and productive form of communication. Emails will be answered as soon as possible. Email: firstname.lastname@lejardinacademy.org

For time sensitive information, please call the main office at 261-0707.

About LE JARDIN ACADEMY

COMMUNICATION CHANNELS

LJA Weekly Newsletter – all school announcements & division specific announcements

Parent Portal – forms, links, school calendar, etc.

Instagram – @lejardinacademy

Facebook – @lejardinacademy

ManageBac – report cards and unit planners

MySchoolApp – student information and directory, access to health forms, tuition payments & parent portal

Emergency Notification System – emergency messaging (text, phone and email)

Division and Faculty Messages – information specific to the Division will be included in the LJA Weekly or in some cases sent via email.

Parent(s) or legal guardian(s) are expected to stay informed by reading information shared by the school, faculty, and administration.

PRIMARY (PK-5)

Friday Folder – 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. Parents are to return the envelope every Monday. Classroom or Grade Levels communicate regularly with families via:

K-2 Seesaw – learning journal and digital portfolio

K-2 Email and Google Photos

3-5 Email and Google Photos

Primary Instagram

SECONDARY (6-12)

Google Classroom

Secondary Instagram

DIRECTORY

FACULTY/STAFF DIRECTORY

The Faculty/Staff Directory is available on our website in the [About tab](#).

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

Student/Parent Directory is not to be used for non-LJA or commercial purposes.



SCHOOL LIFE

LJA offers a high quality co-educational program for students from Grades Pre-Kindergarten to Grade 5 years in its Primary Division and Grades 6 to 12 in its Secondary Division.

PRIMARY DIVISION (PK-5)

LJA is committed to providing a nurturing and personalized academic environment where your child will flourish. The Primary Division consists of Pre-Kindergarten through Grade 5 with an enrollment of approximately 360 students.

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 transdisciplinary 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

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

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.

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.

SECONDARY DIVISION (6-12)

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

LJA is a college preparatory institution 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. 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 their immediate, local, and global communities. The Secondary Division consists of Grades 6 through 12.

The Middle Years Programme (MYP) emphasizes intellectual challenge and encourages students aged 11 to 16 to make practical connections between their studies and the real world, preparing them for success in further study and in life. The programme empowers students to inquire into a wide range of issues and ideas of significance locally, nationally and globally. The result is young people who are creative, critical and reflective thinkers.

The Diploma Programme (DP) is an assessed programme for students aged 16 to 19. It is respected by leading universities across the globe. At LJA all students in Grades 11 and 12 are

placed in the DP. The DP is college preparatory in nature through an extensive writing component, a contemplative comprehension of knowledge and perception, and active engagement through community service connecting the subjects together, encouraging students to reflect on their values and recognize those of others. Students emerge from the programme as global citizens: articulate, compassionate and insightful individuals who strive to impact their communities and the world in a positive way.

SCHOOL HOURS

Pre-Kindergarten (PK)	7:30 a.m. – 11:20 a.m. (half day)
	7:30 a.m. – 2:20 p.m. (full day)
Junior Kindergarten (JK)	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	7:55 a.m. – 3:10 p.m. (Wednesdays 2:25 p.m.)
Grades 9 – 12	7:55 a.m. – 3:30 p.m. (Wednesdays 2:25 p.m.)

EARLY MORNING CARE

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

PK & JK	2:20 p.m. – 6:00 p.m.
Grades K thru 5	Dismissal – 6:00 p.m.
Grades 6 thru 8 (after Study Hall)	4:30 p.m. – 6:00 p.m.

DAILY SCHEDULE

Grades PK-JK

Operates on a Monday-Friday schedule. LJA students attend their single subject teachers on a rotating schedule. At the start of the school year, the classroom teachers will provide a schedule indicating which special is on which day.

Grades Kindergarten-5

Operates on a Monday-Friday Week A/Week B schedule. At the beginning of the school year, the classroom teacher will provide a schedule indicating which special is on which

day. Students are expected to be prepared for class. This is especially true for PE class where sneakers or swim clothes are required.

Grades 6-12

All classes operate on a Monday-Friday Week A/Week B Schedule. At the beginning of each school year, daily schedules will be provided to all students indicating which class they are enrolled in and where those classes will be held.

DROP-OFF AND PICK-UP (PK-JK)

Preschool Campus - 1004 Kailua Road, Kailua, HI 96734

Early Morning Care begins at 6:30 a.m.

Drop-off	6:30 a.m. - 7:25 a.m.	PK, JK	Front Courtyard Rooms 3 & 4
	7:30 a.m. - 8:00 a.m.	PK, JK	Front Courtyard
Pick-up	11:20 a.m.	PK half-day	Front Courtyard
	2:20 p.m.	PK half-day, JK	Front Courtyard

ARRIVAL AND DISMISSAL

Grades PK-JK

No student will be permitted to leave 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 circumstance 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

EARLY ARRIVAL

PK/JK students should not be dropped off prior to 6:30 a.m. Early Morning Care is available (at no additional cost) from 6:30 to 7:30 a.m., drop off in the courtyard. Students may choose to bring a small portable breakfast to eat during this time.

DROP-OFF AND PICK-UP (KINDERGARTEN-12)

Main Campus - 917 Kalaniana'ole Highway, Kailua, HI 96734

Early Morning Care begins at 6:30 a.m and is available for students in grades Kindergarten to 5.

Drop off from 6:30-7:00 a.m. for Early morning Care is in the Wang Auditorium and from 7:00-7:30 a.m. is in The Loop.

Drop-off	7:30 a.m. - 7:44 a.m.	K, 1, 2, 3, 4, 5	The Loop*
	7:40 a.m. - 7:55 a.m.	6, 7, 8	Middle School Lane
	7:45 a.m. - 7:55 a.m.	9, 10, 11, 12	High School Lane
Pick-up	2:35 p.m.	K, 1	The Loop*
	2:45 p.m.	2, 3	The Loop*
	2:55 p.m.	4, 5	The Loop*
	3:10 p.m. (Wednesdays 2:25 p.m.)	6, 7, 8	Middle School Lane
	3:30 p.m. (Wednesdays 2:25 p.m.)	9, 10, 11, 12	High School Lane

*For safety reasons, children must get out on the right side of the vehicle onto the curb

Extended Day Pick-up

Grades K-8 Students registered for Extended Day will be picked up in the Loop

PK and JK Students registered for Extended Day will pick-up in the Front Courtyard at the Preschool Campus.

ARRIVAL AND DISMISSAL

Grades Kindergarten-5

Students will be greeted in the loop. Students must exit and enter cars from the passenger curbside.

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.

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. Parents must inform the office and classroom teacher if someone is picking up your child other than their guardian.

Grades 6-8

It is expected that all students will report to school and be seated in their first class by 7:55 a.m. Students should be dropped off and picked up in front of the Middle School building.

- Pick-up starts at 3:05 p.m. Students are required to move to the pick-up 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 Secondary Library or with a teacher or tutor by a prior arrangement until pick-up. The Secondary 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 Grade 6-8 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 Grade 6-8 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.

Grades 9-12

Students should be dropped off and picked up at the designated drop-off area for the High School 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 High School 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. We are not responsible for the safety or supervision of any unattended student after 3:30 p.m.

EARLY ARRIVAL

Grades Kindergarten-5

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 7:00 a.m. must be walked by the parent to the Wang Auditorium. Between 7:00-7:30 a.m. a school representative will meet your child in the loop and they must report to the Wang.

Grades 6-12

Students should not arrive before 7:00 a.m. due to lack of supervision. If a student is dropped off before 7:00 a.m. on a regular basis, parents must notify the Secondary Office and appropriate morning supervision and specified location will be required and arrangements will need to be made, which may include LJA Early Morning Care depending on the time, consistency, etc.

LATE PICK-UP

Grades Kindergarten-5

15 minutes after the designated pick up time, your children who are not picked up, 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 \$20.00 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.

EARLY DISMISSAL / LATE ARRIVAL

Grades Kindergarten-12

All students leaving before the official dismissal time must be signed out by a parent at the appropriate divisional office (Lower and Middle in the Administration building, High School in the High School building). Students arriving at school after the start time must be signed in by a parent.

Please call 261-0707 ext. 0, wait outside the building, and a representative will come to help you sign out your child.

GENERAL DROP-OFF AND PICK-UP RULES

- All drop-off and pick-up areas are designated as a "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, please pull to the front of the pick-up area. You may be asked to circle

or park in a different location, while waiting until the designated pick-up time.

- For safety reasons, all drop-off and pick-up areas are cell phone free areas

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 on the Kapaa Quarry Road fronting the school.

ABSENCES

We believe that students at LJA need to attend class in order to maximize the learning experience. Classroom activities, collaborative 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. Family vacations or trips are strongly discouraged during school days. Therefore, students are expected to attend school daily unless there are unavoidable circumstances such as illness or family emergencies. In these cases, parents should email a request for missed school days to their divisional Dean of Academics at least two weeks prior to the trip. If your child is absent for more than 3 days, please contact the Dean of Students. 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.

Please see Code of Conduct for more information about LJA's attendance policy.

Absences (due to illness) of more than 3 days require a note from the physician.

Parents must also inform school.nurse@lejardinacademy.org for absences due to any COVID-related exposures, testing, or illness.

REPORTING ABSENCES

Grades PK-JK

Please report absences to the 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.

Grades K-12

To report absences, please use the attendance hotline at 261-0707 ext. 0 or the Parent Portal, located the school's website and MySchoolApp.

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 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 and interpretation of 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.

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 this requirement.

SCHOOL CALENDAR

The school calendar is available to all families through the Parent Portal on the school's website. Each year we aim to publish the calendar for the next school year in late-January/early-February.

SCHOOL LUNCH

Students may bring lunch to school or purchase hot lunch. A menu of lunch options is available on our school's website.

SCHOOL LIBRARY

Campus Libraries			
Kindergarten- Grade 5	Admin Building, Main Campus	Monday – Friday 7:30 a.m. to 4:30 p.m.	Students visit the library facility for skill classes, library, and related learning activities.
Grade 6-12	E-building, Main Campus	Monday – Friday 7:30 a.m. to 4:30 p.m.	<p>Students may use the library for independent research, studying and for classroom instruction in all subjects.</p> <p>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 Division Head.</p> <p>Student Expectations:</p> <ul style="list-style-type: none"> • 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

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 the billing date.

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 LJA's Bulldog League in 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 education 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.

ILH ATHLETIC PARTICIPATION FORM

Interscholastic League of Honolulu (ILH) Athletic Participation Form (Grades 7-12 only). The ILH Form needs to be completed yearly during the summer to participate in ILH athletics. The form expires one year from the date of the ILH physical. This form can be found on the Magnus Health site.

ENRICHMENT

LJA provides students with incredible enrichment opportunities to elevate their school life experience. Listed below are some of our school-sponsored enrichment activities:

The **Wild Communities Foundation After School Program (Wild Kids)** is available from Kindergarten to Grade 8 with additional opportunities for students in Grades 9-12. This program offers the opportunity for the students to play and explore in the wild. Students from all schools are welcome to register.

Our **Soccer Academy** educates and trains players in the four components of soccer: technical, tactical, psychological, and physical while improving their individual skills and enjoyment of the game.

The **FIRST Robotics program** is available for students from Grade 1 to Grade 12. FIRST's values of Coopertition and Gracious Professionalism align well with the International Baccalaureate program.

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. 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

Pre-Kindergarten to Junior Kindergarten offers a variety of after-school activities. 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 July, 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.

Kindergarten through Grade 8 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 that connect students with nature, our host and other cultures, athletics, visual, and performing arts. 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.

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

SUMMER PROGRAMS

SUMMER SCHOOL

Summer School provides countless opportunities for creative, active, and engaged learning. With something for everyone, both indoor and outdoor, students can try something new or dive into what they love. Choose from visual and performing arts, robotics, coding, cooking,

sewing, and so much more! Sports courses, outdoor experience classes, environmental club, and small group swimming instruction keep kids moving and outdoors. Early registration for Summer School is made available to current students in February/March.

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.

TRADITIONS AND SPECIAL DAYS

INFORMATION SESSION

All families should attend an informational meeting where the Division Heads and their respective Dean Team welcome all new and returning parents and introduce them to some of the traditions, expectations, and policies of the school.

PARENT NIGHT

Early in the school year, the 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.

COFFEE WITH THE DIVISION HEAD

Several times a year, parents are invited to join the Division Head (Primary or Secondary) for coffee and conversation, either in-person on campus or on a virtual platform. This event provides an opportunity for parents to meet other parents and to get an update from the Division Head and the PFA representative.

PARENT'S TURN TO LEARN

Each Fall, parents are invited to an evening of learning about LJA's philosophy, approach, and curriculum, and how parents can best support their children. Parents attend a keynote followed by a selection of break out sessions on topics of their choosing.

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, Grades Kindergarten-8 students are released for the day, unless enrolled in Extended Day. Grades 9-12 students have a regular day.

ARTSFEST

Each Spring, families are invited to the main campus for a celebration of learning in arts and innovation. Participants engage in the creation of art with local artists, view the annual student

art exhibit, enjoy local entertainment, food, and more!

GALA

LJA's primary fundraising event for the school year. The night features signature cocktails, a curated auction, a seated dinner, paddle raise, and entertainment. Net proceeds benefit scholarship, innovation, and facilities growth.

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 on most of these days, Extended Day activities are available to students enrolled in the program.

PARENT-TEACHER CONFERENCES

PRIMARY (PK-5)

Parent-Teacher Conferences are an opportunity for the teacher and parent to review student work and inform parents of student progress, academic strengths, and areas of need. For students in Grades 3-5 these conferences are three-way dialogues between students, the teacher and parents. Parent-Teacher conferences are held in the Fall and the Spring. The Spring conferences are "student-led" and vary from grade level to grade level, but will always involve the child in sharing their work, experiences, and activities.

SECONDARY (6-12)

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

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.



INTERNATIONAL BACCALAUREATE 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.

Additionally, LJA is a member of the Global Citizen Diploma consortium of like-minded international schools.

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.

Student LEARNING

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.

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 training in the Tribes process. Tribes activities and schoolwide agreements are used in all classrooms.

LEARNING SUPPORT TEAM

The learning support program at LJA has been developed to support students in need of additional support (PK-5) or with mild to moderate learning differences (6-12). 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. Please refer to our Learning Diversity and Inclusion Policy.

Parents are required to disclose learning differences during the admissions process to ensure a support plan is in place once admitted. LJA does not provide personal 1:1 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.

COUNSELING

PRIMARY (PK-5)

Our counselors work with all Lower School students on their social and emotional growth. Our counselors help to promote healthy relationships through conflict resolution and inclusive environments through whole-class lessons activities, small group, or 1:1 lessons and activities. Our counselors also organize a “Fun Lunch” to discuss topics necessary to students, such as friendships, divorce or loss. You may make a request for our counselors to meet with your child, should you feel a need. If necessary, your child may be sent to a counselor to discuss specific issues and problem solve. The Division Head of Dean of Students may also refer students to counselors for behavioral interventions. Parents are informed of such sessions.

Student LEARNING

SECONDARY (6-12)

Students also experience significant academic, career, social and emotional growth during their Secondary years. 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. Counseling activities in response to individual needs may be addressed through individual or small group sessions, however, school-based counseling should not be construed as an alternative/substitute for professional therapeutic services. 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.

Advisory is a vital and mandatory component of the secondary experience. Students meet with an advisor in small groups to engage in discussions and activities that will help them navigate the hurdles of the Secondary Division. Specific topics vary by grade level.

GRADE LEVEL COUNSELING

The goal of the 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 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.

GRADING AND ASSESSMENT

PRIMARY (PK-5)

Teachers monitor student growth in subject areas and approaches to learning (ATL) skills through a range of ongoing formative assessments. Differing forms of assessments (written, verbal, observation, etc...) are given in order to isolate specific skills the teacher aims to evaluate. Assessments are sent home via the student's assessment folder at the end of each unit of inquiry. Student learning is also captured through Seesaw (PK-2) and Google Classroom (3-5). In addition to the annually scheduled October and March parent conferences, additional meetings may be requested by the teacher or the parent in situations where expected growth is not being made, in order to put in place an action plan to best support the student. Report Cards are a summary of the

Student LEARNING

student's learning and are created twice per school year, in January and in June. Parents can access the report card online.

SECONDARY (6-12)

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 Division Head.

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.

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 Secondary 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.

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.

TUTORING

Teachers are available to tutor students at various times of the day. 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.

TRANSCRIPTS

PRIMARY (PK-5)

Transcripts can be released by LJA only with written permission. All requests for a student's transcripts must be made in writing to the Administrative Assistant to the Head of Primary Division. 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.

SECONDARY (6-12)

Transcripts can be released by LJA only with written permission. All requests for a student's transcripts must be made in writing to the Registrar. Please allow three school days for transcripts to be processed and sent to the enrolling institution by the Registrar. Parents may request an unofficial copy for personal use.

POLICY OF WITHHOLDING TRANSCRIPTS

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

ACADEMIC PROBATION

PRIMARY (PK-5)

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 Primary Division's 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 the student 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.

SECONDARY (6-12)

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 Head of Secondary Division. 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.

BEHAVIORAL / SOCIAL PROBATION

Students who consistently break our schoolwide agreements and are not able to adjust behavior independently may be placed on social probation. 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, the student can be counseled out from the school or given a conditional contract for the school year.

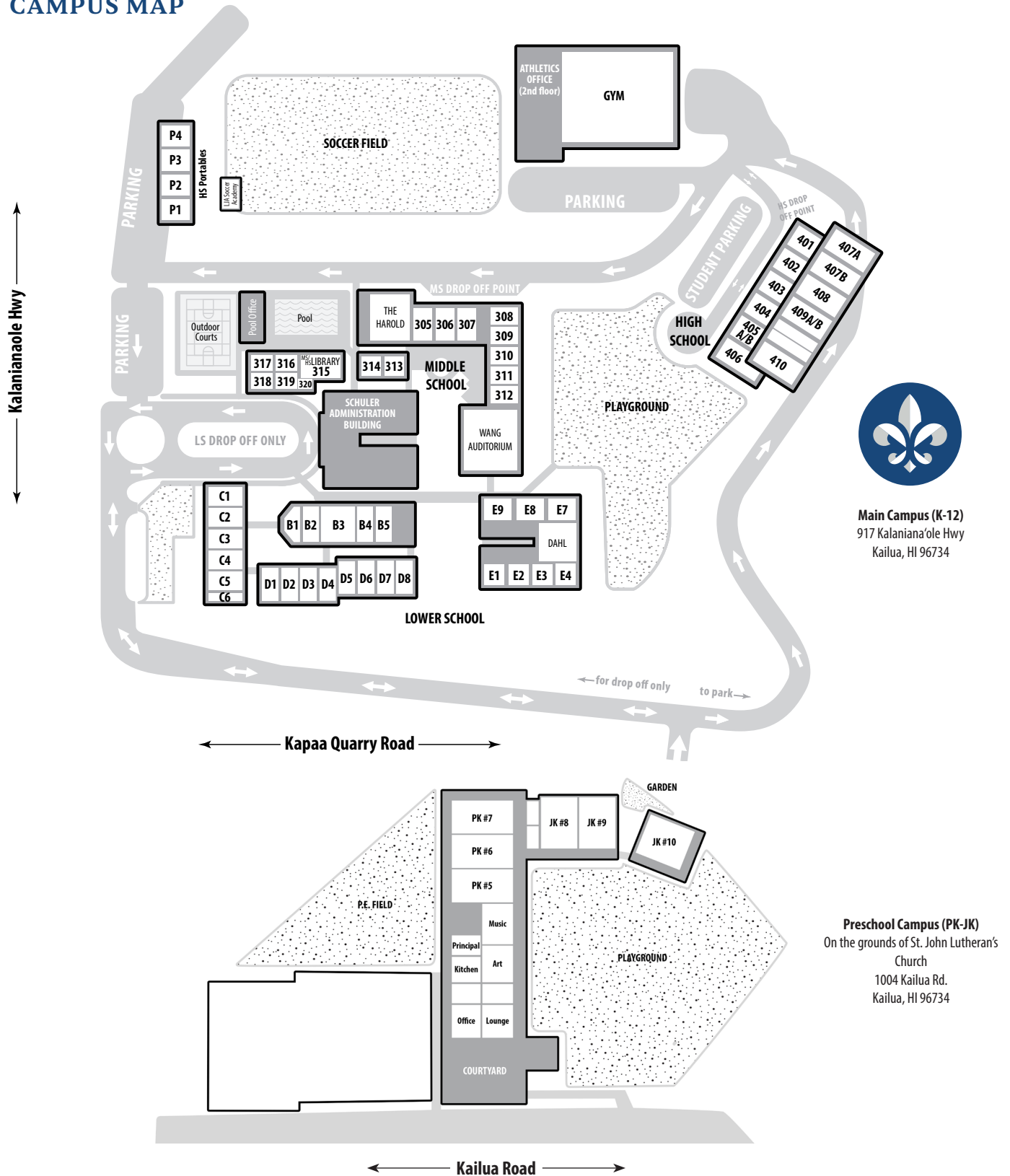
NEW STUDENT PROBATION

All new students entering LJA 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 any concerns with the Learning Support Team, and conferences are scheduled with the parents. If the student shows no progress within a specified timeframe or is unable to meet the terms of the plan the student 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.



Our CAMPUS

CAMPUS MAP



TRANSPORTATION

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 Secondary Division excursions, you will be notified. On rare occasions, students are carpooled to an excursion site. In that event, parental authorization is required. PK and JK 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 main 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 main campus during the school year. Only Secondary students are permitted to ride the bus with parent permission.

The bus schedule:

Route 672 - Leave Maunawili at 6:55 a.m.
Arrive at 7:03 a.m.

Route 66 - Pick-up at 3:39 p.m. to
Kailua/Kaneohe

Route 672 - Pick-up at 3:34 p.m. to
Maunawili/Kailua/Lanikai

VISITORS

Visitors to our campus, including parents and guardians, must sign-in and sign-out at the appropriate office, and wear a visitor badge while on campus. LJA may modify visitor protocol in extenuating situations. Additionally, visitors must share vehicle information at sign-in, if they do not have an administered LJA vehicle decal for the current school year.

PROPERTY DAMAGE

LJA is not liable for damage to vehicles while parked on either campuses. When school property is defaced or damaged by the actions of a student, the student and their parents are responsible for repairing or replacing the property. The student will be counseled for their actions by the teacher and/or Division Head.

LOCKERS

Students, Grades 4-12, are all assigned a locker. 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.

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 in designated areas.



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 preschool must be toilet trained prior to attendance. In Grades Kindergarten through 5, the students are evaluated on information gathered from an interactive session, admissions 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 admissions committee composed of faculty and administration reviews all applications. Decision letters 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.

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

CLASS PLACEMENT

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

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-

Admissions

refundable deposit. This must be received no later than the specified date, normally March 15. The deposit can be paid online via credit card (plus 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 service fee); half 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 FACTS, an online tuition management system that allows parents to access their balances at any time, from anywhere. If you are uncomfortable providing your payment method on FACTS'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 Grade 12. 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.

Admissions

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

TUITION 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.