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1961

**LE JARDIN**  
ACADEMY

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**Code of Conduct**  
**2021 – 2022**

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# EXPECTATIONS

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## SCHOOLWIDE AGREEMENTS

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

- **Mutual Respect**
- **Attentive Listening**
- **Appreciation/No put downs**
- **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 they 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

### **COMMUNITY NORMS**

When choosing LJA, families agree to embrace our mission, vision, values, 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, they need to model the kind of behavior that we wish to instill in our students.

LJA reserves the right to intervene should a parent not follow these guidelines. Action may include a verbal or written warning by the Principal or Head of School. On rare occasions, it may result in the parent being banned from the campus or being asked to withdraw their child(ren) from the school.

## **CAMPUS CONDUCT**

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### **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 their positional authority, they should contact that person’s supervisor. In the case of teachers or staff members, most often this will mean the division 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.

## **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. After 72 hours of being home due to illness, the student is required to bring a doctor's note for clearance back on campus.

### **Reporting absences**

Parents must promptly inform the administrative assistant for their child's division of any absences either by phone or via the SchoolPass app. Parents must also inform [school.nurse@lejardinacademy.org](mailto:nurse@lejardinacademy.org) for absences due to any COVID-related exposures, testing, or illness.

### **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. 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.

## **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.

## **WEAPONS AND DANGEROUS SUBSTANCES**

In order to protect the health, morale, and quality education of our students, the use or possession of dangerous substances or weapons is strictly prohibited. Possession, use or distribution of drug-related paraphernalia, prohibited substances, or weapons on campus or at a school-sponsored activity will result in appropriate interventions and consequences in order to ensure the safety of the student and others and to restore the student to the school-community.

## **DISCIPLINE PROCEDURES**

The aim of “discipline” is for students to recognize and correct socially inappropriate behaviors. To this end, advisors, coaches, teachers, counselors and administrators will work with students and their families to improve presenting behaviors.

- In cases involving or potentially involving significant harm or duress, principals/designees will investigate, hear and adjudicate matters of student misconduct, including those resulting in recommendations for expulsion.
- Appeals of principal action may be made under either of two conditions: (a) procedural error (b) new and substantive information not available at the time of principal’s decision
- 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.

## **VEHICLE IDENTIFICATION**

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 Executive Assistant to the Head of School. 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.

## **PERSONAL ACTIVITY ON CAMPUS**

### **Exercise**

Parents and students may walk or run on campus for exercise during non-school hours when the campus is open (unless otherwise informed). Dogs are not permitted on campus and should not be included while exercising on campus. We understand pets are a part of our families and may travel to campus with you--please keep your pet safely in your vehicle while travelling on campus.

### **Fruit and Foliage Requests**

Requests for personal use or consumption will be on a case by case approval by the Facilities department. Approvals for picking fruit or foliage in the forest adjacent to LJA is at the discretion of the property owner.

## **STUDENT PROTECTION**

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### **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:

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

## **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.

## **STUDENTS OVER 18**

To remain enrolled at LJA, students over 18 years of age may be asked to 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.

## **PERSONAL BELIEFS**

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.

## **LIFEGUARD**

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.

## **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.

Student Health Records are maintained and accessed by the family through Magnus Health.

### **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**

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 used 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.

## **EMERGENCIES**

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### **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**

The key to successful mitigation of SARS-CoV-2 spread is kōkua--deeply held sacrificial commitment to keep our community safe. The LJA response system involves tiers of response predicated on degree of immunity (vaccination), spread and healthcare capacity. Updated LJA COVID Response Policies, Procedures and Protocols will be shared in August 2021 based on Hawai'i Department of Health, Department of Human Services and Centers for Disease Control guidelines. LJA reserves the right to incorporate distance learning and other mitigation measures in response to pandemic conditions.

### **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.

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

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

### **EMERGENCY NOTIFICATION SYSTEM**

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

## TECHNOLOGY

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### 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.”

**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**

*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](http://www.lejardinacademy.org/parent-portal).*

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<b>Computers are for “school work” only</b>	<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>
<b>Security and safety</b>	<i>Absolute privacy cannot be guaranteed on the network and Internet. Personal information should never be shared on the public Internet (name, photographs, address, email 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>
<b>Data loss and backup</b>	<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>
<b>Sharing passwords or impersonating another person is prohibited</b>	<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>
<b>Vandalism is prohibited</b>	<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>

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**Students must abide by Federal and State laws**

*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.*

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**No inappropriate or illegal content on campus grounds and school equipment**

*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.*

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**Cyber bullying is prohibited**

*Hate mail, harassment, discriminatory remarks, sexual or racial harassment, or other antisocial behaviors are expressly prohibited.*

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**Electronic display of student work**

*Student work may be displayed electronically, which may include photographs, video images and/or audio recordings of students. Such images may be published in a variety of teacher and student projects both within and outside of the LJA secure server. These images will be used only for educational purposes.*

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**PHOTOGRAPHY AND 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.

### **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 Policy**

Communication to the school/teachers through email 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 email 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.

## **GIFTS AND FUNDRAISING**

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### **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 and recording

- Planned Giving is another avenue for gift-giving to LJA. These gifts support the school's endowment for its long-term financial needs
- Please refer to [LJA's Gift Policy](#)

### **GIFTS TO LJA 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.