

## PHILOSOPHY

The Summer School program is designed to reinforce basic skills and engage students in learning new concepts that stretch their creative, academic, and physical limits. Le Jardin Academy offers academic and enrichment courses in all disciplines and High School credit and non-credit courses.

## Registration and Payment

Students register for courses for the grade they will be entering this Fall.

Pre-registration for current Le Jardin Academy students starts on **March 1 at 8:00 a.m.** and enrollment in required courses is guaranteed until March 30. Early enrollment is encouraged for Le Jardin Academy students as registration opens to the community on **March 15**. The registration deadline for all courses is May 18.

The registration process:

**Registration Form.** Fill in the online Registration Form completely. By clicking submit, you have read and agreed with the Summer School 2018 policies and procedures, including withdrawal, course change, and refund policies. An outline of all policies is available in this Summer School Catalog.

**Course Selection.** Select courses you would like your child to be register in. You may select an alternate course as a second option in case your first choice becomes full. You will be notified by the Summer School office should space in the full course become available.

**Submit Application.** Submit your course selection, select payment amount, pay online and choose submit application. A non-refundable deposit of \$100 per course is due at time of registration on or before May 1. Thereafter, full tuition is required at time of registration and a \$100 fee per course for withdrawals through May 18 will be applied. No refunds after May 18 unless a course is cancelled. All balances must be paid in full by May 18 or attendance will not be granted.

**Submit Payment.** Payments are made online with a MasterCard, Visa or eCheck. Credit card payments will be charged a 2.75% service fee. This fee does not apply to eCheck payments.

**Registration Changes/Withdrawal.** A fee of \$25 per course will be assessed for all course changes made. A \$100 fee per course for withdrawals through May 18 will be applied. No refunds after May 18 unless a course is cancelled.

**Home school, mainland and international students** are required to provide the following documents by May 18, which includes documentation of immunizations from a US licensed professional and a tuberculosis clearance dated within 12 months from June 14, 2018. Student Health Record is available from our school website.

## Disclosure Policy

Parents or guardians are required to disclose special needs and/or accommodations of their children. By registering for the summer program, you understand if a parent or guardian does not disclose special needs, Le Jardin Academy reserves the right to transfer the student to a more appropriate class or withdraw the child.

## Registration Confirmation

You will receive an email when registration has been received and second email when it's approved by the Summer School Office. Final confirmation will be mailed in early June. Students must bring the final confirmation on the first day of Summer School for admittance to each class. Notification will be made by phone or email if we are unable to process a registration. Le Jardin Academy reserves the right to cancel a course due to insufficient enrollment or unforeseen circumstances.

**NOTE: If deposit is not received within seven days of online registration submission, your registration will be cancelled.**

## Tuition

**A non-refundable deposit of \$100 per course is due with registration** on or before May 1, with the balance due on or before May 18. After May 1, full tuition is due with registration. Tuition must be paid in full or attendance will not be granted. In the event a class is cancelled due to insufficient enrollment or unforeseen circumstances, a full refund will be issued. Tuition will not be prorated for missed days. No refund will be issued in the event a student is expelled. Financial aid is not available for the Summer School program.

## Registration Changes

A fee of **\$25 per course** will be assessed for all course changes made. Changes in course selection (i.e. replacing one course for another, switching times) may be made online and the change will not be confirmed until fee has been received. Changes due to ability misplacement may occur with the approval of the Summer School Principal within the first 3 days of the program. Changes to accommodate social preferences will not be granted.

## Withdrawals / Refunds

There will be no tuition refunds after May 18 unless a course is cancelled due to insufficient enrollment or unforeseen circumstances, in which case a full refund will be issued. Withdrawals on or before May 18 will forfeit the deposit of \$100 per course. No refunds will be dispensed after May 18. No refund is issued in the event of expulsion. Credit card service fees are non-refundable.

## New Parent Orientation

On June 6 @ 5:00 p.m. the Summer School Principal welcomes new Summer School parents to our school, reviews routines and policies, and answers questions regarding school procedures. Inquiries regarding curriculum should be directed to the appropriate teacher after reviewing the syllabus distributed on the first day of Summer School. This event is for adults only.

## Absence Policy

If a student is absent, please notify the office by phoning 261-0707 ext. 7005 and leaving a message before 8:30 a.m. of that day. Provide the student's name, grade level, reason for absence, and request for homework if so desired. Requested homework for excused absences may be picked up from 12:00 - 4:00 p.m. in the administration building on the left side of the reception desk. Teachers are not required to provide homework for unexcused absences such as vacations.

## Arrival & Early Care

Start times for the first two classes are staggered to alleviate traffic. High School and Middle School courses start at 8:15 and 10:25 a.m. with Lower School classes scheduled at 8:00 and 10:10 a.m. If a morning class welcomes students from the Lower and Middle School divisions, the class will follow the Middle School start times of 8:15 and 10:25 a.m. We strongly encourage students in grades 6-12 to be dropped off closer to 8:15 a.m. and report directly to their classrooms.

Students in grades K-5 who arrive between 6:45 - 7:40 a.m. should report to early care in the Wang Auditorium and will transition to their first class at 7:50 a.m. Please **do not drop off your child before 6:45 a.m. as no supervision is available.** Students arriving after 7:40 a.m. may report directly to their classrooms and wait outside for the teacher.

## Arrival

Grades K-5 (refer to map on back cover)

- Drop-off is in the loop in front of the Schuler Administration Building. Proceed left at the school entrance to the loop for drop-off only. Keep the traffic flow moving. **Parking in the loop is never permitted.**
- Parents who wish to accompany their child to the classroom should proceed right at the entrance around the back of the school and park in the parking lot.

- Please use the walkways at all times. **Crossing the roadway is not permitted.**

Grades 6-12

- Middle School drop-off is in front of the MS building. Proceed right at the school entrance and around the back of the school. Drop-off is in the left lane only, along the sidewalk in front of the building. The right lane is for traffic proceeding to the parking lot or loop/exit. **Parking in the fire lane is never permitted.**
- High School drop-off is by the High School building.
- **Student parking** is available for licensed drivers with motorized vehicles.

## Dismissal

Students must be picked up promptly from the designated dismissal area at the front loop only.

**K-5 students** are dismissed at **10 a.m., 12 p.m., or 3 p.m.**

Dismissal area:

Loop in front of the Administration Building near proper grade level sign (K, 1, 2, 3, 4, 5)

**6-12 students** are dismissed at **10:05 a.m., 12:15 p.m., or 3:00 p.m.**

Dismissal area:

6-8 students in front of the Middle School Building

9-12 students in front of the High School Building

**Students are expected to be picked up within ten minutes of their dismissal time.** Students not picked up wait in front of the Administration Building. Students may not remain on campus unless enrolled in consecutive classes. Only students enrolled in a 1:00 p.m. course may stay for supervised lunch and recess. Students who are picked up during school hours must wait in the office for their ride. No student may wait by him/herself.

The Extended Day program offers students activities from 3:00

- 5:45 p.m. Extended Day students are to be **signed out** by an

authorized adult and must be picked up **no later than 5:45 p.m.** A late fee of \$10 for every ten-minute increment after

5:45 p.m. will be charged and collected within three days of the late pick-up.

Students who are picked up from semi-private swimming classes at the pool after 3:00 p.m. are to be signed out by a parent or authorized adult.

## Dress Code

We believe that it is primarily the parents' duty to ensure that their children are dressed appropriately for school. With enrollment at Le Jardin Academy, students and parents agree to accept, support, and abide by the dress code, as they agree to follow other established school guidelines. Students who do not conform to the dress code may be asked to wear a Le Jardin t-shirt or shorts, at student's cost, or may not be permitted to attend class.

Students may wear casual clothing that is neat and clean, without tears or excessive fading. Dresses, skirts, and shorts must extend at least to thumb-tip length or longer. Tank tops, muscle shirts, tube tops, spaghetti straps, halter tops, bare midriff garments, see-through clothing, and short shorts are not acceptable. Sleeveless tops must have straps at least two inches wide. Clothing with offensive language or images advertising liquor, tobacco, drugs, etc. is not permitted. Hats are allowed for outdoor use only. Footwear must be worn at all times. For safety reasons, students may not wear shoes with inset wheels. Athletic shoes must be worn for sport activities, woodworking classes and excursions. Body piercing jewelry, other than earrings, may not be worn. Tattoos must be covered.

## Discipline

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

Smoking and the use of drugs or alcohol is prohibited on campus, as is the possession of firearms, knives, or other dangerous weapons, ammunition or the like. Such conduct will result in serious consequences.

## Sickness and Medication Policy

It is the school policy that a student remains at home when ill. A student may return to school after he/she has been without fever or other symptoms, such as vomiting or diarrhea, for 24 hours. When circumstances require that medication be taken by a student at school, the medication must be provided by an adult, to the front desk staff in the office, with a completed permission form (available at reception desk.) At Le Jardin Academy, a fever is considered anything above 100 degrees Fahrenheit.

## Report Cards/Certificates

Students attending academic classes will receive report cards for those classes. Students attending enrichment classes will receive a certificate of completion. Report cards and certificates will be mailed after summer school is over.

## Electronic Devices

For High School students, electronic devices, such as cellular phones, iPods, and handheld games may not be used at school during instructional time. For Lower and Middle School students, electronic devices, such as cellular phones, iPods, and handheld games may not be used during school hours at all; they may be used before or after school. Devices such as Readers, Kindles and iPads for reading purposes only are allowed for all grades. Playing video games on such devices is not allowed and could result in devices being confiscated. If these items are lost, it becomes the student's responsibility and not the school's.

## Bus and Bicycles

Bicycle usage is not appropriate nor allowed for our campus. The school is normally served by city bus No. 70 and 56. New routes and schedules are posted in May on TheBus website – [www.thebus.org](http://www.thebus.org) or call 848-5555.

Lower school students may not take the bus unless accompanied by a Middle or High School student.

School policy does not allow students to walk from the bus stop on Kalaniana'ole Highway to the campus or from the campus to the bus stop.

## Lunch

Students in grades K-8 have the option to enroll in the lunch program if they are enrolled in both a 10:00 a.m. (or 10:10; 10:25) class and a 1:00 p.m. class. Students not enrolled in a 1:00 p.m. class will not be allowed to remain on campus. Registration and menu will be available on the Summer School section of our website.

## Privacy Policy

Le Jardin Academy is committed to protecting your privacy and will not collect personal information about you unless you choose to provide it to us. Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever.

## Snack and Lunch

Students are encouraged to bring a nutritious mid-morning snack and drink, which they may consume during the break period at the end of their first class. Sodas, candy and gum are not permitted, and high-sugar content foods are discouraged. **Only students enrolled in a 1:00 p.m. course may stay for supervised lunch and recess.**

Students should bring a healthy lunch and drink from home, or you may choose to purchase from the Lunch Program available on the school website. A link can also be found on the Summer School web page.

An afternoon snack is offered to Extended Day students. Snack and lunch periods are supervised.

## Supplies

**Students in grades 1 - 5** are expected to bring on the first day of school: 2 sharpened #2 pencils, 1 box of 8 crayons, 1 box of 8 thin markers, 1 glue stick, 1 ruler, 1 child size scissors. No supplies are needed for P.E. classes.

**Students in grades 6 - 8** are expected to bring on the first day of school: 2 sharpened #2 pencils, 1 red pen, 1 eraser, 1 ruler, and 1 composition book. Students enrolled in a math class should also bring a calculator. No supplies are needed for sports classes.

**High School students** will need to bring supplies listed in the individual class descriptions in this catalog.

### In addition...

-Students taking a technology class are expected to bring a USB (Flash) drive with a minimum of 4 gigabytes.

-Students taking a photography class are also expected to bring a USB (Flash) drive. 4 to 8 gigabyte drives are recommended.

## Transition

Students in grades 1-3 and those unfamiliar with the campus will be escorted between classes until they become comfortable with the setting

## CREDIT COURSES

Summer School offers half credit for selected courses. All high school courses are intensive, fast-paced, and designed for students who would like to advance in their studies. Daily homework and test preparation must be expected.

Le Jardin Academy students who take a course for the purpose of accelerating in the curriculum to allow them to take a more advanced course for which they would otherwise be ineligible, must receive prior approval from the High School Principal and pass the course and final exam. These students will be awarded 1/2 elective credit upon successful completion of the course. Le Jardin Academy students who repeat a course due to academic failure during the regular school year must pass the course to receive credit. A student failing the Summer School course will need to retake the course. Students who attend other schools are responsible for checking that the course meets their credit requirements.

## Absence Policy for Credit Courses

Credit courses are offered at an accelerated pace. One day of Summer School is equivalent to five days of regular school. Absences are recorded by the hour and two hours of absence is equivalent to one day of absence, even if absences accumulate over several days. **Students who are absent more than three days, for any reason, will not receive credit for the course.**

Regular and punctual attendance is imperative. Excessive tardiness will not be tolerated and may result in serious academic consequences. Repeated tardiness due to traffic will not be excused. **If a student will be participating in any type of trip, camp, theatre performance, or sports tournament during Summer School, we strongly discourage enrollment.**

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

For an upcoming absence, the student must bring a written note to the Summer School office signed by the parent/guardian describing the nature and date of the absence at least one day in advance. Failure to follow these procedures leads to unexcused absences (cuts), which in turn may result in serious academic consequences. The school reserves the right to request a doctor's note to substantiate any absence from class unless previously approved by the Principal.