

MIDDLE SCHOOL

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

Middle School Administrative Assistant

Kimberly McDonald - 261-0707 ext.1160

Middle School Principal

Julie L. Do - 261-0707 ext.1180

MS Dean of Academics

Krista Quint - 261-0707 ext. 1050

Middle School and High School Registrar

Lizbeth Smith — 261-0707 ext. 3070

Dean of Students

Vicki McNeill -- 261-0707 ext. 1020

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

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

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

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

MIDDLE SCHOOL PROGRAM

LJA seeks to nurture the academic, emotional, physical, and developmental needs of all our students and to provide a positive, welcoming environment. We strive to create a community which values courtesy and respect. We are a Tribes community which supports the following school-wide agreements: 1) mutual respect 2) attentive listening 3) appreciations/no put downs 4) the right to participate/the right to pass. It is our goal to nurture the individuality of each student, providing them the opportunity to express differing viewpoints in an atmosphere of mutual trust, respect, and dignity. LJA also recognizes and seeks to promote the responsibility of the individual and to his/her immediate, local, and global communities.

COMMUNICATION

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

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

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

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

PARENT-TEACHER CONFERENCES

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

MANAGEBAC

ManageBac, a Learning Management System, is the website (<https://lejardinacademy.managebac.com/login>) that students, parents, and teachers use to access all assessment and curriculum information. This site is designed specifically for IB schools. Student and parents have passwords to access this site. On ManageBac you can see the details of each unit of inquiry including all assessed tasks with grades and/or comments posted by teachers on the designated reporting days in each semester. Student report cards are also posted on ManageBac at the end of each semester.

WEBSITE

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

ARRIVAL

It is expected that all students will report to school and be seated in their first class by 7:55 a.m. Students should not arrive before 7:00 a.m. due to lack of supervision. If a student must be dropped off before 7:00 a.m. on a regular basis, parents must notify the MS Office and appropriate morning supervision and specified location will be required and arrangements will need to be made, which may include LJA Morning Care depending on the time, consistency, etc. Students may not be dropped off before 6:30 a.m. Students arriving between 7:00 and 7:30 a.m. need to wait in the MS/HS Library during that time frame.

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

DAILY SCHEDULE

School starts at 7:55 a.m. and ends at 3:20 p.m. daily. Most classes are in session for either a single period of 45 minutes or 85 minute blocks and meet throughout the 6 day cycle:

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

VISITORS

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

ATTENDANCE POLICY

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

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

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

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

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

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

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

Absence procedure:

- When a student needs to be absent due to illness, injury, or emergency, parents must call the attendance hotline at 261-0707 ext. 7004 or email Lizbeth Smith at lizbeth.smith@lejardinacademy.org. Please identify yourself, your child's first and last name, and your child's grade and indicate the reason and probable duration of your child's absence.
- Whenever a parent/guardian picks up a student for an off-campus appointment, the parent and student are required to check out at the MS office so that he/she can be accounted for at all times. If a student comes late to school, or comes back after leaving for an appointment, the student MUST check back in at the MS office.
- Attendance is taken in every class period.
- If the absence is due to illness, the student must not have a fever for 24 hours prior to returning to school. Upon returning to school, the student must present a note to the administrative assistant explaining the reason and duration of absence. This note must be signed by a parent, guardian, or doctor. Students who are absent due to illness for three or more consecutive days are required to bring a note from a doctor.
- If your child is absent for more than 3 days, you may contact the MS Administrative Assistant at 261-0707 x1160 to help collect class assignments. When possible, assignments will be emailed to your child's Le Jardin email account. If your child is absent for less than 3 days, teachers will work with your child to ensure they complete their missed assignments.
- Family vacations or trips are strongly discouraged during school days, but we realize that some are

inevitable. In these cases, parents should send a letter at least two weeks prior to the trip to the school administration and individual teachers. Students will be responsible to meet with teachers before and after their absence to receive and review missing work for completion within an appropriate timeline.

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

Tardies

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

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

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

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

Off-Campus Appointments

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

ATHLETICS

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

LJA Academic Attendance Policy for Athletics

- All student athletes must attend a minimum of two entire academic class periods on the day of a competition/activity/practice in order to be eligible to participate in extracurricular activities on that day (or Saturday if the absence is on a Friday). Student athletes are expected to attend all class periods unless they have an approved excuse such as a doctor/dentist appointment, school related field trip, religious function, court appearance, school business, and/or airline delays. **A doctor's note or verification slip from the appointment is required on the day of the appointment, no exceptions. This note must be turned into the Athletic Office prior to 3:30 p.m. on the day of the absence.** Parents are encouraged to contact the Director of Athletics prior to the absence if they have any questions. On rare occasions an absence may be pre-arranged through the Director of Athletics.

What is not excused?

- Attending less than two full academic class periods because a student athlete was not feeling well.
- Attending less than two full academic class periods because a student athlete was overtired.
- The Director of Athletics reserves the right to increase the minimum class periods a student athlete must

attend if he/she feels there is a pattern to an individual's absence from school. This would be on an individual basis.

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

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

DISMISSAL

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

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

- Pick-up from 3:20 pm to 3:45 pm. Classes finish at 3:15 pm. MS students are required to move to the pickup area during this time or wait in the Middle School courtyard.
- Independent work time from 3:45 pm to 5:00 pm. During this time any 7th or 8th grader who is still at school is required to be working in the MS/HS Library or with a teacher or tutor by prior arrangement until pick-up or 5:00pm. The MS/HS Library is a quiet area and will be available to students who are prepared to read or work quietly and independently
- Students in 6th grade who are not picked up or attending an after-school class are required to be enrolled in the MS After-School Club for supervision. The fee for this club is \$100.00 a month and runs from 3:45 to 5:00 in room 316. During this time students may work independently or with tutors as well as having supervised recess and project work time.
- After 5:00 pm. Any Middle School student who is still at school is required to wait in the front loop area of the main administration building or in the common gym area after practice.
- Extended Day program. LJA Extended Day is available for families who expect that their 6th grader will be picked up late from school on a regular basis. We encourage families to use this service.

These procedures apply to all MS students who are not being directly supervised after school by a teacher, a coach or a parent/guardian. This includes any time before or after a 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.

LEAVING CAMPUS WITHOUT PERMISSION

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

DRESS CODE

One of the conditions of enrollment is that students and parents agree to accept, support, and abide by the dress code which we hope is flexible enough to provide a range of options within which families can make choices. Students must come dressed to school in attire that is conducive to a learning environment. Students not abiding by the following dress code will be asked to change immediately. If no other appropriate attire is available, we will contact parents to provide attire that adheres to our Dress Code Policy.

Middle School Dress Code-Personal Appearance Guidelines:

- General Guidelines
 - No clothing with offensive images or language, including: paraphernalia, profanity, and any sexual or derogatory references.
 - No clothing permitting and/or referencing illegal substances or alcohol.
 - No undergarments may be visible, including: bras, underwear, and the use of see-through shirts or bottoms to expose the previous items.
 - No clothing that reveals the student's midriff when arms are down at sides allowed.
- Tops
 - Shirts must have sleeves or straps that rest on the shoulders.
 - No tube top, strapless, or off the shoulder shirts allowed.
 - Garments should cover from the top of a child's armpit to his/her waistline
 - No excessive rips, holes, or tears in shirts that expose the student's skin.
- Bottoms
 - No excessive rips, holes, or tears
 - Shorts must be within 2 inches of a child's fingertip length
 - No shorts that reveal any aspect of the student's buttocks.
 - Dresses and skirts must reach within 2 inches of a child's fingertip length.
- Shoes
 - Footwear must be worn while on campus.
 - Closed-toed shoes, slippers, and sandals are all permitted.
- Miscellaneous
 - Students may cut and/or dye their hair any shape and/or color(s) they choose or receive as many piercings as they desire so long as they do not distract from the learning environment.
 - Tattoos are permitted so long as they are appropriate and do not contain any obscene or offensive references to paraphernalia, profanity, sexual content, or derogatory messages.
- PE Dress Code
 - PE clothing must meet the guidelines of the instructors and course requirements which includes: LJA PE approved or issued shirts/shorts, running shoes for land sports, one-piece swimming suits for girls, and swim shorts for boys.

The LJA administration and faculty have the right to determine whether or not each student follows these guidelines and deem certain articles of clothing that are not addressed by these regulations as unfit for the school environment.

Students not abiding by the dress code will be asked to change immediately into an outfit that is conducive to the guidelines above. If no other appropriate attire is available, the student may borrow clothing from the lost & found, have clothing brought to them from home, or be sent home before the student may return to the classroom.

LOCKERS

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

FIELD TRIPS

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

CAMPS

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

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

SOCIAL EVENTS

Social events, including dances and banquets, are scheduled several times a year. Students with permission slips signed by parents or guardians may attend. Student guests from schools other than LJA may attend school dances with permission from their parents (signed application which includes emergency information), the hosting parent signature, name and signature of the LJA sponsoring student, and approval of LJA's administration. All social events are chaperoned by teachers and administrators.. All school rules apply. Students must be picked up within 15 minutes after the social event has ended. A late pick up may result in the student not being allowed to attend the next social event.

CELL PHONE AND ELECTRONIC DEVICES

We encourage students to use their time at school during lunch and breaks for face-to-face communication. For this reason we ask that students use their cell phones before 7:30 am and after school only. Electronic devices including smart/computer watches may be used, with teacher approval, during the school day for school-related purposes only. Students must keep their cell phones in their lockers during the school day. Students needing to contact their parents must see a teacher or the MS Office to use a school phone. We ask parents to refrain from texting students during class time. Important, time sensitive messages can be relayed to your child via contacting the MS Office.

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

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

LUNCH

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

- A Satellite Concession stand in the Wang where students may purchase hot lunches, sandwiches, pizza, salads, fruits, snacks, and beverages to students at lunch.
- Students also have the option of pre-ordering lunches on a monthly basis.
- A pre-set daily menu will be published online on the school's website. Lunch payments can also be made online.
- All Grade 6 and 7 students are expected to eat their lunch in the Wang.
- Please email food services manager Kyle Nakayama, at kyle.nakayama@lejardinacademy.org with any questions.
- For matters requiring immediate attention, call MS administrative assistant, Kim McDonald at 261-0707 ext:1160.
- It is expected MS Students eat lunch prior to participating in any recess type activities.
- The Basketball Courts and Courtyard will not be available for recess until 12:45 (A day recess will be before lunch).
- Grade 8 students may choose to have lunch in the Wang or at the tables in the MS Courtyards only.
- MS Students may not leave designated school supervision areas without specific permission by Teachers or the Principal. Doing so will be considered a Level One infraction.

STUDENT CONDUCT & RESTORATIVE PRACTICES

It is expected that students display good conduct and citizenship within the school community. Students must abide by following the expectations and regulations, both explicit and implied that are noted in this handbook or otherwise posted or announced. Students must also abide by state and federal laws. Observing school regulations contributes to a safe and productive learning environment and a positive school community. The Head of School is the final authority in any administrative disciplinary action.

Central to our beliefs about student conduct are the four "Tribes Agreements":

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

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

Generally, teachers are directly responsible for the conduct of students in their classrooms and handle discipline issues on a day-to-day basis. The administration gets involved in chronic or serious situations. Following is the process that will be initiated whenever a concern is raised over student conduct:

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

Possible actions contingent on the results of investigation:

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

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

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

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

Possible Disciplinary Consequences:

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

Definitions of Some Level Three Behaviors

Bullying

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

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

Cyberbullying

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

Harassment

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

Sexual Harassment

Sexual harassment, in particular, is any unwelcome action of a sexual nature. It limits, denies, or interferes with the rights of students to study, work, or play in a school environment that is free of gender discrimination. Sexual harassment in the school environment refers to situations in which the acts of sexual harassment are considered by a reasonable person to be sufficiently severe or pervasive as to have a negative impact upon the harassed individual's academic performance and to create a hostile, intimidating, or offensive educational environment.

Sexual harassment includes, but is not limited to:

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

Cheating

Cheating includes, but is not limited to:

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

Plagiarism

Plagiarism includes, but is not limited to:

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

Note: For cheating and plagiarism:

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

2nd offense: Out-of-school suspension

3rd offense: Counseled out

Behavioral Contracts

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

Restitution

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

Off-Campus Actions

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

COUNSELING

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

Grade Level Counseling

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

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

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

ADVISORY

Advisory is a vital component of the Middle School experience. Students meet with an advisor in small groups (in groups of 15 or less) to engage in discussions and activities that will help them navigate the hurdles of Middle School. While specific topics vary by grade level, the Middle School advisory program is based on four components:

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

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

MS/HS LIBRARY

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

Lost or Damaged Library Materials

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

After-School Library Policy

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

Student Expectations

- Work quietly
- Get along with other students
- Use computers for school work only
- No food or drinks in the library
- Cell phones are not to be used in the library (other than contacting parents)
- Gaming is not allowed in the library
- Students are expected to follow schoolwide agreements when using the library

STUDENT HEALTH REQUIREMENTS

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

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

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

For more information concerning Hawaii Department of Health requirements for school:

Dept. of Health Examination & Immunizations: <http://gen.doh.hawaii.gov/sites/har/AdmRules1/11-157.pdf>

Or call Hawaii Immunization Program (Oahu) at (808) 586-8332.

Tuberculosis (TB) Clearance

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

Emergency Form and Health Room Policy

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

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

Medication Policy

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

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

Communicable Disease Policy

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

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

Uku/Head Lice Policy

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

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

ACADEMICS

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

Academic Honesty

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

Code presented to the students at the beginning of the school year. This code clarifies in detail the expectations for students.

Homework Policy

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

Grading/Assessment

Students who receive incomplete grades ("I") at the end of a grading period, must fulfill the incomplete coursework (including tests) within two weeks after the end of the semester. After two weeks, the incomplete coursework gets "0" credits. In cases of extended serious illness or injury, extensions may be granted at the discretion of the MS Principal.

Submission of Late Work Policy for MYP Summative Assessments

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

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

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

Get It Done Clinics

In order to support students who show a pattern of turning in late work, we will provide Get it Done Clinics at lunch and after school every day. A student who fails to submit work in a class before lunch will be required to attend the lunch clinic to complete the work. Students failing to submit work in a class after lunch will be required to attend the after school clinic to complete the work. These clinics are 45 minutes long and are required. Failure to attend requires the student to attend the next scheduled clinic. Failure to attend that clinic will result in a zero on the assignment. A pattern of not attending a required clinic will result in a student being placed on academic probation.

Academic Probation Policy

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

be reviewed subject to equivalent terms. Significant improvement must be displayed before the end of the 3rd quarter in order for students to receive a contract for the following year.

Social Probation

Students who consistently cause disruptions to the learning environment, are unable to, or actively refuse to work toward being a positive contributor to the Middle School community, can be placed on social probation. A student on social probation will be closely monitored and observed by the Middle School Learning Support Team who will develop a plan to assist the student. If the student shows no progress within a specified timeframe or is unable to meet the terms of the plan, he/she can be counseled out from the school and/or a conditional contract for the next school year may be issued.

Required Standardized testing

All MS students take the MAP Assessment in the Fall and Spring.

LEARNING SUPPORT

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

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

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

Special Needs Policy

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

TRANSCRIPTS

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

Policy to Withhold Transcripts

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

2019-2020 MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK AGREEMENT

The Middle School Parent and Student Handbook has been prepared to provide Le Jardin Academy students and their families understanding of the School's Mission, Philosophy, Student Code of Conduct, General Policies and Guidelines, and Academic Expectations. Though comprehensive in nature, the handbook does not attempt to address every specific instance, but rather provides a framework by which the administration will make decisions.

By signing below you will be acknowledging that you have read and understood the Middle School Parent and Student Handbook and that you understand that these are the policies and procedures governing the High School. Completed forms are due to the MS Office by Wednesday, August 14, 2019.

Grade: _____

Student Name (please print): _____

Student Signature: _____

Parent Name (please print): _____

Parent Signature: _____

Date: _____