

Le Jardin Academy

2019-20 Parent and Student Handbook



Le Jardin Academy is a nurturing, vigorous learning community. Our college preparatory program strives to create curious, active learners who excel scholastically, and have the opportunity to develop their skills and talents.

Students are supported in learning to lead balanced, healthy lives, to appreciate the arts, and to value the diverse perspectives of other people and cultures.

Our goal is to develop knowledgeable, responsible, and caring young people of character who help to create a more peaceful and sustainable world through understanding, stewardship, and respect.

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

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

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

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

HIGH SCHOOL

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

High School Administrative Assistant

Alessandra Broussard — 261-0707 ext. 1120

High School Principal

Alex Ramsvig — 261-0707 ext. 2325

HS Dean of Academics / Diploma Programme Coordinator

Lindsey Schiffler — 261-0707 ext. 2150

MS Dean of Academics / Middle Years Programme Coordinator

Krista Quint — 261-0707 ext. 2050

Middle School and High School Registrar

Lizbeth Smith — 261-0707 ext. 3070

Dean of Students

Vicki McNeill -- 261-0707 ext. 1020

HIGH SCHOOL PROGRAM

LJA is a college preparatory High School (HS) seeking to nurture the academic, emotional, physical, and developmental needs of all our students and to provide a positive, welcoming environment. We strive to create a community which values courtesy and respect. We are a Tribes community which supports the following 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

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

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

We encourage and support parental involvement to ensure a successful learning experience for students. Parents should contact appropriate school personnel to address any issue or problem as soon as possible. A complete listing of email addresses and phone extensions are provided. All students are expected to live with their parent(s) or legal guardian. Any exceptions must have the expressed approval of the Head of School. No student, regardless of age, should live alone.

PARENT-TEACHER CONFERENCES

The HS will have a designated parent-teacher conference month in October. Parents or guardians may choose to meet with individual teachers or specific departments. We encourage group conferences with several teachers in order to save you time

and to present a broader view of your child as a student. Parents will receive a progress report in the middle of the first and second semesters.

MANAGEBAC

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

WEBSITE

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

DAILY SCHEDULE

School starts at 8:05 a.m. 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

Students should not arrive before 7:00 a.m. due to lack of supervision. We are not responsible for the safety or supervision of any unattended student after 3:20 p.m.

VISITORS

Visitors to our campus, including parents and guardians, must sign in at the HS administrative offices (2nd floor of the HS building) to obtain a visitor pass even if the visit is pre-arranged with a teacher. Visitor parking is available in the lot in front of the gym.

ATTENDANCE POLICY

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

Therefore, students are expected to attend all classes 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 9 class periods in any class in one semester:

- Meeting with student, parent, and support team to access 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.

Absence procedure:

- When a student needs to be absent due to illness, injury, or “emergency,” parents must call the attendance hotline at 261-0707 ext. 7004 or email Lizbeth Smith at lizabeth.smith@lejardinacademy.org. Please identify yourself, your child’s first and last name, and your child’s grade and indicate the reason and probable duration of your child’s absence.
- Whenever a parent/guardian picks up a student for an off-campus appointment, the parent and student are required to check out at the HS office so that he/she can be accounted for at all times. If a student comes late to school, or comes back after leaving for an appointment, the student MUST check back in at the HS office.
- Attendance is taken in every class period.
- Homework can also be requested when reporting an absence.
- If the absent is due to illness, the student must not have a fever for 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.
- Family vacations or trips are strongly discouraged during school days, but we realize that some are inevitable. In these cases, parents should send a letter at least two weeks prior to the trip to the school administration and individual teachers.
- Students must be present for at least 2 of the 4 daily periods of the school day in order to be eligible to participate in afterschool activities. Students who show a pattern of missing class on days of after school activities may lose their privilege to participate in after school activities and events.
- Students are expected to be at school on the day following the return from a school trip.
- The HS Administrative team would like to be very clear that “Senior Skip Day” is not an event planned by or sanctioned by the school. We provide the seniors with two free work days during their senior year to complete DP assessments and to try and help with some of the stress of the senior year. Absences on a skip day are considered unexcused unless a doctor’s note is provided.

Tardies

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

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

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

Students who are already at school, but late to a particular class, do not need to collect admit slip from the office. The teacher will mark the student tardy online. If the student has been with their previous teacher, 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 HS Support Team to discuss causes, consequences and solutions. Failure by the student to correct this pattern may result in loss of privileges including sports participation and other extracurricular activities.

Exam Week Absences

During exam weeks, all absences due to injury and/or illness must be documented by a physician or the absence will be considered UNEXCUSED and evaluated by the administration to determine whether or not a missed exam may be taken. Any IB issued exams missed for any non-school function related or injury/illness reasons will be subject to the rules, requirements, and consequences set by the International Baccalaureate Organization pertaining to missed assessments.

LJA Academic Attendance Policy for Athletics

All student athletes **must attend a minimum of two entire academic class periods** on the day of a competition/activity/practice in order to be eligible to participate in extracurricular activities on that day (or Saturday if the absence is on a Friday). Advisory does not count towards the two academic class periods. Student athletes are expected to attend all class periods or school sponsored event, unless they have an approved excuse such as...doctor appointment. On rare occasions an absence may be pre-arranged through the Athletic Director. All student athletes are expected to not only follow this attendance policy, but also any other policies/rules the coach might add to this in order to participate. Exemptions to this policy are left up to the discretion of the Athletic Director.

STUDENT DROP-OFF AND PICKUP

High School students should be dropped off and picked up at the designated drop-off area for the HS and not in the HS driveway loop in order to assist with traffic flow. Drivers should drop-off/pick up students as far forward and as close as possible to the designated HS drop-off location (i.e. please do not stop along the student locker areas to let students out closer to their classrooms/lockers, as this causes congestion and an unsafe situation when drivers attempt to drive around into oncoming vehicle and pedestrian traffic). Drivers are also asked not to drive through the gravel student parking lot during the drop-off or pick up process. This creates a very unsafe situation for our student drivers parking and leaving their assigned stalls.

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

STUDENT PARKING

For HS students with a valid driver's license, parking is available on a first-come-first-served basis. Students and parents must complete a campus driving/parking agreement before students may park on campus. In accordance with the agreement, student parking/driving privileges will be revoked due to any unsafe driving violations, repeated parking infractions, and/or other disciplinary actions.

Annual or semester permits can be purchased in the HS office. All students will be charged the same rates for all parking stalls. Shorter term permits, on a temporary basis due to extenuating circumstances, are also available with prior approval by the HS administrators only. The parking permit tags are not transferable and must be hung from the front view mirror of the vehicle and returned to the HS office at the end of the current school year. The student parking lot is the gravel lot fronting the HS building and soccer field. All stalls will be assigned. Students may not loiter at their cars during the school day.

SENIOR OFF-CAMPUS PRIVILEGES

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

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

However, with this privilege comes the following responsibilities:

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

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

HIGH SCHOOL DRESS CODE

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

Students will dress in a manner that is comfortable, neat, clean and self-expressive without distracting from student learning and engagement within the academic environment to create a positive and appropriate impact on their school community.

Personal Appearance Guidelines

- Students Must Wear, while adhering to the basic principle above:
 - A shirt, AND Pants/jeans or the equivalent (for example, shorts, a skirt, sweatpants, leggings, a jumper or romper) or a dress.
- Students May Not Wear:
 - Clothing with offensive images or language, including: paraphernalia, profanity, and any sexual or derogatory references.
 - Clothing permitting and/or referencing illegal substances or alcohol.
 - Clothing that reveals undergarments.
- 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, running shoes for land sports and athletic competitive style swimming suits.

The Le Jardin 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 meet with the Dean of Students and/or the HS Principal and may be required to change 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.

STUDENT LOCKERS

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

FIELD TRIPS

Field trips 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 students, parents will be informed of this arrangement ahead of time.

CAMPS

All HS students participate in one camp experience which is designed to build class spirit and encourage a culture of collaboration.

- Grade 9 team building at Freshmen Orientation & Camp
- Grade 10 overnigher on campus
- Grade 11 team building at Camp Erdman
- Grade 12 senior trip to a 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) and the approval of LJA's administration. All social events are chaperoned by teachers, administrators, and invited parents. All school rules apply. Students must be picked up within 15 minutes after the social event has ended. A late pick up may result in the student not being allowed to attend the next social event. This policy also applies to HS students who drive themselves to and from social events.

CELL PHONE AND ELECTRONIC DEVICES

Cell phones that ring or vibrate during class time may be confiscated and turned in to the HS office and may be picked up at the end of the day. Students may use their cell phones for personal use before school, during breaks, and after school.

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

STUDENT CONDUCT & RESTORATIVE PRACTICES

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

Central to our beliefs about student conduct are the four “TRIBES Agreements”:

1. Attentive Listening
2. Mutual Respect
3. Right To Participate Or Pass
4. Appreciations/No Put Downs

We understand that our students are young adult adolescents who are exploring , discovering, and defining life as they go through their High 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 such as violence, possession of illegal substances, or vaping 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 source of information during a quiz or test.
2. Using information technology in a way which is intended to replace the student's own work or knowledge (i.e. programming formulas into a graphing calculator)
3. Altering answers or grades on a test or assignment after it has been submitted for grading.
4. Submitting the same written or oral material for more than one class without authorization.
5. Receiving help from, or giving help to another student during any quiz or test.
6. Obtaining, without authorization, any 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 consequences may include:

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

2nd offense: Out-of-school suspension

3rd offense: Counseled out

Leaving Campus Without Permission

LJA is a closed campus for students in Grades 9-11. Underclassmen must be picked up and signed out by a parent even if they drive to school unless they receive permission from the HS Principal. Seniors in good academic and disciplinary standing (see earlier section) are eligible for off-campus privileges.

BEHAVIOR CONTRACTS

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

DISCLOSURE OF STUDENT DISCIPLINARY INFORMATION

Upon direct request from the colleges for information pertaining to a student's discipline record, the student must honestly and fully disclose if he or she has been subject to a disciplinary response including, but not limited to, probation, suspension, dismissal, or withdrawal from the school. Upon direct request from the colleges for information pertaining to a student's discipline record, college counselors will honestly and fully disclose if a student has been subject to a disciplinary response, including, but not limited to, probation, suspension, dismissal, or withdrawal from the school. The student should work closely with the college counselor to ensure that both are responding in a consistent and thoughtful manner. If a student's disciplinary status changes after the filing of college applications, the student has the opportunity and obligation to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, the Director of College Counseling will notify the colleges in writing that the student's status has changed and the reason for the change. The college admission officer will be directed to the student and the family for further information. Students are also required, when directly requested, to disclose disciplinary responses for violations of school policies. This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

OFF-CAMPUS ACTIONS

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

COUNSELING

Grade Level Counseling

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

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

Services provided by the professional school counselor include, advocating for student well-being, individual student planning, responsive services as well as program development and system support for the advisory program. For more information, please refer to the [Professional School Counseling Handbook 2018-19](#).

College Counseling

The college counselor focuses on supporting, informing and encouraging students and their families as they navigate the complex and ever-evolving world of college admissions and financial aid. The college counselor works to meet the needs of each and every child. This is achieved by educating students and families about the nuances of college admissions, advising HS students about appropriate and interesting college and post-secondary options that best suit their specific needs, and supporting and encouraging students as they successfully complete the application process.

The college counselor will organize presentations and meetings with college representatives who visit LJA throughout the year. Other opportunities to network with college representatives will also be provided, such as college fairs, college nights, and college tours. Students will also be provided a personal account via Naviance, Family Connection. Family Connection is a customizable planning portal for students and families including self-discovery assessments, goal-setting, college research tools, career exploration resources, and individual learning plans. The college counselor is available to assist students in finding and deciphering information.

Throughout Grades 9 and 10, students are encouraged to discover and explore new interests and are supported in managing the rigors of the IB curriculum. Students begin using Naviance to help identify areas of interest, personal strengths, and career exploration. Our college counselor is here to help freshmen, sophomores, and their parents build a personally fulfilling HS experience. We know that the students best equipped to manage the college process are the ones who remain present in the HS experience and grow comfortable with introspection. During Grade 10, students will be assisted in selecting courses for the Diploma Programme (Grades 11 and 12). Students in Grade 10 are also expected to attend at least 2 college visits at LJA during the year.

Grade 11 continues with college research and planning using the college research tools available on Naviance. Students will begin to investigate specific colleges based on interests, application types, admission criteria, essay topics, recommendation letters, financial aid, IB policies, and scholarships. During this time students will also meet individually with the college counselor to discuss post HS plans, including college lists. It is highly recommended that families accompany their student in such meetings.

There is a concentrated effort in Grade 12 to spend the first couple of weeks solidifying a student's college list, finalizing

college essays, requesting letters of recommendation, and completing college applications. During this time the college counselor will provide information to students regarding applicable scholarship and financial aid opportunities. It is imperative that seniors check their LJA email on a daily basis. We also encourage seniors to submit all documents and applications two weeks prior of any posted deadline, allowing for proper follow-up.

Ultimately, students who are happiest about the college process are those who know themselves best, and who understand their abilities and needs well enough to recognize familiar elements in a school that will give them room to grow. They research their lists well; they ask the tough questions, and in doing so identify good matches in which they can be confident in the options from which they are eager to choose.

ADVISORY PROGRAM

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

The HS advisory program meets three times a cycle. Our general rotation is listed below. However, specific topics vary by grade level and some learning modules span several weeks rather than adhering to a daily rotation.

Day	Topic
A day	flex day: service learning, work-based learning, academic support
D day	social/emotional learning
N day	community engagement

LIBRARY

The MS/HS 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 the receipt of the bill, their account will be credited. They will not be credited for materials returned after one month from the billing date.

After-School Policy

HS students may use the library from 7:00 a.m. until the start of school and after school until 5:00 p.m. Students will be supervised by an adult but are expected to follow the library rules.

Student Expectations

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

STUDENT HEALTH REQUIREMENTS

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

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

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

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

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

Or call Hawaii Immunization Program (Oahu)

(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 Le Jardin Academy. The parent/guardian is responsible to update information by phone or email with the school nurse and/or Junior School office as soon as possible.

Medication Policy

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

The parent/guardian, not the student, needs to drop off and pick up the medication at the health desk. 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

Graduation Requirements

An LJA diploma is awarded to each student who earns a minimum of 21 credits, including all required courses, during four years of high school. The student is responsible for taking all required courses to meet graduation requirements. In addition, students must meet minimum requirements for service learning projects.

Summer school and online course credits will be accepted only by prior consent of the administration or college counselor, and are usually allowed only if the course is required for graduation and does not fit into the student's schedule, if the student has failed the course and needs to repeat it in order to graduate, or if the student needs it in order to accelerate. The grade for a repeated course will be calculated into the cumulative GPA along with the original grade. Credit can only be earned once for every course. If a student withdraws from a course, for any reason, after the two-week drop period, a grade of "W" (withdrawn) may be designated on the student's report card and transcript.

A student must be a full-time student at LJA for at least his/her senior year before being eligible to graduate with an LJA diploma. A student transferring to LJA from another high school must have official transcripts of all course credits prior to enrollment. These transcripts must be reviewed by the college counselor and an administrator to ensure that the student will be able to graduate on time. Some credits may not be transferable and others may be counted as elective credits.

All students who successfully complete the following list of requirements will be awarded the Le Jardin High School Diploma.

Minimum Credit Requirements for an LJA Diploma

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

IB Diploma Programme

LJA seniors are also on track to complete the IB Diploma Programme which includes a fourth year of classes. They will finish with additional credits in Mathematics, Sciences, Individuals and Societies, Language Acquisition, and the Arts. These students will sit for the final IB exams in May of their senior year and are eligible to receive the IB Diploma based on their performance in the program. These results are announced in the summer following the exams and can result in additional college credits.

Students in Grades 9 and 10 are in the IB Middle Years Programme (MYP). They are required to take classes in the following 8 subjects:

Mathematics
Sciences
Language & Literature
Individuals & Societies

Physical & Health Education
Design
Language Acquisition
Arts

Students in Grades 11 and 12 are in the IB Diploma Programme (DP). They are expected to meet the following requirements:

3 Standard Level Courses
3 Higher Level Courses
Theory of Knowledge
Creativity, Activity, and Service (CAS) Requirements
Extended Essay

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

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

General Regulations

1. A student must attend LJA at least one academic year before being eligible for graduation.
2. A senior transferring to LJA who wishes to enroll in August and graduate in June should submit all transcript materials before the start of the academic year. The college counselor and the school administration will determine whether the enrolling senior can meet LJA's graduation requirements. Any student applying for such special admission will be notified of his/her graduation status prior to registration. In the rare case when a student is admitted to our school during their senior year, they are not expected to complete the IB programme but will complete the Le Jardin Academy graduation requirements.
3. Grades and credits earned at previous schools will be added to the transcript exactly as they appear. However, it is possible that some prior credits may not be applied toward LJA's graduation requirements. There will be a clear indication on the transcript as to the school in which the grades and credits were earned.
4. The application of students who apply to LJA with educational backgrounds and needs different from the norm will be considered individually. If admitted, the school reserves the right to place such a student on probation. If the student is placed on probation, a letter of explanation will be given to the parents.
5. In order for a student to participate in the graduation ceremony, he or she must meet all the academic requirements for graduation and be in good social standing (not on social probation).
6. The Head of School, in consultation with the HS Principal, shall approve the issuing of diplomas.

MISCELLANEOUS

Minimum required course load for students with extenuating circumstances

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

SPECIAL CIRCUMSTANCES

Withdrawing from the Diploma Programme

If a student wishes to withdraw from the Diploma Programme the parents and student must provide sufficient reason and documentation to the DP Coordinator and HS Principal. Conditions for withdrawal are limited to medical conditions and/or

learning disabilities. The parents and students are required to meet with the HS Principal and DP Coordinator to discuss the reason for withdrawal.

If the student has a medical condition that prevents them from completing the Diploma Programme, an official note from a currently licensed Hawaiian medical doctor needs to be provided to the school. The note must state that the student is unable to complete the program due to their condition and provide evidence of their diagnosis.

If the student's withdrawal is related to a learning disability, current testing results and a recommendation from a licensed doctor must be provided.

The only other circumstance for withdrawal is due to a family emergency. All withdrawal cases will be individually examined by the HS Principal and DP Coordinator.

If the student has been registered with the IB before withdrawing, the student is responsible for any IB fees that are incurred. IB does not refund registration fees, but will refund subject fees by January 15th of the second year in the Diploma Programme.

If the above conditions require a student to withdraw from the Diploma Programme, they are still eligible for the Le Jardin Academy High School Diploma. Additionally students must complete 50 hours of community service and a 10 page senior thesis. The 50 hours of service should be from a mix of all of the CAS strands - Creativity, Activity, or Service. The CAS experiences must be approved by the CAS coordinator and the student must write a reflection for each experience in ManageBac. The senior thesis needs to be a minimum of 10 pages, 12 point Arial and double spaced, and follow the general research requirements as set by the Dean of Academics and/or the HS Principal.

They are required to attend their classes and complete all coursework. At the end of the course, students may be required to take an exam. If a student is not participating in the full Diploma Programme, their GPA will not be weighted.

Students that are not enrolled in the full Diploma Programme will not complete the Internal and External assessments for IB but may be required to submit that work for an LJA Summative Grade. The course teacher will determine if modified assessments will be required.

HOMEWORK POLICY

Homework is the natural extension of classroom work that is necessary for reinforcement, remediation, relearning, and/or extension of skills already introduced in the classroom. LJA is a college preparatory school and teachers are expected to give appropriate homework loads, especially in upper level courses that reflect the rigor of college prep courses which help prepare students for what they will face in college. IB courses are considered college level courses and students should expect considerably heavier homework loads in those classes. The amount of time per night varies with each student's course load, ability, and productive use of their time. We wish to support families as they attempt to balance "after school" activities, homework requirements, and quality time as a family unit. Students are provided with study halls as part of their schedules and are often allowed to begin homework during class time.

GRADING/ASSESSMENT

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

DP Submission of Late Work Policy

We strongly believe that students in the Diploma Programme must be prepared to submit work on time and meet all deadlines during their junior and senior year. This is a requirement from the IB who will not accept late submission of Internal or External assessments. We have also found that the demands for time management in the DP are essential for academic

success and social/emotional well being. When deadlines are not met, assignments get pushed back and soon start to collide with other deadlines. Students become overloaded and fall quickly behind, increasing their anxiety and adding unnecessary pressure. Our experience with students to date in the program has shown that the workload is manageable as long as you don't get behind. Students who use their free periods wisely are generally able to stay on track and still have time for sports, family activities and other extracurricular interests. Early in August, the faculty will create and share assessment calendars for the year in order to avoid too many assignments being due on the same day. It will be essential that students honor these deadlines.

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

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

We are happy to intervene to support students in organization before we get to a situation where they are losing privileges. To that end we will have the following responses:

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

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

Submission of Late Work Policy for MYP Summative Assessments

Students in the Middle Years Programme are preparing for the rigor and discipline required by the demands of the Diploma Programme in grades 11 and 12, and ultimately for university standards for turning in work on time. To that end, students must turn in all required assessments by the due date set by the teacher. 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, and driving/parking on campus.

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

Get It Done Clinics (formative work)

We believe the best consequence for not doing your work is to do the work. In order to support students who show a pattern of turning in late work, we will provide Get it Done Clinics 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 High School community, can be placed on social probation. A student on social probation will be closely monitored and observed by the High 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.

SEMESTER FINAL EXAMS

Examinations will not be administered to students before exam week. Students who are absent for a final exam must provide a doctor’s note in order to take the missed exam on the designated makeup day. DP Mock Exams for Grade 12 will be administered at the end of Semester 1.

REQUIRED STANDARDIZED TESTING

- Grade 9 take the MAP Assessment in the Fall and Spring.
- Grade 10 take the MAP Assessment in the Fall and Spring and the Preliminary Scholastic Achievement Test (PSAT) in October.
- Grade 11 take the Preliminary Scholastic Achievement Test (PSAT) in October.
- Grade 12 take the ACT and/or SAT independently throughout the year.

***All HS students enrolled in International Baccalaureate (IB) courses are required to pay for and take the corresponding IB examinations in May of their Senior year. Families will be billed in October.*

GPA CALCULATIONS

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

IB Mark	Description	MYP GPA Weighted	DP GPA Weighted	GPA Unweighted
7	Excellent	5	5	4
6	Very Good	4.5	4.5	3.5
5	Good	4	4	3

4	Satisfactory	3	3	2
3	Mediocre	2	2	1
2	Poor	0	1	0
1	Very Poor	0	0	0

PROGRAM CHANGES

Students are given a grace period of the first 10 school days to add or drop courses. Students requesting changes to their program must submit a fully completed “Program Change Request Form” to the school registrar by the posted deadline.

SPECIAL NEEDS POLICY

LJA is not equipped to effectively offer a special education program. Therefore, all students must successfully complete the regular curriculum and meet minimum graduation requirements. Every student must meet the required standards for courses. LJA does not offer a modified diploma or a vocational secondary school certificate.

LEARNING SUPPORT

The learning support program at 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://ljalearningdiversity.org/inclusive-education-policy/>.

AWARDS AND HONORS

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

- Outstanding English Student
- Outstanding French Student
- Outstanding Japanese Student
- Outstanding Mandarin Student
- Outstanding Spanish Student
- Outstanding Band Student

Outstanding Music Student
Outstanding Mathematics Student
Outstanding Biology Student
Outstanding Chemistry Student
Outstanding Biology Student
Outstanding Environmental Societies & Systems Student
Outstanding PE Student
Outstanding Humanities Student
Outstanding Art Student
Outstanding Drama Student
Outstanding Design Student
Outstanding Computer Science Student
Outstanding Theory of Knowledge Student
Citizenship Award
Principal's Award
Head of School's Award

Valedictorian and Salutatorian

Each year the school names a valedictorian and salutatorian. In order to be eligible for one of these honors, a student must have attended LJA for the last 3 years of high school (Grades 10, 11, 12). These students have the highest cumulative GPA over the 4 years of high school. This GPA includes Grades 9 and 10, and all semester marks from Grades 11 and 12. The valedictorian will be the student with the highest total cumulative grade point average, and the salutatorian will be the student with the second highest total cumulative grade point average. In the case of a tie, both students will receive the honor.

National Junior Honor Society (NJHS) and National Honor Society (NHS)

There are four pillars upon which the National Honor Society is founded. These are academic ability, service to the school and community, leadership, and good character.

For a student to be eligible for the NJHS (Grade 9) or the NHS (Grades 10-12), he/she must have the following:

GPA:

- Grade 9: 3.5 or better
- Grades 10-12: 3.3 or better

A cumulative GPA is calculated from the first semester of the school year of application.

Community service:

- Students must have completed 24 hours or more of community service for NJHS and 32 hours or more for NHS by the specified due dates.

Essay and application:

- Applicants must have written an acceptable essay as part of their application, addressing the prompt provided on the application.

All three components of this application process carry equal weight. Failure to meet any of the three requirements will result in a student not being inducted into the NJHS or NHS.

To maintain membership status or become an applicant, student must notify the NHS Advisor before the end of the 1st quarter of the school year. Current members of NHS and NJHS maintaining their membership status need to sustain the required GPA and complete the service hours; it is not necessary to write the application essay.

A student who has been suspended from school (in-school or out-of-school) may not become a member of the NJHS or NHS for that year. If the student is already a member, he/she will be put on probation by the society and required to re-establish his/her qualifications to the society for the following year.

The existing memberships of the NHS are required to maintain their GPA and service hours at the appropriate level. If they fail to maintain their GPA, they will be put on probation and given two quarters to raise their grades to the required level. If the student fails to do this, he/she will be required to re-establish his/her membership in the society. These students will not go through the induction ceremony a second time.

The induction ceremony will be held the same evening of the High School Awards Night.

TRANSCRIPTS

Transcripts can be released by LJA only with written permission. "Transcript Request Forms" are available through the college counselor or the school registrar. Please allow three school days for transcripts to be processed and sent to the enrolling institution. Parents may request an unofficial copy for personal use.

Policy to Withhold Official Transcripts

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

TEXTBOOKS

Textbooks are purchased by the student. They may be obtained from the school's textbook provider and may be eligible to be sold back to this company at the end of the school year. The buyback value will be based on the condition of the book.

ATHLETICS

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

Athletics is an extension and an integral part of the school's educational process. It plays an important role in character building and the development of moral and social values. It is a mechanism for students to excel in physical and athletic competition, and provides a wholesome educational experience that will nurture the mind and body. The serious purpose of interscholastic athletics demands a sense of commitment from student athletes. Participation in LJA athletics is a privilege, and not a right. Each student is expected to be motivated to put forth a genuine effort in every practice and game.

LJA athletics come under the auspices of the National Federation of State High School Association (NFSHSA), the Hawaii High School Athletic Association (HHSAA), and the Interscholastic League of Honolulu (ILH).

We currently offer the following sports:

1. Girls and boys basketball (Varsity, JV, Intermediate)
2. Boys and girls golf (Varsity, Intermediate)
3. Girls and boys kayaking (Varsity, JV)
4. Girls and boys swimming (Varsity, JV, Intermediate)
5. Girls and boys water polo (Varsity, Intermediate)
6. Girls and boys paddling (Varsity, JV)
7. Girls and boys volleyball (Varsity, JV, Intermediate)
8. Girls and boys tennis (Varsity, JV, Intermediate)
9. Girls and boys cross country (Varsity, JV, Intermediate)
10. Boys soccer (Intermediate)
11. Girls soccer (JV, Intermediate)

The ILH breakdown of grade divisions is as follows:

Intermediate	Grades 7, 8, 9
Junior Varsity	Grades 9, 10, 11
Varsity	Grades 9, 10, 11, 12

Eligibility requirements

A student shall have 4 consecutive years of eligibility upon entry into Grade 9. In order to continue eligibility, the student athlete must comply with the following during the athletic season:

1. Have no grade of “1” or “2” for any course when grades are checked (up to 8 times per year).
2. Be in good academic and behavioral standing as determined by the Extracurricular Activity Progress Checks completed once a month. Progress checks need to be marked and signed by the student-athlete’s academic teachers and by his/her parent(s). Progress checks are then submitted to the high coaches and/or advisors and reviewed by the HS administrators. Athletes receiving a mark of a “U” (unsatisfactory) for one or more academic and/or classroom conduct category will NOT be allowed to participate in ANY practices, games, or other extra-curricular events until ALL unsatisfactory marks are improved to a minimum mark of “N” (needs improvement) or the preferred “S” (satisfactory) mark.

All school rules apply to every practice, meeting, scrimmage, and game, on and off the LJA campus, including the transportation time to and from the LJA campus.

Athletic Attendance Policy

Please refer to the Attendance section in the HS portion of this handbook for the revised policy.

It is the responsibility of the student athlete to inform teachers of impending absences due to games. All missing work shall be completed in accordance with instructions provided by the teacher. Teachers may deny makeup work if not notified in time by students, or if they determine that a student athlete cannot afford to miss any classes due to poor performance.

Student athletes will NOT be excused from PE classes on game days.

Athletic Awards

- Tri-athlete Award: Awarded to students who successfully participate in 3 sports per year.
- Scholar Athlete Award: Awarded to students who maintain high academic standards while involved in 2 or more athletic teams or community events.
- Athlete Of The Year: Awarded to the student athlete who demonstrates the highest standard of excellence in athletics.
- Individual Coaches Awards
 - Most Valuable Player
 - Most Inspirational Player
 - Most Improved Player