



BROADWATER ACADEMY

**Lower School
Student/Family Handbook
2017 - 2018**

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ACADEMICS

Broadwater's Lower School provides a challenging and innovative curriculum for all students. Teachers have an awareness of and a concern for individual needs in a program that encourages creativity. Students receive a coherent and organized program of study meant to ensure each student a strong foundation in reading, math, science, and social studies. Students also enjoy a variety of curricular enrichment classes in art, music, physical education, library, and problem-solving.

ARRIVALS AND DEPARTURES

All Lower School students should be in their classrooms and ready to begin their school day by 8:10AM or they will be considered tardy. Students should arrive at school no earlier than 8:00AM. Lower School students should report to their homerooms upon arrival. Students who must arrive prior to 8:00AM should make arrangements for early morning care which begins at 7:30AM.

Lower School dismissal and the car rider line begin at 3:20PM. At 3:20PM, the first car in the car line should pull forward. When pulling up in front of the main school entrance, we ask that cars stop at the designated areas. Parents should display a sign in the front window with the child's first and last name printed on it. Teachers will escort car riders and load them into cars. Visitors in the hallway are a distraction and can interrupt our departure procedures. Students may not be picked up from the playground during recess. (Procedure for child pick-up during the school day is explained in the section titled VISITORS AND FAMILY.)

ATTENDANCE AND PUNCTUALITY

School begins at 8:10AM each morning; therefore, it is vitally important that all students be in their classrooms, ready for learning to begin, prior to the start of class. Students arriving at school after 8:10AM must be signed in with the receptionist. If an attendance problem begins to develop, an administrator will be in touch by email or telephone. If a student is not going to be at school, it is an expected courtesy for the parent to call and inform the receptionist by 8:10AM. Attendance is critical to student success. Students missing more than 10% of instructional time for unrelated school activities may not meet promotion guidelines. Exceptions must be approved by the administration.

BIRTHDAY AND CLASS PARTIES

Birthdays and parties are special events in every child's life. Parties should be fun for all and should not cause hurt feelings. When planning a party, please think carefully about the invitation list and the feelings of friends and classmates. When everyone in the class cannot be included, invitations should not be sent from school. Classroom birthday parties should be approved, in advance, by the teacher.

BUS SYSTEM

Bus transportation is available to students on a "school year" fee schedule, and on a first-come, first-served basis. Occasional bus riders should contact the Athletic Manager with any bus-related questions.

CELL PHONES and ELECTRONIC COMMUNICATIONS

Cell phone use and the use of other electronic communication devices are at the discretion of the teacher during the school day. Parents are asked to keep their calling or texting of their children during the school day to a minimum and are encouraged to contact the receptionist to ensure delivery of messages.

CONDUCT AND DISCIPLINE

Broadwater is a community in which every member is expected to treat every other member with care and respect. Creating and fostering this sense of community and personal responsibility in each student is an important goal. To achieve this goal, Broadwater stresses student responsibility, character, trustworthiness, citizenship, self-respect, and mutual respect for others. This environment supported by Broadwater students, enables us to have a happy, mutually respectful school community where learning is the priority and is not disrupted. Parents should act as supportive members of the partnership between home and school concerning a student's conduct.

The following are behaviors that violate expectations of students and will result in disciplinary action:

- Being discourteous or insubordinate toward teachers or staff
- Damaging school property or personal property of others
- Using vulgar or abusive language
- Teasing, humiliation, name-calling, and bullying – either electronically or in person
- Failure to adhere to the school dress code
- Failure to follow classroom rules
- Inflicting deliberate physical harm
- Failure to follow transportation rules and regulations
- Talking or acting in a loud, boisterous manner

Issues considered to be minor discipline issues will be handled by the classroom teacher. If the misbehavior occurs on the playground, the teacher on duty will settle the issue and report the problem to the student's/students' classroom teacher. Should any issue become repetitive or extend beyond what is deemed minor, the problem will be communicated to the Director of Lower School. Parents will be informed of repetitive problems and of issues which are reviewed by the Director of Lower School.

The school reserves the right to dismiss a student whose behavior continues to be disruptive to the learning community at Broadwater Academy.

COMMUNICATION

Effective, constructive, and respectful communication between parents, students, and teachers is essential. When parents or students have questions, concerns, or problems, please follow the chain of command: Teacher, Director of Lower School, Head of School.

The school is interested in having parents involved in the day-to-day school life of their children, and therefore, tries to communicate effectively in a variety of ways. Families should check the website for any information pertaining to the school from calendars to documents to faculty contact information. Teachers often send informative letters in Friday papers; the eNews contains important information and news from the current week. Faculty members expect to communicate often with parents and respond quickly to email messages.

DRESS CODE

The Broadwater Academy Dress Code establishes the acceptable standard of appearance for all students in the school. The students' appearance will be tasteful and appropriate to reflect the value of respect for the Broadwater community. All clothing will be neat, clean, and in good condition. Any clothing that is frayed, ragged, oversized, or with holes is not acceptable. In addition, any apparel that draws undue attention to the individual and is in any way distracting is not acceptable and will be addressed on an individual basis. In matters of dress, the judgment of the administration will be final.

The following dress code standards are designed to help parents, students, faculty, staff, and administrators understand the criterion of dress that is expected during the school day and at all school-related functions that occur before or after the school day.

- Students must wear shoes that are appropriate for play, as they will visit the playground daily; therefore, sneakers are highly recommended. No high heels, wooden clogs, rubber flip flops, or wheeled shoes are permitted.
- Shorts and skirts must be of appropriate length.
- Halter, spaghetti-strapped, or backless tops or dresses are not permitted. All tops should be of adequate length to cover the midriff or back at any time in any posture.
- Boys' hair length must fall above the collar on a collared shirt.
- Writing or graphics on clothing should not be distracting to others.

Before and After School Events

The school community is encouraged to dress with pride and wear Broadwater Academy apparel at appropriate school functions and in the community. Students must recognize they represent the Broadwater community at athletic events and are permitted to dress casually; however, they may not dress provocatively or in a way that draws undue attention to the person or the school.

Consequences

Students who fail to conform to the Dress Code have not met the minimum standard of appearance while on the Broadwater campus as well as while under the School's jurisdiction. The School will assign consequences for these infractions in a variety of ways and with increasing severity if the infractions continue.

The School reserves the right to evaluate a student's attire on a daily basis and the possibility exists that a student could be technically within the guidelines and still be inappropriately dressed. The guidelines never outweigh the judgment of any teacher or administrator. Infractions of the Dress Code will be dealt with according to the Discipline Policy.

ELECTRONIC DEVICES

Electronic devices such as iPods, electronic games, or any other electronic device, excluding calculators, are not to be in use at any time during the regular school day without permission of the teacher. These items should be stored out of sight. Violation of these rules will be treated as a minor infraction of the school's discipline policy. The school is not responsible for loss or damage to such devices.

EMERGENCY DRILLS

Students are made aware of primary and alternate fire escape routes. Announced and unannounced drills are conducted in order to ensure prompt, confirmed emergency evacuation of all buildings and a “head count” taken of all students by personnel. The fire drill signal is a prolonged sounding of the distinctive buzzer with flashing lights. If the school receives a tornado warning, the “buzzer” will sound a series of short, intermittent notes. Students in classrooms will be moved into hallways and will take a kneeling position facing a wall. Students who are in the Fine Arts Center, Hanes Building, Hall Center, or outside will be brought inside the main buildings and will join other students in taking a kneeling position facing a wall. A sounding of the class change bell signals the “all clear” for personnel and students to resume previous activities. Intruder drills and practices are also a part of the school’s crisis plan, and drills will be conducted as outlined in the crisis plan.

EXTENDED CARE

Broadwater Academy’s Extended Care program is a licensed childcare program offered to our Pre-K through Grade 4 students. Extended Care takes place from 3:20-5:30PM. All students attending Extended Care must have the appropriate paperwork completed and on file before attending. If you have any questions regarding Extended Care, please contact the Director of Extended Care at 442-9041.

FIELD TRIPS

Field trips are used as an extension of our academics by exposing students to various experiences not available in the classroom. Transportation is normally furnished utilizing our school buses and is arranged by a teacher or class sponsor. On some occasions, a chartered bus will be used.

Student behavior on field trips is expected to be exemplary. Misbehavior on field trips reflects poorly on the school’s public image and detracts from the learning process for all. If school is canceled on the day of a scheduled trip, the trip is automatically canceled. In the event of a delayed opening, it is the responsibility of the teacher or class sponsor to determine if the trip is canceled.

Listed below are examples of situations when alternate transportation arrangements may be considered for field trips. As with bus transportation, alternative transportation arrangements require administrative approval.

- A bus is not available and there is no other date possible for the trip
- There are not enough students attending to warrant the use of a bus

The safety of our students is always a priority, and sometimes chaperones are taken on trips to ensure our students receive the extra attention that is sometimes needed for such trips. Unfortunately, we cannot always accommodate all the parents who wish to attend. In addition to safety, factors such as bus seating availability, ticket admission availability, and management of the size of a group with regard to the nature of the trip are all considered when making a decision about the number of chaperones needed and permitted to attend. Meeting the class at the specified destination is not always an option, and we appreciate your understanding. Please talk to the teacher about any specific concerns you might have regarding a particular field trip or the safety of your child.

GRADING

Skills-based standards that are appropriate for the development of the children in a particular grade are assessed. Skills-based ratings represent what students have learned based on the mastery of the designated learning objectives. Grading practices should be used to promote learning, achievement, and academic growth and are not used as a means of punishment. A document outlining the standards for each grade level are available for review on the parent portal of the school's database.

Occasionally it is necessary for the teacher to record a grade of incomplete at the end of a marking period. When this is done, the teacher, the student, and the student's family work together to arrange for make-up work to be completed in a timely fashion.

GUIDANCE SERVICES

The Director of Guidance is available to any student parent, or faculty member who may have questions or concerns relating to school, college admissions, or personal matters. All conversations are kept in the strictest of confidence. Other guidance services include information on course selection, college placement, basic career counseling, information on standardized tests, and forms for federal and other college financial aid.

HOME AND ATHLETIC EVENTS

All Broadwater Academy students are encouraged to attend home events in support of the Viking athletes. Most home events are of no cost to our students. Students in attendance at athletic events or other school events are expected to maintain high standards of conduct and refrain from activities that could infringe upon the rights of others to enjoy the event. For events held in the Hall Center, students should remain in the Hall Center. For their own safety and to ensure they do not distract the participants and the other spectators, they should remain in the bleachers, and they should not go into the weight room or the locker rooms. Students should not run along the court or sit on the floor beside the court or at the ends of the court. For events held on any outdoor field, students should remain in that area and not roam around campus. Students failing to follow these rules will not be allowed to attend Broadwater events. Students will not be allowed to leave the gym unless leaving campus for the evening, and should enter and exit only from the front doors. No Lower School student may stay after school or attend any home event without adult supervision.

HOMEWORK

Homework strengthens educational goals, provides a link between home and school, teaches responsibility, and contributes to lifelong learning habits. More specific results of good homework practices include students learning how to:

- Read for pleasure
- Manage time so that all work is completed on time
- Organize information
- Complete long-term projects successfully

HONOR SYSTEM

The Honor System, instituted by the students at Broadwater in 1967, is an inheritance to be valued and appreciated by today's students. Each student in Middle and Upper Schools signs a pledge each year promising to abide by the Honor Code. In effect, (s)he is giving his/her word that (s)he will not lie, cheat, or steal; furthermore, (s)he agrees to support the Honor System by doing whatever (s)he deems appropriate to help others, bound by the Code, adhere to its values. Behavior that compromises the Honor Code should be brought to the attention of the Director of Middle and Upper Schools. Broadwater Academy does its best to respond to violations in a fair and appropriate manner, thus allowing the school to interpret its rules and policies as individual situations and needs arise. In Lower School, we prepare students to follow such a system by instilling respect for each other as well as each other's belongings and work.

LIBRARY

Broadwater Academy's library provides access to resources that support the curriculum and related programs of the school. The library's goal is to encourage students to become lifelong users of libraries and information. All classes in the Lower School go to the library on a weekly basis.

The library's Birthday Book Program allows parents, grandparents, and friends to place a book in the library in honor of a student's birthday. Other annual events are in the Scholastic Book Fairs, held each fall and spring, and the Used Book Sale which takes place in the spring.

Broadwater Academy wants each student to know how to make effective use of library resources. The library staff is dedicated to helping each student achieve this goal. The school asks students to cooperate and honor the several reasonable rules that have been established to ensure that the library will be operated efficiently.

LOST AND FOUND

"Found" articles should be turned in to the receptionist. Parents are urged to clearly label all clothing, shoes, and possessions with the student's full name in permanent marker. Please check the "Lost and Found" site for any missing articles.

LUNCH AND SNACK

A morning break is scheduled each day for students in Grades Pre-K-12. Students are encouraged to bring a nutritious snack and lunch to school daily. Soft drinks and drinks in glass containers are not allowed. Milk is sold by the school and is available each school day. Lunch is available from the Exmore Diner Monday through Thursday. Diner lunch cards are available for purchase from the school or from the Exmore Diner. Exact amount for cash purchases is requested. Checks made payable to the Exmore Diner are also acceptable. All orders must be received by 9:15AM. Parents are not allowed to order lunch from the Diner and have it delivered to their child. Friday is Pizza Day and all students may purchase pizza. Pizza slices are delivered to the Lower School classrooms for students ordering pizza. Should students forget their lunch, they may charge lunch from the school's lunchroom.

MAKE-UP WORK

Students may struggle with satisfactory academic performance at Broadwater if they are not punctual or if they are careless in their attendance. Students are expected to be in school and on time daily. Parents should make every reasonable effort to see that their children are in school. There are no excused or unexcused absences. Parents decide when and why their children are not at school. The school calendar abounds with days of vacation time and is published well in advance; therefore, a student not in school due to a reason other than sickness represents a parental choice, which may be based on circumstances beyond anyone's control. The parents should notify in advance, or as soon as possible, the Director of Lower School concerning any absence not related to illness or emergency. In Lower School, teachers work with the family and student to tailor a plan which meets the individual child's needs to make up missed school work. Students missing more than 10% of instructional time due to unrelated school activities put their academic success in jeopardy.

MEDICATION POLICY

Preferably, students should receive medications at home under parental supervision. In some instances, it may be necessary for students to take medication during school hours. All medications taken during school hours must be dispensed by the School and according to the following conditions:

- A physician's order is required for each over-the-counter medication and prescription medication to be given at school, with the exception of Ibuprofen, Acetaminophen, and cough drops.
- A Broadwater Academy Medication Consent Form for each medication, signed by a parent and the physician, must be on file with the school nurse.
- A request for alteration in the dose of a medication must be accompanied by a new Broadwater Academy Medication Consent form signed by a parent and the physician.
- Medication must be in the original pharmacy labeled container. When requested, the pharmacy will provide a separate labeled bottle for school. Unlabeled medication will not be accepted.
- Parents are responsible for delivering medication to the school.
- Medication will be kept in a locked cabinet in a designated area and dispensed by the school nurse.
- The student is responsible for going to the school clinic at the appropriate time to receive the medication.
- If your child needs to take an over-the-counter medication other than Ibuprofen, Acetaminophen, or cough drops, please bring the medication to the school clinic in the original, unopened container.
- The storage of epinephrine auto-injectors will be determined on an individual basis.
- On field trip days or altered schedule days, it is the parent's responsibility to contact the school nurse with instructions for dispensing of medications.
- All medicines that are not picked up by the last day of school will be discarded.

Students are not allowed to carry medications (over-the-counter or prescription) with them at school. Students may carry a rescue inhaler, epinephrine auto-injector, or insulin pump as indicated on the student's Broadwater Academy Medication Authorization Form.

REMINDER: The school clinic closes at 2:30PM. Extended care staff does not administer medication.

To help prevent the spread of infection and better maintain infection control, please review the following information: The policy at Broadwater Academy is that a registered body temperature of 100 degrees Fahrenheit or higher is considered "a fever". A child who has a fever needs to remain at home until he/she has been fever-free (without Tylenol or Motrin) for twenty-four hours prior to returning to school. This policy is in place for everyone's benefit. If you have any questions or concerns, please contact the school nurse. Please also consult with your child's doctor to obtain a "Return to School" note following a child's illness and absence from school.

A current health form must be submitted to the school nurse before your child will be allowed to attend class. The health form needs to be turned in by August 15th of each year to give Broadwater Academy time to review the form of the student prior to the first day of classes.

Immunizations: Broadwater Academy complies with the Commonwealth of Virginia State Health Guidelines which states that all school-age children are expected to be up-to-date with all immunizations in order to attend school.

PLAYGROUND

Thirty minute recesses are scheduled before lunch and at the end of each day. Faculty and staff members are on duty at each recess to monitor and assist students. Both structured and unstructured activity is fostered. According to the American Academy of Pediatrics, “. . . free, unstructured activity is essential for keeping children healthy, and for helping them reach important social, emotional, and cognitive developmental milestones.” For the purpose of encouraging teamwork and fair play, children are also encouraged to organize games, both traditional and children’s outdoor games and athletic games, with teachers acting as supervisors to encourage fair play. Areas for team play will be designated by the Lower School teachers. Correct use of outdoor playground equipment is also a must and athletic equipment which poses safety risks will be restricted or prohibited. Proper playground etiquette is summed up by saying that students will treat others as they would like to be treated.

GRADING REPORTS

Broadwater operates on three grading periods. Parents can view grades at any time through the parent portal, and comments are written for parents to view at the midpoint of each marking period. At the end of each of the three grading periods, each student receives a report card that can be viewed on the parent portal. Parents are encouraged to discuss their child’s progress with the appropriate teacher whenever they have concerns.

PROMOTION/RETENTION POLICY

An Academic Review Committee will meet to determine the retention of students in Pre-Kindergarten through Grade 4 who are not meeting appropriate developmental standards. Students in danger of not meeting the criteria for promotion may not be eligible for re-enrollment.

SCHOOL CLOSINGS AND DELAYS

Families will be notified by our alert system of school closings or delays for any reason. Inclement weather (snow, fog, ice) occasionally will cause a change in the school’s daily schedule. In the event of school closing or delayed opening, notification will be announced over local radio stations WESR FM 103.3 and WAVY TV NORFOLK CHANNEL 10. If school must close earlier than the scheduled time, the same stations will carry the announcement. It is the responsibility and obligation of each member of the Broadwater community to make use of this public service in order to receive this critical information. When a delayed opening must be scheduled students may not be dropped off at the school more than 30 minutes prior to the adjusted start time. If a student’s parents believe weather conditions will not allow for a safe journey to school, the student will not be penalized for his absence or tardiness. A phone call and/or a note of explanation from the parent are requested.

SPORTSMANSHIP

Sportsmanship extends to the fans as well as to the athletes participating. It is expected that those who attend Broadwater athletic events will behave in a manner exhibiting good sportsmanship. Sportsmanship stems from one basic rule: treat others with respect. This includes opposing players, coaches, and fans, as well as Broadwater coaches, players, and fans. Referees should also be treated with respect. Fans who do not display good sportsmanship may be asked to leave the game.

TEACHER REQUESTS

Our staff puts much thought and time into placing children in classrooms. We want every child to be successful in a supportive and challenging environment. Factors include a balance of class size, age, gender, academic strengths, learning styles, social skills, learning needs, parental information and separation of students who are unable to work well together. We recognize there may be times when parents wish to share specific concerns regarding class placement. Your request will be strongly considered, however, the school retains the right to make the final decision regarding class placement.

TECHNOLOGY AND INTERNET USE

Technology Acceptable Use Policy

The primary purpose of the Broadwater Academy network and all technology resources is to support students and teachers in the process of teaching and learning. We are constantly expanding our school's information technology resources, including Internet access, to further our goal of academic excellence. The use of all technology tools and Internet access while on campus, is a privilege we extend to each member of the Broadwater Academy community and should be used with care and for the purpose of furthering academic pursuits. Uses that might be acceptable on a student's private personal account on another system may not be acceptable on the Broadwater Academy network.

A good rule to follow is that students should never view, send, or access materials that they would not want their teachers and parents to see.

To use the technological resources of Broadwater Academy, students must follow these rules:

Respect and protect the privacy of others and the school at all times.

Students must:

- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Not publish any personal information about other students or community members without their express consent.

Respect and protect the integrity, availability, and security of all technology resources.

Students must:

- Not destroy or damage hardware, data or other resources that do not belong to them.
- Never download or attempt to install any software onto Broadwater Academy hardware, networks, drives, or disks.
- Not remove, alter, or tamper with existing hardware, software, or infrastructure resident on Broadwater Academy technology property.

Respect and protect the intellectual property of others and of the school at all times.

Students must:

- Not infringe copyrights.
- Not plagiarize.

Respect and practice the principles of the Broadwater Academy community.

Students must:

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school’s Honor Code
- Not use personal or Broadwater Academy-owned electronic devices in class for non-educational purposes without permission from the teacher.
- Not transmit messages that are threatening, rude, discriminatory, or meant to harass.

These rules also provide a good framework for your child’s use of computers at home, at libraries, or anywhere.

FOR MORE INFORMATION, SEE www.netsmartz.org or www.cybercrime.gov.

TELEPHONES

In an emergency, any student may use the telephone in any classroom or office with permission and with adult supervision.

VIKING SHOP

School supplies may be purchased in the School Spirit Shop. The school store will be open before classes begin Monday through Friday during the school year. Additional hours of operation will be posted.

VISITORS AND FAMILY

All visitors must report to the receptionist in the main lobby of the school. A parent who is arriving to pick up a student will make his request at the front desk. The receptionist will retrieve the student from his classroom.

A student who is acting as an admissions candidate host/hostess should introduce the visitor to each classroom teacher. Social visits with students are not permitted except by direct permission of the Director of Lower School.