



BROADWATER ACADEMY

**Middle and Upper School
Student/Family Handbook
2017 - 2018**

ARRIVAL & DEPARTURES

All Middle and Upper School students are welcome on campus after 8:00 AM on a regular school day. When the school experiences a delayed opening, all students are welcome to arrive 30 minutes prior to the beginning of first period. If a student is ill, will not be attending school, or will arrive late for any reason, parents should call the school before 9:00 AM to report the student's absence or late arrival. All students are expected to depart from campus by 3:40 PM each school day. Exceptions are students involved with school-sponsored extracurricular activities, or students under the direct care of a parent or teacher. The car line forms in front of the Fine Arts Center and extends toward the driveway closest to the football field for Middle and Upper School students who are being picked up between 3:20 and 3:40 PM. Once students have been picked up, the car will circle through the parking lot and head back out the driveway closest to the football field and will never enter the Lower School car line. Students with siblings in the Lower School may be picked up at the Lower School car line.

Middle School

Middle School students shall be under the direct supervision of a parent, faculty member, or coach after school hours. Students in Middle School may be registered for Middle School Hangout, an extended day program offered daily until 5:30 PM. Families who need to pick up their children before the end of the school day should sign them out at the front desk. Families may contact teachers via email to alert them of the need for early departure.

Upper School

Students arriving at school after 8:10 AM must be signed in with the receptionist. If an attendance problem begins to develop, an administrator will be in touch by email or telephone. Attendance is critical to student success. Attendance is taken at the beginning of each class period. As a courtesy, students should inform teachers of their planned absences. All students arriving late or leaving early must sign in or out at the reception area, and failure to do so is a disciplinary policy violation.

ATHLETIC ELIGIBILITY

See Athletic Handbook

ATTENDANCE

Attendance is one of the biggest indicators of school success. Students who attend school regularly are naturally exposed to more than those who are routinely absent. Furthermore, absences can quickly add up. A student who misses an average of twelve days a year from Pre-Kindergarten through Grade 12 will miss a total number of days comparable to an entire school year.

All students are welcome on campus after 8:00 AM on a regular school day. When the school experiences a delayed opening, all students are welcome to arrive 30 minutes prior to the beginning of first period. Because we are concerned about the safety of our students, parents should call the school before 9:00 AM to report any tardy or absence from school. Students must sign in at the front desk if they arrive after 8:10 AM and to sign out if they leave before 3:20 PM. All students are expected to depart from campus by 3:40 PM each school day. Exceptions are students involved with school-sponsored extracurricular activities or students under the direct care of a parent or teacher.

The following are how absences are defined by the school:

Excused: An excused absence is one due to illness, doctor's appointment, or the serious illness or death of a family member. Students must contact the teachers and request make-up work immediately upon their return.

Explained: An explained absence (not an absence due to illness, doctor's appointment, or the serious illness or death of a family member) is when a parent/guardian takes the student out of school with prior knowledge and approval. Students will be required to obtain assignments for classes to be missed. Failure to follow this policy will result in the absence being recorded as an unexcused absence.

School Related Activity Absences: Activity absence is any absence that is school related or school sponsored. Extra-curricular activities include, but are not limited to, field trips, competitive events and student activities.

Unexcused: An absence in which the student is out of school that does not qualify as excused or explained. The student will be referred for disciplinary action and a parent will be notified. When a parent does not call to report an absence by 9:00 AM the morning of an absence, the school will attempt to contact the parents at home or work. The Dean of Students will evaluate each absence to determine if the absence is excused or unexcused.

Truancy: Parents/Guardians are compelled to send their child to school and could incur legal liability for failure to do so.

Students missing more than 10% of instructional time may not receive credit for the course of study.

BROADWATER SCHOLARS

Upper School students with a cumulative GPA of 3.5 or higher and who have taken five or more courses at the honors or Advanced Placement level are recognized at graduation.

BUS SYSTEM

Bus transportation is available to students on a first-come, first-served basis. Occasional bus riders should contact the receptionist with any bus-related questions. Bus handbooks are available to all registered bus riders. Questions regarding bus issues are to be directed to the Dean of Students.

CAR LINE

The car line forms in front of the Fine Arts Center and extends toward the driveway closest to the football field for Middle and Upper School students who are being picked up between 3:20 and 3:40 PM. Once students have been picked up the car will circle through the parking lot and head back out the driveway closest to the football field and will never enter the Lower School car line. Students with siblings in the Lower School may be picked up at the Lower School car line.

CELL PHONES and ELECTRONIC COMMUNICATIONS

Students may bring cell phones to school. Cell phones are not to be used during class time for any reason. Teachers are authorized and encouraged to establish means of collecting cell phones at the beginning of class and returning them at the end.

CONDUCT

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, non-disruptive, and mutually respectful school community where learning is the priority. Parents should act as supportive members of the partnership between home and school concerning a student's conduct.

We are proud of our high standard of student behavior at Broadwater Academy. Student self-management skills are the primary method of maintaining sound discipline by teachers, coaches, and sponsors, and it is rare for behavioral incidents to go beyond these adults' purview. All of Broadwater's faculty, staff, and administration should reinforce the proper level of student decorum by emphasizing a high standard of behavior, personal integrity, honor, self-respect, and respect for others.

If a student has been referred to the administration for a discipline infraction, it is understood the incident has been preceded by reasonable efforts by the referring individual to address the behavior. The degree to which behavior is outside that which is expected (or the degree to which it shows continuing disregard for expected

behavior) determines which corrective actions will be appropriate. The school reserves the right to meet all behavioral offenses with appropriate consequences as determined by the administration and faculty.

To insure a respectful, pleasant, and safe learning environment and to teach the total school community responsibility, accountability, and commitment, the following specific infractions and their consequences have been outlined.

Specific Infractions

The following infractions are considered inappropriate and, therefore, unacceptable. Note that no list can be all-inclusive, and this one serves only as a guideline. Consequences include, but are not limited to, administrative warning, detention, parental warning, loss of privileges, disciplinary detention, and in-school suspension. Repetitive or habitual offences will result in more serious consequences.

Minor Infractions

- Minor, “fixable” dress code violations
- Chewing gum
- Use of mp3 players, activated cell phones, or other electronic devices without permission
- Food or drink (other than water) in Middle and Upper School classrooms unless allowed by the teacher
- Excessive talking in classroom
- Inappropriate attire or grooming
- Improper sign-in/out
- School parking violation
- Inappropriate lunchroom behavior
- Late to class (non-habitual)
- Potentially harmful horseplay
- Destruction of or harm to property due to carelessness, thoughtlessness, rowdiness, etc.

Major Infractions

The following are considered major infractions and violators can expect more immediate and severe treatment, likely bypassing any graduated penalties. Penalties include loss of privileges, disciplinary detention, in-school suspension, work detail, out-of-school suspension, conditional contract, and/or expulsion.

- Habitual lateness to school
- Willful disruption of class
- Repeated minor infractions
- Rudeness to or defiance of faculty, staff, or administration
- Pranks of destructive nature or intent
- Insubordination

- Inappropriate use of technology
- Actions that endanger the health and safety of others
- Hazing, bullying, or other forms of intimidation – either in person or electronically
- Vulgar language or behavior
- Possession of weapons and firearms
- Illegal use or possession of controlled substances
- Vandalism
- Sexual harassment
- Fighting

Penalties

Barring specific intervention, the following sequence of actions will apply for offenses after the matter is referred to the administration:

- Administrative Warning – the student meets and confers with the Dean of Students. The student is warned of possible consequences resulting from further misbehavior.
- Parental Contact - The first contact will be made by the classroom teacher. Subsequent contact is the role of the Dean of Students or other administrator as designated by the Dean of Students.
- Loss of Privilege - When appropriate, teachers may revoke a student’s privileges. More serious or repeated offenses are addressed by the Dean of Students. Seniors being disciplined at any level beyond administrative warning will lose their senior privileges on the day they serve the consequence.
- Discipline Detention - Failure to report for Discipline Detention will result in successively more severe consequences. Only a parent or guardian may request a change in detention schedule, and only for medical necessity, family emergency, or unchangeable travel plans. Students who are issued discipline detentions must report on the next school day at the dismissal bell. A teacher, sponsor, or coach of the student may petition the administration for a one- or two-day delay of the detention. If a student is absent from school, detention will be served on the day of return. Students serving after-school discipline detention must be picked up promptly at the end of the allotted time.
- In-School Suspension – May be assigned to students who continue to willfully violate the discipline policy.
- Out-of-School Suspension- A student may be suspended from school for non-compliance with any school policy. The student is required to make up all work missed, and is responsible for regaining any lost ground upon his or her return to school.
- Conditional Contract - The Head of School may amend a student’s contract at any time to require that continued attendance at Broadwater Academy is contingent upon proper behavior.
- Expulsion - Acts that harm the school and its community, or excessive cumulative disciplinary actions, may result in expulsion (in accordance with the Broadwater Academy Enrollment Agreement). Expulsion is the final disciplinary act of the School. It can result in permanent exclusion from Broadwater Academy and all subsequent association with the school and its co-curricular affairs.

The forms of discipline defined above are the ones most likely to be administered. However, the school is not limited to these alone. Broadwater Academy reserves the right to examine each case individually and to issue a response accordingly.

A student's cumulative discipline record shall be maintained through the duration of the student's tenure at Broadwater. At the beginning of the school year, all students start with a clean disciplinary slate (insofar as progressive penalties are concerned). However, the administration reserves the right to take into account a student's disciplinary record from previous years when considering disciplinary responses. In addition, any act(s) committed at the end of the school year which warrant disciplinary action may require the student to return to campus after the school year ends in order to serve the appropriate penalty.

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: classroom teacher, Dean of Students, Head of School.

DRESS CODE

The Broadwater Academy Dress Code establishes the acceptable standard of appearance for all students in the School. While at school, students are permitted to wear casual attire, however, students' appearance will be tasteful and appropriate and reflect respect for the Broadwater community. Because it is impossible to specifically describe all clothing styles that might be considered acceptable and unacceptable to wear to school, Broadwater reserves the right to determine whether clothing conforms to the "spirit" as well as the "letter" of the dress code. Administration reserves the right to determine if any dress code issue is distracting to the population.

A casual dress code enables students to dress in comfortable and informal clothing, but clothing that would be worn for exercise, lounging, going to the beach, or to a party are not likely suitable for school. Clothing that is torn or frayed, low-cut, too tight, too short, or that reveals the back, chest, stomach or underwear is not appropriate. Sleeveless shirts and dresses may be worn as long as straps are at least two inches wide. Clothing featuring words, terms, graphics or pictures are generally not appropriate, especially when they are offensive to others. Shirts and outerwear that represent a college/university or the school are typically acceptable.

Students should be clean and well-groomed. Hair should be neat and out of the eyes. Hair color that is extreme or a noticeable distraction is not appropriate. Caps, hats, or non-religious head coverings may not be worn inside the buildings. Boys' facial hair should be well-groomed.

- Any clothing, jewelry, or accessory with decorations, patches, lettering, or advertisements that may be considered obscene, offensive or distracting are not to be worn to school. This includes any clothing, jewelry, or accessories having criminal street gang identifiers, accessories that may be used as weapons, and accessories having drug, sex, tobacco, or alcoholic beverage references or designs.
- Form-fitting garments such as spandex, leggings, and yoga pants may only be worn with another layer of clothing which meets the dress code.
- Transparent or see-through material is considered unacceptable. Low-cut blouses, tops, or sweaters with plunging necklines are not allowed.

- The length of an untucked shirt must be no longer than the tip of the longest finger with the student's hand fully extended down the side of the student's leg unless the untucked shirt is worn over spandex, leggings, or yoga pants.
- Shirts/tops must touch the waistband of pants/skirts at all times (i.e. when in movement, when arms are extended or raised, and when in seated position, etc.)
- Sleeveless shirts should have straps of at least 2" over the shoulder.
- The length of shirts/dresses/skorts/shorts must be mid-thigh or longer.
- When measuring skirts, dresses, or skorts that have slits, the length will be determined by measuring from the top of the slit.
- Torn, cut/slashed, or frayed material is considered inappropriate.
- Pajama bottoms or sleepwear are unappropriate.
- Students shall wear their pants and shorts at the waist, without sagging.
- All students must wear shoes at all times. Students participating in physical education class shall wear athletic footwear to participate. House shoes and slippers, including non-skid bottom slippers, are prohibited.
- Hair should be kept neat, clean, and reasonably styled. Boys' hair must not touch the shoulder.
- Proper undergarments should be worn but not visible.
- Facial hair should be neat, clean, closely trimmed and not distracting to the learning environment.
- No piercing other than earlobes.

Travel Attire

Khaki slacks, shorts, or skorts of appropriate style and fit (no tight fitting clothing) with a green polo or a white oxford shirt are required for field trips, certain special events, and for athletic teams traveling to and from sporting events. Plaid skirts, designated as white plaid by Lands' End, are also acceptable travel attire for girls. Fleece jackets with the Broadwater logo from Lands End are suggested outerwear options. Footwear must be sensible, closed-toe, and appropriate for walking. Proper travel attire may be suggested and approved by a field trip sponsor, by the coach of a traveling athletic team, and by the Director of Athletics and may be dependent on the availability of locker rooms at other schools. Broadwater Academy-branded apparel is available for purchase through Lands' End. For the most up-to-date information, please check the broadwater website at broadwateracademy.org.

DRUG AND ALCOHOL POLICY

The use, possession, and/or distribution of drugs or alcohol are illegal and in violation of school rules. A violation while on campus, at a school-related function off-campus, or in the company of a school employee or volunteer while traveling to or from, or participating in, a school-related function is a serious disciplinary infraction punishable by suspension or dismissal. For school purposes, being under the influence of drugs or alcohol is the same as the outright use, possession, or distribution of said substances.

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

The safety of our students is our top priority. A crisis plan that includes procedures for natural disasters, threats, and emergencies is distributed to all faculty and staff at the beginning of each school year. Drills are practiced routinely so that we minimize risks to our students and school.

EXTENDED CARE

Broadwater Academy's Extended Care program is a licensed childcare program offered to students under age 13. 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 STUDIES

Field trips, for all students, are used as an extension of our academics by exposing our 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.

For Upper School students, some courses require mandatory participation in field trips as an integral part of the syllabus. Students are informed of this policy at the beginning of the course. By committing to take the course, the student is also committing to participate in all course-related field trips. This includes personal participation and financial responsibility for the fees associated with the trip. If the student is unable to attend the trip, there is no guarantee of a trip refund, since the student's pro-rata charges may have been used to fund the trip. Students missing trips may suffer academic consequences. Students will be charged for trips for which they enroll but fail to participate.

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 field trip, the field trip is automatically canceled. In the event of an opening delay, it is the responsibility of the teacher or class sponsor to determine if the field trip is canceled.

Listed below are examples of situations in which alternative 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.

School groups may travel in cars as long as specific written parental permission for each student is given and advance approval is given by the Head of School, and only if no school transportation is provided.

GRADING SCALE

Grades 5-12 use the following academic grading scale:

Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
%	97 - 100	93 - 96	90 - 92	87 - 89	83 - 86	80 - 82	77 - 79	73 - 76	70 - 72	67 - 69	63 - 66	60 - 62	59 and below
College Preparatory Courses Quality Points	4.0	4.0	3.7	3.4	3.1	2.8	2.5	2.2	1.9	1.6	1.3	1.0	0
AP & Honors Courses Quality Points	4.6	4.6	4.3	4.0	3.7	3.4	3.1	2.8	2.5	2.2	1.9	1.6	0
Dual Enrollment Quality Points	4.45	4.45	4.15	3.85	3.55	3.25	2.95	2.65	2.35	2.05	1.75	1.45	0

GUIDANCE AND COLLEGE COUNSELING SERVICES

The Director of Guidance and College Counseling 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 student services include information on course selection, college placement, basic career counseling, information on standardized tests, and forms for federal and other college financial aid.

When scheduling students, Broadwater Academy attempts to place students in classes according to individual academic needs. It must be noted that scheduling is limited by the number of Middle and Upper School classes.

HOME ATHLETIC EVENTS

All Broadwater Academy students are encouraged to attend home events in support of 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, students 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. 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. For events held on any outdoor field, students should remain in that area and not roam around campus. Students failing to follow the rules will not be allowed to attend Broadwater events. No Lower School student may stay after school or attend any home event without adult supervision, and all Middle School students must be accompanied by an adult if they stay on campus after school to wait for an athletic event to begin.

HOMEWORK

Homework is an important part of going to school and of the educational process. By doing homework, students figure out how they can make the most of their learning experiences. More specific results of good homework practices include students learning how to:

- read for pleasure
- manage time so that all of work is completed on time
- organize information
- complete long-term projects successfully

Middle School

Homework assignments may be given in the four academic core classes.

- Grades 5 and 6 : Up to 15 minutes per course per night
- Grades 7 and 8: 15 - 20 minutes per course per night

Upper School

Preparation time for individual students depends on the number of courses and the degree of difficulty of courses in which students are enrolled. On average, students may spend 30 minutes per night per course.

HONOR CODE AND 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 the 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 Dean of Students. In the Upper School, when warranted, the Student Council and advisors will function as the Honor Council to investigate, deliberate and recommend appropriate action to the administration. In the Middle and Lower Schools, the Dean of Students will oversee any administrative response. 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.

HONOR ROLL AND HEAD OF SCHOOL'S LIST

Students in Grades 5 – 12 who have accomplished outstanding work are recognized by being listed on the Honor Roll or the Head of School's List. To be listed on the Broadwater Honor Roll, a student must have no grade below a B- in any subject area. A student who has no grade below an A- in any subject earns the distinction of being on the Head of School's List. The Honor Roll and Head of School's List are calculated at the end of each grading period, at semester's end, and at the end of the year.

Calculation of Honor Roll and Head of School's List (Grades 5 – 12):

- Head of School's List – All As
- Honor Roll – All As and Bs
- For a grade to calculate into the semester and/or final Honor Roll/Head of School's List there must be two grades. For example: a student could receive a grade of C in a nine-week marking period that would keep them off the honor roll for that marking period, but not for the semester and/or year.

INCOMPLETE GRADES

Occasionally it is necessary for the teacher to record a grade of incomplete at the end of the marking period. When this is done, the teacher is required to submit the student's grade in accordance with the "make-up" policy; therefore, all incomplete work must be completed by the student within this time period.

INDEPENDENT STUDY COURSES

Students and teachers wishing to schedule an independent study course outside the master schedule or the available school offerings must first have the course approved and scheduled through the Office of Student Services. If the Independent Study is taken off campus, it is the student's responsibility to have a transcript sent to Broadwater Academy from the higher education institution within 30 days of course completion in order for credit to be noted on Broadwater Academy's transcript.

LOST AND FOUND

"Lost and Found" is located at the front desk. "Found" articles should be turned in to the receptionist. "Found" P.E. clothing should be given to one of the P.E. teachers, who will store the items in the gym. Parents are urged to clearly label all clothing, shoes, and possessions with the student's full name in permanent marker.

LUNCH AND SNACK

Students are encouraged to bring a nutritious snack and lunch to school daily. Milk is sold by the school and is available Monday through Friday. Lunch is also available from the Exmore Diner on certain days. Diner lunch cards are available for purchase from the receptionist or directly from the Exmore Diner. The exact amount for cash purchases is requested. Checks made payable to Exmore Diner are also accepted. All orders must be received by 9:15 AM. It is not permissible for parents to order lunch from the Diner and have it delivered to their child.

Middle School

All Middle School students eat lunch in the lunchroom and have snack time in the outside area between the Middle and Upper School halls (the breezeway). Students are expected to clean up all trash at the end of snack and lunch. During lunch and snack, food may not be consumed in the hallways, classrooms, Hall Center, or Fine Arts Center, unless students are under the direct supervision of a teacher.

Upper School

Upper School students may eat lunch and spend snack time in the lunchroom or in the area behind the Fine Arts Center between the Hall Center and the Upper School Building (the quad). Seniors may eat lunch and snack in the Senior Lounge. Students are expected to clean up all trash in these areas at the end of snack and lunch. Failure to do so will result in confining food consumption to the lunchroom. During lunchtime and snack time, food may not be consumed in the hallways, classrooms, Hall Center, or Fine Arts Center unless students are under the direct supervision of a teacher.

MAKE-UP WORK

Parents should make every reasonable effort to see that their children are in school. The parents should notify in advance, or as soon as possible, the Dean of Students concerning any absence not related to illness or emergency. Because these absences are planned, it is the student's obligation to arrange with faculty to make up tests and quizzes and homework as necessary. Students missing more than 10% of instructional time per semester in a course for unrelated school activities may not receive credit for the course. Students with multiple tardies may be subject to disciplinary action.

As a guideline, the school believes a student with an excused absence will likely not complete any homework or assignments while absent and may not be ready to complete certain assignments, tests, and quizzes upon his/her immediate return to school. As an accommodation, any assignments deemed essential by faculty to be completed will be due the Monday following the first weekend after a student returns. Any assessment, other than homework, missed and deemed necessary "make up" will be scheduled for completion during the student's free time beginning the Monday following the student's return to school. Individual faculty members have the prerogative to extend, but not shorten, the period for "make-ups" based on a student's circumstance. If a student is absent for more than three days, parents should call the school so that an individual make-up plan may be prepared.

MEDICATION ADMINISTRATION AND FEVER POLICY

Self-administration of medications will not be allowed except under special circumstances. These circumstances include use of:

- Prescribed inhalers for asthma
- Insulin pumps for diabetics

Written directions for such exceptions must be obtained from a licensed health care provider and submitted to the school nurse along with written permission from the parent. In addition, extra asthma, diabetes, and allergy supplies should be given to the school nurse to have on hand in case of an emergency.

The school nurse or a designee will administer all over-the-counter medications to students at the written request of the parent. If the medication is to be given for more than five consecutive school days, a Medication Consent Form must be completed by a parent/guardian and returned to the school nurse.

The [Medication Consent Form](#) is available on the Broadwater website.

Prescription medication will be administered by the school nurse or designee during school hours provided the following conditions are met:

- The medication is prescribed by a licensed Health Care Provider (HCP) and a written order detailing the name of the drug, dosage, and time to be given is signed by the prescribing physician/dentist and kept on file in the school clinic.
- Parent/guardian provides a signed request that the school comply with the HPC's order and granting permission to contact the HPC if necessary.
- The medication is in its original container and delivered directly to the health office by a responsible adult. If the medication is not properly labeled, it will not be given.
- A maximum of one month's supply of medication, per prescription, will be kept on hand in the health office.
- Discontinued, unused, or out-of-date medication must be picked up by the parent/guardian. If not claimed, the school nurse will destroy the medication.
- The HPC's order and parental permission should be renewed annually. All pertinent records pertaining to the administration of medications shall be kept in the student's health file.
- In the absence of the school nurse, Broadwater's designee may administer the medication.

Fever/Illness

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° F 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.
- A child whose vomiting or diarrhea is caused by illness must remain home until he/she has been vomit- or diarrhea-free for 24 hours

This policy is in place for everyone's benefit. If you have any questions or concerns, please contact the school nurse. Please also consult your child's doctor to obtain a "Return to School" note following a child's illness and absence from school.

Annual Student Health Update Form

An Annual Student Health Update Form must be submitted to the school nurse before your child will be allowed to attend class. This 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. The [Annual Student Health Update Form](#) is available on the Broadwater website.

Immunizations

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

A booster dose of Tdap vaccine is required for all students entering Grade 6.

PROMOTION-RETENTION POLICY

Students in Grades 5 – 12 receiving three or more grades of “D” or one or more grade(s) of “F” in core academic subjects may not meet the standard for promotion to the next grade level. Students in danger of not meeting the criteria for promotion may not be eligible for re-enrollment.

An Academic Review Committee will meet to consider each circumstance of non-promotion individually.

SCHOOL CLOSINGS

Families will be notified by our alert system, social media, and website 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, TYCO alert system is the primary means of notification, followed by the school website and Facebook. Alerts MAY also be posted over local radio and television stations. If school must close earlier than the scheduled time, notification will be made in the same way. 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 is 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 note of explanation from the parent is requested.

SCHOOL DANCES

School dances include the Middle School Winter Semi-Formal, the Upper School Winter Formal, the Junior-Senior Prom, and other dances held at various times during the school year sponsored by school-related organizations. Dances are designed to be socially appropriate for specific grade levels. Middle School dances are designed for students in Grades 6 - 8, and only students in this grade range may attend. Upper School dances are designed for students in Grades 9 - 12. Students may invite one non-Broadwater student guest with the approval of the Dean of Students and head chaperone. All guest requests must be made at least 48 hours prior to the scheduled event. All participants should adhere to the dress code guidelines established for the dance by its sponsor and approved by the Dean of Students.

SPORTSMANSHIP

Broadwater Academy’s athletic program is a significant part of school life. Sports are both educational and fun for our students, families, and friends. In addition to the athletic skills acquired, student athletes learn important life skills like playing fairly, persevering, enjoying victory and accepting defeat. Teaching good sportsmanship is a major focus of Broadwater’s athletic program. At the beginning of each year, the Athletic Director will remind all those associated with Broadwater’s athletic program

of the importance of sportsmanship. Sportsmanship extends to fans as well as athletes. 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 referees, opposing players, coaches, and fans, and Broadwater players, coaches, and fans.

Student athletes and spectators should:

- Cheer for Broadwater and not against anyone. “Booing” or making degrading remarks to anyone (i.e. opposing players, opposing fans, referees) will not be tolerated.
- Avoid anything that may lead to destructiveness or misuse of property, such as beating the sides of the gym or banging the bleachers.
- During basketball games make NO disruptive noises during free throws for either team.
- Remain off the playing floor or field at all times including the time before the contest begins, during halftimes and other breaks in actions, and after the contest is over.
- Pick up and properly dispose of one's own trash.

Abuse of any of these student athlete and spectator guidelines may result in removal from the premises.

STUDENT ACTIVITIES

Broadwater Academy supports and encourages participation in organized student activities. Activities are supervised/sponsored by faculty members and parents who volunteer their time to be involved with the students. There are numerous opportunities in both Middle and Upper Schools for membership in clubs organized each year to accommodate the interests of our students.

STUDENT PARKING

Student and faculty parking lots are provided in front of the Fine Arts Center (FAC) and the Hall Center. The first row in front of all Broadwater buildings is reserved for staff. Except during arrival and dismissal, the parking lot is “off limits” to all students except seniors. There is a designated group of parking spaces for drivers who are members of the senior class. Parking is not allowed in fire lanes or on the grassy areas adjacent to the parking lot in front of or along the fences adjacent to FAC. Use of the student parking lot is a privilege and its use may be revoked at the discretion of the Dean of Students.

TECHNOLOGY AND INTERNET USE

The internet is accessible to students at Broadwater Academy from the library, computer lab, and classrooms. The internet is provided as an educational resource. The purposes and uses for this particular resource are no different from any other type of resource, and as such, the school retains control over the manner in which it is used.

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 office or classroom with permission and with adult supervision.

TESTING

Broadwater Academy administers the PSAT to freshmen, sophomores, and juniors at school during the beginning of October each year. The Director of Guidance recommends that students take the SAT at least three times and the ACT at least one time. Students should see the Director of Guidance and Counseling to develop a testing timetable for the SAT administrations best meeting their individual needs.

In addition, each student is responsible for checking the testing requirements of each college/university to which (s)he will apply, as colleges and universities have different requirements. Registration information for the SAT Reasoning and Subject tests and for the ACT is available from the Director of Guidance and Counseling or from the following websites: www.collegeboard.com and www.act.org. (See Testing Schedule in Appendix)

SPIRIT STORE

Broadwater offers an online spirit store. Please visit the Viking Shop and Apparel link under Campus Life on our website. The site will provide you with the convenience of shopping 24/7 with a variety of styles to choose from. Proceeds will benefit the athletic department. PE uniforms will now be purchased through the online store. A link to the products and appropriate color and design choices can be found on our website. Travel attire for Grades 5-12 can still be purchased through Lands End. The link and school code are listed under the Viking Shop and Apparel link on our website. Boosters will be selling the remaining merchandise from our on campus store at their concession stands.

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VIKING VOLUNTEER PROGRAM

Service to others helps us focus beyond self and develop a lasting sense of joyful responsibility to the world in which we live. Because most Broadwater Academy students will one day be community leaders wherever they live, the Broadwater Academy Viking Volunteer Program seeks to promote commitment and service at an early age by requiring that each student develop and complete meaningful volunteer service projects before graduating from Broadwater Academy. The program involves agencies throughout the Eastern Shore community which have agreed to work with Broadwater Academy students to help them achieve success in serving others.

Specifically, the Broadwater Academy Viking Volunteer Program seeks:

- to provide students with a mode for discovering individual strengths which may not emerge in the classroom, on the playing field, or through pursuit of the arts;
- to encourage personal education experiences which develop responsibility, understanding, sensitivity, and maturity; to strengthen Broadwater Academy's involvement throughout the Eastern Shore community;
- to create an opportunity for first-hand awareness of social issues;

- to foster a lifelong appreciation for the value and practice of community involvement through an early realization that only in giving does one receive the greatest gift.

Requirements:

- A minimum of 15 hours are to be completed each year (May 1 of one year through May 31 of the following year). No credit for any service will be given until the Viking Volunteer Service Hours Documentation Form is returned to the Director of Guidance and Counseling.
- These hours are to be performed in Grades 9, 10, and 11 or during the summers before these grades.
- Service should be varied from year to year. This exposure to significant projects, varied annually, is an essential ingredient of the program. No more than 12 cumulative hours with any one agency/organization can be counted toward the total number of required hours.
- Three of the 15 hours are to be completed as service to Broadwater Academy (not during school hours).
- Hours of service performed for a school club/organization requirement such as Open House babysitting sponsored by Student Council, March of Dimes Walk-a-thon sponsored by Senior Beta, or Seafood Festival organized by the Athletic Department cannot be counted toward these hours as they are part of club/organization obligations.

Responsibilities of the Student

- Review the approved list of community service agencies and decide upon agencies where service provided can complement your strengths and interests. Discuss your choices with your parents. If agency/organization is not on the approved list, obtain approval from Director of Guidance and Counseling prior to performing any volunteer services.
- Contact the agency supervisor to inquire about performing volunteer services and schedule a time to perform your volunteer service.
- Have the agency supervisor complete the Viking Volunteer Service Hours Documentation/Evaluation Form.
- Submit the completed Viking Volunteer Service Hours Documentation/Evaluation Form to the Director of Guidance and Counseling.

Consequences for Noncompliance

Failure to meet the May 31st deadline will subject the student to, at minimum, the following penalties:

- being denied any privileges held by the class that the student will enter the school year following the deadline,
- not being able to participate in any sport or extracurricular activity in the school year following the deadline until the required 15 hours are completed and properly recorded.

VISITORS

All visitors must report to the receptionist in the main lobby of the school. A student who is acting as an admissions candidate host/hostess should introduce the visitor to each classroom teacher. Visits arranged solely for social purposes are not permitted, except by direct permission of the Dean of Students.

