



# BROADWATER ACADEMY

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## Lower School Student/Family Handbook

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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.

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## ARRIVALS AND DEPARTURES

All Lower School students should be in their classrooms and ready to begin their school day by 8:20 AM 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 8:00 AM should make arrangements with the librarian for early morning care which begins at 7:30 AM.

Lower School dismissal and the car rider line begin at 3:20 PM. At 3:20 PM, 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.)

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## ATTENDANCE AND PUNCTUALITY

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.

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## **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.

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## **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.

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## **CAR LINE**

The car line forms in front of the Main Building and extends toward the center driveway. Students are to be picked up between 3:20 and 3:40 PM. Once students have been picked up the car will exit through the driveway closest to the playground. Students with siblings in the Middle and Upper Schools may have their siblings join them at the Lower School car line pick up area under the main entrance awning.

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## **CELL PHONES and ELECTRONIC COMMUNICATIONS**

Students may bring cell phones to school. Cell phone use and the use of other electronic communication devices are at the discretion of the teacher during the school day. Class time may not be spent calling and/or texting others. 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.

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## **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, 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.

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.

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## 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.

### **Suggested Dress for School Events (Before and After School)**

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.

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## **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.

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## **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.

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## **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.

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## **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.

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## **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.

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## **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.

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## **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.

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## **HOMWORK**

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
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## **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.

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## **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.

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## **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.

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## **LUNCH AND SNACK**

A morning break is scheduled each day for students. 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.

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## 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. 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 Academic Affairs 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. Students with multiple tardies may be subject to disciplinary action.

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## MEDICATION 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.

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## **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.

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## **GRADING REPORTS**

With the exception of Pre-K, Broadwater operates on four 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 four 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.

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## **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.

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## **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.

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## **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. A link to the product can also be found on our website. Lower School teachers will address travel attire with their students' parents. Boosters will be selling the remaining merchandise from our on campus store at their concession stands.

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## **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.

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## 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.

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## 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.

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## 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](http://www.netsmartz.org) or [www.cybercrime.gov](http://www.cybercrime.gov).

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## TELEPHONES

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

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## **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 Academic Affairs.