

BROADWATER ACADEMY

MISSION STATEMENT

Broadwater Academy is an independent college preparatory school serving grades pre- kindergarten through 12. Through a rigorous program of academics, arts, and athletics, Broadwater Academy develops the next generation of respectful, civic-minded leaders and productive citizens. Broadwater Academy graduates demonstrate a sense of excellence, honor, responsibility, and a lifelong love of learning.

CALENDAR

School Year 2011-2012

August 22-26	Teacher Prep Week
September 6	School Opening
October 10	School Closed (Columbus Day)
November 11	School Closed (Veterans Day)
November 23 – 25	School Closed (Thanksgiving)
November 28	School Resumes
Dec. 21 – Jan. 4, 2012	Christmas/Winter Break
January 3	School Closed (Employee Professional Development)
January 4	School Resumes for Students
January 16	School Closed MLK/Unity Day
January 25	School Closed (Faculty work day)
February 17	School Closed (Employee Professional Development)
February 20	School Closed (President's Day)
March 19 – 23	School Closed (Spring Break)
April 6	School Closed (Easter – Good Friday)
May 28	School Closed (Memorial Day)
June 7	LS Closing – Morning MS Closing – Afternoon
June 8	US Graduation – Evening

ASSISTANCE DIRECTORY

Contact Information

School Phone 757-442-9041

School Fax 757-442-9615

www.broadwateracademy.org

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Exmore, VA, 23350-0546

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FACTS, payments, building and grounds, busing and transportation

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Re-enrollment, new enrollment, financial aid, School Fire Marshall, school alerts

Caroline Bott, Director of Development (x125) (cbott@broadwateracademy.org)
Annual fund, fundraising, alumni coordination, Parents Council

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Counseling, college planning, scheduling, scholarship and awards, Viking Volunteer Program

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Student related issues such as parent conferences, extended absences, discipline

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STUDENT/FAMILY HANDBOOK 2011-2012

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, foreign languages, and technology.

ARRIVALS AND DEPARTURES

All Lower School students should be in their classrooms and ready to begin their school day by 8:20 a.m. or they will be considered tardy. Students should arrive at school no earlier than 8:00 a.m. Lower School students should report to their homerooms upon arrival. Students who must arrive prior to 8:00 a.m. should make arrangements with the Librarian for early morning care which begins at 7:40 a.m.

Lower School student dismissal is at 3:20 p.m. and car line pick-up will begin at 3:20 p.m. At 3:10 p.m., 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 cones. Parents should display a sign in the front window with the child's first and last name printed BOLDLY on it. As parents pull forward, your child's name will be called and a teacher will escort your child to the car. Car riders will be called four at a time and will be loaded into cars by a teacher. All car riders should be picked up in the car line by 3:35 p.m. Students not picked up by 3:35 p.m. will be placed in Extended Care. Because instruction continues until 3:20 p.m., parents should use the car line for pick-up. 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 8:20 a.m. 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 8:20 a.m. 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 prior to 9:00 a.m. Attendance is critical to student success. **In order to receive credit for a full day of attendance, students must attend at least 50% of the day. Students missing more than 15% 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, 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 (not pro-rated), and on a first-come, first-served basis. Occasional bus riders should contact the Business Office with any bus-related questions. Bus handbooks are issued to all registered bus riders. Parents and students should be familiar with the conduct rules as presented in the bus handbook. All questions regarding bus issues are to be directed to the Business Office.

CELL PHONES

Lower School students are not permitted to have cell phones in school or on the school bus. Emergency messages will gladly be delivered by the receptionist.

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, either written or spoken
- Teasing, humiliating, name-calling, and bullying – either in person or electronically
- Failure to adhere to the school dress code
- Failure to follow school or 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/s. Should any issue become repetitive or extend beyond what is deemed minor, the problem will be communicated to the Dean of Students. Parents will be informed of repetitive problems and of issues which are reviewed by the Dean of Students.

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, Headmaster.

The school is interested in having parents involved in the day to day school life of their children and, therefore, try 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 Viking e-News is sent each week and contains important information and news from the current week, a calendar of upcoming events, and lunch menus. 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 and 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 of a collared shirt.
- Visible body piercings are not acceptable except earrings worn by girls.
- 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 Academy 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, mp3 players, electronic games, or any other electronic device, excluding calculators, are not to be in use at any time during the regular school day without teacher permission. 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 fire drills are conducted in order to ensure prompt, confirmed emergency evacuation of all buildings and a "head count" is taken of all students by personnel. The fire drill signal is a prolonged sounding of the distinctive "buzzer" with flashing strobe lights. The "all clear" is signaled by a long, steady sound of the class change bell. 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 (FAC), Hanes Building, the Hall Center or outside, on the playground or athletic fields, 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.

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 3:25-6:00 pm. 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 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.

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 when 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 Headmaster, assuming no school transportation is provided.

GRADING SCALE

Pre-K uses a checklist with the following as indicators:

+ = Excellent	S = Satisfactory
√ = Satisfactory	N = Needs Improvement
- = Unsatisfactory	U = Unsatisfactory

Kindergarten and Grade 1 both use the following indicators:

+ =	Excels Consistently
√+ =	Very Good/Progressing Well
√ =	Developing Satisfactorily
√- =	Needs Practice and Reinforcement
— =	Improvement Needed

Grades 2-4 use the following indicators for social and emotional growth as well as the following academic grading scale:

+ =	Excels Consistently	S = Satisfactory	90-100	A
— =	Improvement Needed	N = Needs Improvement	80-89	B
		U = Unsatisfactory	70-79	C
			60-69	D
			59 & below	F

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, 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 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 insure 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 few reasonable 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 is an important part of going to school and 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 work is completed on time
- organize information
- complete long-term projects successfully

The following is a suggested homework guideline per grade level:

- Pre-Kindergarten & Kindergarten should allow 15 minutes.
- Grade 1 should allow 30 minutes.
- Grade 2 should allow 30-40 minutes.
- Grade 3 should allow 30-45 minutes.
- Grade 4 should allow 45-60 minutes.

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. 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. As students get older and more responsible, teachers may send students to return and check out books in the morning, at snack or during recess. Students may not go to the library without the teacher or the teacher's permission.

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 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 Monday through Friday. Lunch is available from the Exmore Diner Monday through Thursday. Diner lunch cards are available for purchase

from the receptionist or directly from the Exmore Diner. Exact amount for cash purchases is requested. Checks made payable to Exmore Diner are also acceptable. All orders must be received by 9:15 a.m. 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 schools 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 Dean of Students 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 15% of instructional time due to unrelated school activities put their academic success in jeopardy. Students with multiple tardies may be subject to disciplinary action.

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 the licensed health care provider and submitted to the school nurse along with written permission from the parent. In addition, extra inhalers and diabetic 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 form will be sent home, to be completed by a parent/guardian, and returned to the school nurse.

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

- The medication is prescribed by a physician/dentist 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.
- A signature of the parent/guardian requesting that the school comply with the physician/dentist's order and granting permission to contact the physician/dentist if necessary.
- The medication must be 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.
- Only a maximum of one month's supply of medication will be kept on hand in the health office, per prescription.
- Discontinued, unused, or out-of-date medication must be picked up by the parent/guardian. If not claimed, the school nurse shall destroy the medication.
- The physician'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 receptionist may administer the 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° 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. 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.

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. Grades 1 and 2 play together and Grades 3 and 4 play together. 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 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 pose 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.

PROGRESS REPORTS

Broadwater operates on four grading periods. Broadwater issues interim reports at the mid-point of each grading period. At the end of each of the four grading periods, each student receives a report card. Parents are encouraged to discuss their child's progress with the appropriate advisor and/or teacher and the Director of Guidance whenever they have concerns.

PROMOTION-RETENTION POLICY

An Academic Review Committee will meet to determine the retention of students in Pre-Kindergarten through Grade Four 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

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 is 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.

TECHNOLOGY AND INTERNET USE

Students in Grades K – 4 attend the computer lab weekly to work on programs and projects. The Internet is accessible to students at Broadwater Academy from the Library, Computer Labs, 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.

TELEPHONES

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

VIKING SHOP

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

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 Dean of Students.