

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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STUDENT/FAMILY HANDBOOK 2011 – 2012

ACADEMICS

At Broadwater, the Middle School Academy (Grades 5 - 8), is viewed as a foundation to provide its students with the skills necessary to succeed in a demanding college preparatory program. This middle grade period is a particularly critical phase of personal and intellectual development and requires a program that helps students participate actively and responsibly in a changing and increasingly interrelated world. Learning how to learn and how to evaluate information critically is as important as learning facts. While emphasizing developmental needs, our curriculum includes the five major academic areas (mathematics, language arts, reading, science, and social studies) as well as foreign language, fine arts, computer and health and physical education. Advisors, teachers, and administrators communicate regularly with parents. An intramural and interscholastic athletic program provides opportunities for students to acquire skills and to experience team play. Organizations, including academic and service clubs, student publications, musical and theatrical groups, and student government, provide additional opportunities for student involvement.

The Upper School program provides opportunities for students to acquire the knowledge and the skills necessary for success in higher education. Students are encouraged to take full advantage of the educational opportunities afforded by a broad liberal arts offering and a capable faculty dedicated to helping students achieve their potential. Each student has a faculty advisor who follows the student's academic progress, guiding the student in establishing and achieving appropriate goals. Faculty advisors, classroom teachers, and the administration of the Upper School continuously work to enhance communication with parents. Organizations, including academic and service clubs, student publications, music and theatrical groups, and school government, provide additional opportunities for student involvement. Interscholastic athletic and club sports programs provide opportunities for students to acquire skills and to experience team play. Broadwater Upper School students are required to participate in supervised service activities that make significant contributions to the Eastern Shore community (see Viking Volunteer Program). The Student Council (SC) participates in the formulation of procedures and regulations followed in the Upper School. This group also serves as the Honor Council, with the responsibility of educating students on matters pertaining to the operation of the Honor System.

ARRIVALS AND DEPARTURES

All Middle and Upper School students are welcome on campus after 8:00 a.m. on a regular school day. An Upper School student arriving prior to 8:20 a.m. may go the lunchroom where CNN News may be viewed. When the school experiences a delayed opening, all students are welcome to arrive 30 minutes prior to the beginning of first period. All students are expected to depart from campus by 3:45 p.m. each school day. Exceptions are students involved with school-sponsored co-curricular activities, or students under the direct care of a parent or teacher. The car line for middle and upper school students who are being picked up between 3:20 and 3:45 p.m. forms in front of the Fine Arts Center and extends toward the driveway closest to the football field. 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.

In order to make a change in afternoon transportation, parents should call the school receptionist at 442-9041 before 2:30 p.m. or send a note to the child's teacher in the morning. This note should contain the name of child, date, parent contact information and the transportation change. Parents who cannot give early notice and are picking up students who normally ride a bus should not go to the bus loading area; rather, they should report to the receptionist who will notify the bus driver to send the student to the main lobby. For early departures from school, parents should send a note to their child's teacher stating the time of departure. If the early departure is not scheduled in advance, parents should park in front of the main school entrance and notify the school receptionist. Parents will be asked to complete the sign-out form and the receptionist will get the student from class.

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. Attendance is critical to student success. Attendance is taken during homeroom or morning assembly and at the beginning of each class period. In order to leave early, all students must bring written permission from a parent to the receptionist by 8:20 a.m. As a courtesy, students should inform teachers of their planned absence. Students arriving late to school are responsible for finding out all morning

announcements. **If a student is ill, will not be attending school, or will arrive late for any reason, parents should call the school before 8:20 a.m. to report the student's absence or late arrival.** All students arriving late or leaving early must sign in or out at the receptionist's window. Failure to do so is a Disciplinary Policy violation. **In order to receive credit for a full day of attendance, students must attend at least four class periods. Students missing more than 15% of instructional time in a course for unrelated school activities may not receive credit for the course.** Exceptions must be approved by the administration.

CO-CURRICULAR ELIGIBILITY

To be eligible to participate in a co-curricular activity (athletics, clubs, organizations, etc.) a student must:

- have current certificate of health and physical form on file for athletic team participation
- have a 1.9 GPA on a 4.0 scale (or its equivalent) in core subjects* and not be failing any course for the most recent grading period. (For Fall sports, this is the previous final grade until the first interim period.)
- be currently enrolled full-time
- be enrolled in at least five academic courses

**Core subjects for Middle School: Language Arts, Literature, Math, Science, Social Studies. Core subjects for Upper School: English, Math, Science, Foreign Language, Social Studies*

The coaching staff and administration reserve the right to suspend temporarily or dismiss a student from any athletic team for academic or disciplinary reasons.

In order to play or practice, student athletes must arrive at school on time unless excused by the administration. (See Athletic Handbook for further information regarding athletic guidelines.)

BROADWATER SCHOLARS

Students with a cumulative GPA of 3.5 or higher *and* who have taken five or more courses at or above the Honors level are recognized at graduation.

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. All questions regarding bus issues are to be directed to the Business Office.

CELL PHONES

Cell phones for Middle and Upper School students must be in the off mode during the school day, 8:20 a.m. – 3:20 p.m. Parents are asked to refrain from calling or texting their child(ren) during the school day. Emergency messages will gladly be delivered by the receptionist.

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, 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 and policies
- Inflicting deliberate physical harm
- Failure to follow transportation rules and regulations
- Talking or acting in a loud, boisterous manner

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

DISCIPLINE

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 list of specific 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, lunch detention, and parental warning, loss of privileges, discipline detention and in-school suspension. Repetitive or habitual offences will result in higher level consequences.

Minor Infractions

- Minor, “fixable” dress code (e.g., shirt tail) violations
- Chewing gum
- Use of iPods, mp3 players, activated cell phones, or other electronic devices without teacher permission
- Food or drink (other than water) in middle and upper school classrooms unless provided by the teacher
- Papers not turned in with signature of parent(s)
- Excessive talking in classroom
- Inappropriate attire or grooming
- Inadvertent/improper sign in/out
- School parking violation
- Chronic failure to complete homework
- Willful disruption of class
- 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, discipline detention, in-school suspension, work detail, out-of-school suspension, conditional contract, expulsion.

- Possession of weapons or firearms
- Habitual lateness to school
- Use or possession of controlled substances
- Vandalism
- Rudeness to or defiance of faculty, staff, or administration
- Sexual harassment
- Pranks of destructive nature or intent
- Insubordination
- Inappropriate use of internet, email, or text messaging
- Fighting
- 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

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.

Lunch Detention – Students must report to the Detention Classroom within three minutes of the end of the previous class period. Students must commission a fellow student to purchase and deliver their food to the Detention Room if they intended to purchase lunch items that day. If students cannot find a fellow student to bring their lunch to them, they should inform the teacher of the class immediately preceding lunch who will assign a student to do so. Students are to remain silent and seated throughout the detention period. They may eat lunch; no other activity is allowed.

Parental Contact - In most cases, first contact should 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, this may also be addressed in class by the classroom teacher. 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 penalty.

Discipline Detention - Students report to a supervised classroom for one hour after school. Failure to report for DD 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, not as a convenience. 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 time 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.

Work Detail – Students who have accumulated three In-School Suspensions may be assigned work detail after school or on a weekend for subsequent violations.

Out-of-School Suspension- A student may be suspended from school for non-compliance with any school policy for excessive detentions, work details, and other disciplinary actions. 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 Headmaster 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 or 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. In general, the beginning of the school year has all students starting 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.

Disciplinary Review Committee

The Disciplinary Review Committee, composed of three faculty members, the Headmaster, and the Dean of Students may meet periodically during the school year to review and discuss disciplinary issues that may have arisen and to adjust the Discipline Policy document as appropriate. In addition, the Headmaster or Dean of Students may call on the Committee on other occasions for counsel and advice on specific disciplinary issues.

Broadwater Academy also reserves the right to discipline students for acts committed while they are not directly under the school's jurisdiction if, in the view of the administration, such acts implicate or discredit the school or indicate the student may be a detrimental influence to the student body. In addition, sponsors and coaches may issue additional disciplinary measures (with prior approval from the Dean of Students) to team and club members who have violated school rules. It has long been accepted at Broadwater that the behavior of the individual either complements or detracts from the reputation of the group and its leadership. Therefore, a student's actions credit or discredit the whole group. It follows that members of the group are held accountable to their coach, sponsor, and fellow members beyond those sanctions imposed as a part of the student body.

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.

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.

See the following table for detailed specifications.

MIDDLE AND UPPER SCHOOL DRESS CODE	BOYS	GIRLS
Shirts/Tops	Boys will wear collared shirts or turtlenecks with shirttails tucked in at all times. Shirts with printed language, digits, or inappropriate designs on them are not permitted. Company logos must be no larger than 2"X2".	Shirts and blouses with collars are suggested tops for girls. However, they may wear collarless shirts which are not "Boys" style t-shirts, halter tops, and spaghetti-strapped or thin-strapped tops. Straps should be at least two inches in width. Shirts will be buttoned above the chest and no cleavage will be shown. Undergarments and the midriff should be covered at all times and at any posture. Shirts with printed language, digits, or inappropriate designs on them are not permitted. Company logos must be no larger than 2"X2".
Jackets, Sweatshirts, and Sweaters	College or Broadwater sweatshirts and sweaters may be worn over collared shirts and turtlenecks. Coats are not to be worn in classrooms.	College or Broadwater sweatshirts may be worn. Coats are not to be worn in classrooms.
Pants and Shorts (Boys) Dresses, Skirts, Shorts, and Pants (Girls)	Pants with belt loops must be accompanied by a belt. Athletic or leisure wear is not permitted. Boys' shorts will be of appropriate length and may not be frayed.	Pants with belt loops must be accompanied by a belt. Athletic or leisure wear is not permitted. Dresses, skirts, and shorts will fall close to the knee or below. Frayed clothing may not be worn. (The tops of dresses must fall within the guidelines for shirts and tops.)
Shoes	Clean, well-kept shoes will be worn each day. Flip flops may not be plastic or rubber. Shoes should not be excessively noisy or impede safe and efficient movement.	Clean, well-kept shoes will be worn each day. Flip flops may not be plastic or rubber. Shoes should not be excessively noisy or impede safe and efficient movement.
Appearance	Students are to be clean and well-groomed. Hair will be kept neat, out of the eyes, and above the shirt collar. Hair color that is extreme or a noticeable distraction is considered inappropriate. Students may not have visible tattoos as well as body or facial piercing. The wearing of caps, hats, or non-religious head coverings is not permitted inside the buildings. Boys are to be clean-shaven at all times. Facial hair is not permitted.	Students are to be clean and well-groomed. Hair will be kept neat and out of eyes. Hair color that is extreme or a noticeable distraction is considered inappropriate. Students may not have visible tattoos as well as body or facial piercing with the exception of pierced ears. The wearing of caps, hats, or non-religious head coverings is not permitted inside the buildings.
Spirit Day	Students may wear Broadwater attire, including t-shirts, on designated spirit days. Sweatpants and gym shorts are not appropriate.	Students may wear Broadwater attire, including t-shirts, on designated spirit days. Sweatpants and gym shorts are not appropriate.
Travel Attire	Khaki pants* or shorts* with a green polo* or a white oxford shirt* and when needed, a Broadwater jacket* are required for field trips, certain special events, and for athletic teams traveling to and from sporting events. Footwear must be sensible, closed toed, and appropriate for walking. *As specified at www.landsend.com for Broadwater Academy.	Khaki pants*, shorts*, or skorts* with a green polo* or a white oxford shirt* and when needed, a Broadwater jacket* are required for field trips, certain special events, and for athletic teams traveling to and from sporting events. Footwear must be sensible, closed toed, and appropriate for walking. *As specified at www.landsend.com for Broadwater Academy.

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.

DROP/ADD POLICY

Students have ten school days from the first day of class in which to drop or add an elective course without it affecting their permanent record. A student requesting to drop or add a course must submit a completed drop/add form to the Director of Guidance within ten days from the first day of class. Students enrolled in Advanced Placement courses have until the issue of the first progress report to convert from the Advanced Placement level to the regular level of a course but may not transfer after this period. If the student or teacher determines during this period the material is too difficult or if the course requirements are not being met by the student, then the student will be placed in the regular section of the course. All grades earned to this point will transfer to the regular course. Students may not enroll in an Advanced Placement course after the ten day period.

DRUG AND ALCOHOL POLICY

The use, possession, and/or distribution of drugs or alcohol are illegal and violations of school rules. A violation while on campus or 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, 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.

ENROLLMENT GUIDELINES FOR HONORS, ADVANCED PLACEMENT, AND DUAL ENROLLMENT COURSES

(See Appendix I for additional information and prerequisites)

Broadwater Academy is committed to excellence in the education of its students. Its college preparatory program has successfully launched graduates into some of the finest colleges and universities in the nation. Nevertheless, it continually seeks avenues to broaden the educational exposure of its students and better meet their needs.

Honors, Dual Enrollment, and Advanced Placement courses are offered to students who meet prerequisite criteria. Partnering with the Eastern Shore Community College, Broadwater Academy is able to offer interested and qualified students greater curricular options in addition to our honors and advanced placement courses.

These courses are demanding in content and pace, thus requiring greater maturity and cognitive skills. All students enrolled in Advanced Placement courses must take the College Board Advanced Placement exam for each appropriate course. Advanced Placement exams are administered according to a national testing schedule at school (usually in the beginning to middle of May). Interested students should speak to the appropriate Honors/Dual Enrollment/Advanced Placement course instructor to learn more about the course curriculum and expectations. The courses outlined below are designated as honors, advanced placement, and dual enrollment courses. Please note that in addition to prerequisite grade requirements, other criteria are also considered for placement in these courses as outlined in Appendix I.

Broadwater has an academic review committee comprised of the chairs from the math, English, science, and social studies departments, Director of Guidance, Dean of Students, Dean of Faculty, and the Headmaster. One purpose of this committee is to review course selections for students and make recommendations for appropriate placement. Class placement is based on individual academic needs and depends upon a variety of factors.

In order to qualify for an **Honors, Dual Enrollment, or Advanced Placement** course, the following criteria are considered:

- 1) Final grades in previous courses in the specific content area
 - B+ or higher in prerequisite courses to enroll in Dual Enrollment and/or Advanced Placement courses
 - B or higher in prerequisite courses to enroll in Honors courses
- 2) Previous school attendance records
- 3) PSAT Scores
 - A combined minimum score of 100 on the Critical Reading and Writing PSAT for College Creative Writing I, College Composition I & II/AP English Language, College World Literature I & II/AP English Literature, College U.S. History/AP U.S. History, College U.S. Government/AP U.S. Government, College World Religions I & II, College Philosophy I & II, and College Oceanography I & II.
 - A score of 50 or higher on the math portion of the PSAT for College Pre-Calculus I & II, College Calculus I & II/AP Calculus AB and AP Calculus BC.
- 4) Teacher Recommendations:
 - Each student must have the prerequisite teacher's or the previous subject area teacher's and the subject department chair's supportive recommendation to enroll in the AP level class. This recommendation is based on the student's past performance as well as the student's innate ability, intellectual maturity, and academic maturity.
- 5) Essays/Writing Samples/Student Works of Art (for courses outlined below):
 - Eligible students who wish to be considered for AP United States History and AP Government classes must submit to the department chair a 300-word subject-based essay with appropriate documentation.
 - Each spring, 9th, 10th, and 11th grade students will provide a diagnostic writing sample, which will be used, in conjunction with other criteria, to determine whether students will be offered placement in college prep, dual-enrollment, or Advanced Placement English courses for the following academic year. The writing sample will be in response to a writing prompt taken from a former SAT test or AP English exam. All students must complete the writing sample in class and in their own handwriting.
 - Eligible students who wish to be considered for AP Studio Art must meet with the Studio Art instructor to obtain additional information regarding submission of an essay and student works of art.
- 6) Class Size
- 7) Eastern Shore Community College placement test scores for dual enrollment courses

Appeal Process for Honors, Dual Enrollment, and Advanced Placement Courses:

Eligible students who did not receive a recommendation, or who believe there are extenuating circumstances that have not been considered may appeal this decision. The appeal must be typed and submitted to the Guidance Office within two weeks of the notification of the schedule. The Guidance Office will forward all appeals to the Academic Review Committee for a final decision.

EXAMS

In keeping with the nature of the college preparatory academic program, the course value of examinations is given below. (See *Exams table in Appendix*)

FIELD TRIPS

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 in which they enroll but fail to participate, just as if they had attended the trip.

Coaches and field trip sponsors should cooperate to encourage students to be able to attend both school day trips and after school practices and contests. 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

Grades 5-12 use the following academic grading scale:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 & below

GRADUATION REQUIREMENTS

It is the responsibility of each student to know and understand the minimum requirements for graduation and to keep them in mind when planning his or her schedule. In order to graduate from Broadwater Academy, each student must earn 22 credits in the Upper School. A credit is earned by successfully completing a full year course, and ½ credit is earned by successfully completing a semester course which begins and ends during one semester. The following is an outline of Broadwater graduation requirements to be completed in the Upper School:

English	4 credits	Taken each Upper School year
Mathematics	3 credits	Taken each Upper School year and must include Algebra I, Algebra II and Geometry
Science	3 credits	Must include Biology and Chemistry
Foreign Language	3 credits	Sequentially taken in either French or Spanish
History	3 credits	Must include Ancient and Medieval History, U.S. History and U.S. Government
Health and P.E.	1 credit	
Senior Independent Thesis	1 credit	Completed in the Senior year only
Electives	<u>4 credits</u>	
TOTAL	22 credits	

A minimum of five academic courses must be taken each semester. Students who plan to apply to the more competitive colleges and universities are advised to take the most demanding courses and to earn as many credits as they can. At the same time a high level of performance and participation in co-curricular activities should be maintained.

Computer Applications proficiency must be demonstrated by either taking the course previously (Class of 2013 and 2014) or (for classes of 2015 and beyond) by successful completion of Grade 8 computer course requirement.

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.

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, adding even more challenge to the process of scheduling.

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, 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.

HOMWORK

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 of 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.
- Grade 5 should allow 60 minutes.
- Grades 6 – 12 – homework is at the individual teacher’s discretion

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 (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 HEADMASTER’S LIST

Students in Grades 5 – 12 who have accomplished outstanding work are recognized by being listed on the Honor Roll or the Headmaster’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 Headmaster’s List. The Honor Roll and Headmaster’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 Headmaster’s List (Grades 5 – 12):

- Headmaster’s List – All A’s
- Honor Roll – All A’s and B’s
- For a grade to calculate into the semester and/or final Honor Roll/Headmaster’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 Guidance Office. Only after approval will a student's schedule change. It is the student's responsibility to have a transcript sent to Broadwater Academy from the higher education institution for credit to be noted on Broadwater Academy's transcript, within 30 days of course completion.

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.

Middle and Upper School students may use the library at their convenience. Internet databases are available for research. Books are circulated for a two-week period and may be renewed. Damaged or lost books are the responsibility of the person who checked them out. The full price of replacement plus \$1.00 processing fee will be charged for lost materials. Copies may be made of any printed material at twenty cents per copy. Copies back and front are thirty cents per page.

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. "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. 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 also available from the Exmore Diner on days listed below in appropriate school levels. 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.

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 is **not** allowed to be consumed in the hallways, classrooms, Hall Center, or Fine Arts Center unless students are under the direct supervision of a teacher. Students may order lunch from the Exmore Diner on Monday and Wednesday. Slices of pizza may be purchased in the lunchroom on Friday.

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, known as 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 lunch time and snack time food is not allowed to be consumed in the hallways, classrooms, Hall Center, or Fine Arts Center unless students are under the direct supervision of a teacher. Students may order lunch from the Exmore Diner on Monday and Wednesday. Slices of pizza may be purchased in the lunchroom on Friday.

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. The absence of a student is a detriment not only to the student who was absent, but also to all others in the class. The student will neither benefit from direct instruction nor contribute to the class discussion of the material.

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. 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 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.

As a guideline, the school feels a student absent due to sickness is probably too ill to complete any homework or assignments due on his/her return to school while absent. As an accommodation, any assignments deemed necessary 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 to be "made up" will be scheduled for completion in the Focus Periods 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 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.

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

Students in Grades 5 – 12 receiving three or more grades of "D" or one or more grade(s) of "F" in core academic subjects do 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 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 WVES FM 99.3, WAVY TV NORFOLK CHANNEL 10 and TV CHANNEL 16, Salisbury. 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.

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 guest with the approval of the Dean of Students and head chaperone. All guest requests must be made at least 24 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, perseverance, how to enjoy victory and accept 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 the fans as well as the 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 and opposing players, coaches, and fans, as well as Broadwater coaches, players, and fans.

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.

Girls' Athletic Teams	cheerleading, basketball, volleyball, softball, golf, cross country, track
Boys' Athletic Teams	football, basketball, baseball, golf, cross country, track
Middle School Clubs and Activities	Pep Club, Math Counts, Chimers, Junior Beta Club*, Student Council Association, Science Bowl, Crew, Equine Club, Fellowship of Christian Athletes, Library Club, Rising Stars
Upper School Clubs and Activities	Hi-Y, Chorale, Student Council Association, Senior Beta Club*, Broadwater Players, Berserker, Verbatim, Iron Vikings, Crew, Envirothon, Blue Crab Bowl, Equine Club, Gray Matter Club, Fellowship of Christian Athletes, Vox, Battle of the Brains, Red Cross Club, Chess Club, Recycling Club, Varsity Voices

*BETA Club - To qualify for membership in Junior or Senior Beta Club students must achieve the following:

Junior Beta Qualifying GPA's (Reading, Language Arts, Math, Science, Social Studies):

- Grade 7 - GPA of 3.75 or Higher from Grade 6
- Grade 8 - GPA of 3.5 or Higher from Grades 6 and 7

Senior Beta Qualifying GPA's (English, Math, Foreign Language, Social Studies, and Science):

- Grade 9 - GPA of 3.75 or Higher from Grade 8
- Grade 10 - GPA of 3.75 or Higher (Cumulative Upper School GPA)
- Grade 11 - GPA of 3.5 or Higher (Cumulative Upper School GPA)
- Grade 12 - GPA of 3.5 or Higher (Cumulative Upper School GPA)

National BETA Club Standards of achievement, character, and service are also considered as part of membership qualifications. Further information is available from the Director of Guidance, Dean of Students, and club sponsors.

STUDENT PARKING

A student parking lot is provided in front of the Fine Arts Center (FAC) and the Hall Center. Except during arrival and dismissal, the parking lot is "off limits" to all students except seniors. Parking spaces directly in front of the Hall Center are reserved for faculty; therefore, no student parking is allowed. 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 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.

TESTING

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

In addition, each student is responsible for checking the 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 or from the following websites: *www.collegeboard.com* and *www.act.org*. (See Testing Schedule in Appendix)

VIKING SHOP

School supplies may be purchased in the Viking Shop, located in the Library. The Viking Shop will be open before classes begin Monday through Friday during the school year plus other times as posted in the Library.

VIKING VOLUNTEER PROGRAM

Service to others assists someone else at the same time that it 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:

- Effective with the graduating Class of 2014, a minimum of 15 hours are to be completed each year (May 1 of one year though 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.
- 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 can be counted toward the total number of required hours with any one agency/organization.
- 3 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 SCA, 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.

Acceptable Hours of Service to BA	Not Acceptable Hours of Service to BA
Campus Clean-Ups	SCA Babysitting for Open House
Admissions Representatives for Open House	March of Dimes Walk-a-Thon for Senior Beta
Concession Stand Volunteers	Seafood Festival Volunteer work organized by Athletic Department
Athletic Gate Duty	
Library Volunteer	

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 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.

Consequences for Noncompliance

Failure to meet the May 31st deadline will subject the student to, but not be limited to, the following penalties:

- her or his report card may be held,
- 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. Social visits with students are not permitted, except by direct permission of the Dean of Students.

APPENDIX I

2011-2012 HONORS, DUAL ENROLLMENT & AP COURSE OFFERINGS

HONORS COURSE TITLE	AP COURSE TITLE	DUAL ENROLLMENT COURSE TITLE	TEACHER	GRADE LEVEL(S)	ESCC COURSE EQUIVALENT/ COLLEGE CREDIT HOURS	PREREQUISITE COURSE(S)*
Honors English 10	Not offered as an AP course	No Dual Enrollment Course Equivalent	Mrs. Eno	10	Not Applicable	English 9 with B or higher
Honors Chemistry I	Not offered as an AP course	No Dual Enrollment Course Equivalent	Mrs. Price	11	Not Applicable	Simultaneous enrollment in College Pre-Calculus I & II
Honors Biology 12	Not offered as an AP course	No Dual Enrollment Course Equivalent	Mrs. Milburn	12	Not Applicable	Biology & Chemistry with B or higher
Not Applicable	Not offered as an AP course	College Pre-Calculus I & II	Mrs. Wood-Blake	11-12	MTH 163, PRECALCULUS I (3 cr.) MTH 164, PRECALCULUS II (3 cr.)	Algebra II with a B+ or higher
Not Applicable	AP Calculus AB	College Calculus I & II	Mrs. Wood-Blake	11-12	MTH 273, CALCULUS I (4 cr.) MTH 274, CALCULUS II (4 cr.)	Pre-Calculus or College Pre-Calculus I & II
Not Applicable	Not offered as an AP course	College Chemistry I & II	Mrs. Price	12	CHM 111, CHEMISTRY I (4 cr.) CHM 112, CHEMISTRY II (4 cr.)	Biology & Chemistry with B+ or higher
Not Applicable	AP English Language	College Composition I & II	Mrs. Whitaker	11	ENG 111, COLLEGE COMPOSITION I (3 cr.) ENG 112, COLLEGE COMPOSITION II (3 cr.)	English 10 with a B+ or higher
Not Applicable	AP English Literature	College World Literature I & II	Mrs. Whitaker	12	ENG 251, SURVEY OF WORLD LITERATURE I (3 cr.) ENG 252, SURVEY OF WORLD LITERATURE II (3 cr.)	Must have taken College Composition I & II with a B+ or higher to take College World Literature I & II
Not Applicable	Not offered as an AP course	College Creative Writing I	Mrs. Whitaker	12	ENG 211, CREATIVE WRITING I (3 cr.)	College Composition I & II with a B+ or higher
Not Applicable	AP U.S. History	College U.S. History I & II	Mr. Greenwell	11	HIS 121, UNITED STATES HISTORY I, (3 cr.) HIS 122, UNITED STATES HISTORY II, (3 cr.)	Most recent history course – B+ or higher
Not Applicable	AP U.S. Government	College U.S. Government I & II	Mr. McLean	12	PLS 211, U.S. GOVERNMENT I (3 cr.) PLS 212, U.S. GOVERNMENT II (3 cr.)	United States History with a B+ or higher
Not Applicable	Not offered as an AP course	*College Philosophy I & II (Taught During 2010-2011)	Mr. Greenwell	11-12	PHI 101, INTRODUCTION TO PHILOSOPHY I (3 cr.) PHI 102, INTRODUCTION TO PHILOSOPHY II (3 cr.)	United States History with a B+ or higher
Not Applicable	Not offered as an AP course	*College World Religions I & II	Mr. Greenwell	11-12	PLS 231, RELIGIONS OF THE WORLD I (3 cr.) PLS 232, RELIGIONS OF THE WORLD II (3 cr.)	United States History with a B+ or higher
Not Applicable	Not offered as an AP course	College Oceanography I & II	Mr. Spagnolo	11-12	GOL 111, OCEANOGRAPHY I (4 cr.) GOL 112, OCEANOGRAPHY II (4 cr.)	Biology with a B+ or higher
Not Applicable	AP French Language	College French I & II	Mrs. Greenwell	12	FRE 101, BEGINNING FRENCH I (4 cr.) FRE 102, BEGINNING FRENCH II (4 cr.)	Cumulative average of B+ or higher in all prerequisite language classes
Not Applicable	AP Latin Vergil	Not Offered as a Dual Enrollment Course	Mr. Hack	11-12	Not Applicable	Cumulative average of B+ or higher in all prerequisite language classes

HONORS COURSE TITLE	AP COURSE TITLE	DUAL ENROLLMENT COURSE TITLE	TEACHER	GRADE LEVEL(S)	ESCC COURSE EQUIVALENT/ COLLEGE CREDIT HOURS	PREREQUISITE COURSE(S)*
Not Applicable	AP Spanish Language	College Spanish I & II	Mrs. Thompson	12	SPA101, BEGINNING SPANISH I (4 cr.) SPA 102, BEGINNING SPANISH II (4 cr.)	Cumulative average of B+ or higher in all prerequisite language classes
Not Applicable	AP Studio Art	Not Offered as a Dual Enrollment Course	Mrs. Morgan	11-12	Not Applicable	Consent of instructor

*College Philosophy I/II and College World Religions I/II are offered on an alternating year schedule if there is sufficient enrollment.
 UPDATED 7/29/11

APPENDIX II

Exam Weight by Course Level

Grade	Q1	Q2	S1 Exam	1 st Semester Average (S1)	Q3	Q4	S2 Exam	2 nd SEMESTER AVERAGE (S2)	FINAL AVERAGE
Grade 8	50%	50%	n/a	100%	45%	45%	10%	100%	(S1+S2)/2
College Preparatory Courses (Includes Grade 8 Algebra I)	42.5%	42.5%	15%	100%	42.5%	42.5%	15%	100%	(S1+S2)/2
Honors Courses	40%	40%	20%	100%	40%	40%	20%	100%	(S1+S2)/2
Dual Enrollment and/or Advanced Placement Courses	40%	40%	20%	100%	40%	40%	20%	100%	(S1+S2)/2

Testing Schedule

Grade Level	PSAT	SAT	ACT	SAT Subject Tests	AP Tests	ASVAB (Career Assessment)
9	Administered: October during school hours	n/a	n/a	n/a	n/a	n/a
10	Administered: October during school hours	10 – 12 SAT taken 3 - 4 times. See Director of Guidance for an individualized testing timeline as a student's first SAT varies from student to student.	n/a	n/a	n/a	n/a
11	Administered: October during school hours		11-12 ACT taken at least once either during the spring of Junior year or September of Senior year	11 & 12 Requirements for subject tests vary from college to college. Check requirements with each college admissions office (up to 3 tests can be taken at one time; usually include English, Math and one other subject)	11-12 AP tests taken at school in May for students taking AP courses	Fall of Grade 11
12	n/a					n/a

ATHLETIC HANDBOOK 2011 - 2012

PHILOSOPHY OF BROADWATER ATHLETICS

The athletic program at Broadwater Academy is an integral part of the school's overall educational experience. It contributes to the physical, mental, social and emotional well being of every student in a manner consistent with the school's overall philosophy and objectives.

The athletic program provides competition at multiple levels, it develops good sportsmanship, physical fitness, physical abilities and self discipline; it encourages initiative, leadership, and judgment; and it gives each student the opportunity to handle the challenges of competition while learning to deal appropriately with both success and failure.

JJV and JV teams exist as developmental squads whose primary purpose is to teach and hone the skills necessary to compete at the Varsity level. At the Varsity level competition is key and winning games is a primary, but not exclusive, goal. This distinction in purpose explains the differing approaches to playing time at each level.

ATHLETIC PROGRAMS OFFERED

JJV (Grades 6-8)

- Cheerleading (girls) / Fall and Winter Seasons
- Volleyball (girls) / Fall Season
- Football
- Basketball (boys and girls) / Winter Season
- Baseball (boys) / Spring Season
- Softball (girls) / Spring Season

JV (Grades 6-10)

- Volleyball (girls) / Fall Season
- Basketball (boys and girls) / Winter Season
- Football (boys) / Fall Season
- Baseball (boys) / Spring Season
- Softball (girls) / Spring Season
- Cheerleading (girls) / Fall and Winter Seasons
- Track (boys and girls) / Spring Season

Varsity (Grades 8-12)

- Cheerleading (girls) / Fall and Winter Seasons
- Cross Country (boys and girls) / Fall Season
- Volleyball (girls) / Fall Season
- Football (boys) / Fall Season
- Basketball (boys and girls) / Winter Season
- Baseball (boys) / Spring Season
- Softball (girls) / Spring Season
- Golf (Coed) / Spring Season
- Track (boys and girls) / Spring Season

PARTICIPATION ELIGIBILITY

Participation in Broadwater Athletics is a privilege extended to all students who maintain good attendance and good academic standing. Students must meet academic grade standards as defined in the Broadwater Student Handbook and the Metro Athletic Conference by-laws to be able to participate in and compete on an interscholastic team.

- Only full time students may participate in athletic functions. A full time student is defined as one who takes a minimum of five academic courses per semester. Academic courses for grades 6-8 are Literature, Language Arts, Math, Science and Social Studies. Grades 9-12 academic courses are English, Math, Science, Social Studies and Foreign Language.
- To be eligible to participate in interscholastic athletics, athletes must maintain a grade point average of 1.9 in their academic courses on each quarterly report card. If they receive an "F" on a report card they become ineligible. Grades will be reviewed at interim report time and students may be granted or regain eligibility based on those grades. Participation in the fall sports program is determined by the student's academic performance during the previous spring quarter.
- Students who transfer in to Broadwater will follow the same eligibility guidelines based on their grades from their previous school.
- Athletes suspended from school will be automatically suspended from practices and/or games or a time period to be determined by the Dean of Students.
- Athletes may not participate in practices or games until parental permission slips are returned to the school. Parents and students alike must read and agree to be bound by the requirements and guidelines for athletic involvement at Broadwater Academy.
- These rules of eligibility apply to all team members.

PRACTICE GAME ATTENDANCE

Practices are very important to athletic teams. This is the time when the team develops unity, teamwork, skills, game strategies, and self-discipline. It is expected athletes will place a high priority on practice time. "After school" practices will begin at 3:30 pm.

- Players not in school at the beginning of the school day may not participate in practice or a game that day, unless permission has been granted by the Athletic Director prior to the morning of the late arrival at school.
- Each coach will set his or her practice times a minimum of 1 week in advance. Practices will begin and end promptly at the scheduled time.
- Whenever there is practice or a game, athletes will be in attendance unless they have permission from their coach to be absent. Excused absences from practices or games will be granted for personal illness, death in the family, or special family occasions.
- Practices or games missed for work and outside functions will not be excused. These events, although valuable, cannot interfere with the athletic schedule.
- Athletes must attend the entire practice or game. Early dismissals will not be accepted unless prior permission is given from the coach.
- Injured athletes who cannot physically participate are expected to attend all practices and games, to support their team. Practice exceptions are for physical therapy or other medical related appointments. During all games, injured athletes will sit on the bench with the team.
- Athletes not able to attend a practice or game due to an excused absence must personally notify the coach as far in advance as possible.
- There are three major vacation periods during the fall, winter and spring seasons. Fall seasons begin prior to the end of summer vacation (1st Monday in August or later at the discretion of the coach), Christmas vacation occurs during winter seasons along with spring break during spring seasons. Coaches are aware many families plan trips during these times; however, with limited time to schedule all games in a season there is no guarantee there will not be games during vacation breaks. Games and practices during these periods are scheduled in order to provide team members with a reasonable amount of family time. Penalties for missing practices or games is up to the coaches involved.

CONDUCT AND DRESS

Conduct

Athletes are in strategic positions to give others an impression of our school. That responsibility must not be taken lightly. Athletes are expected to conduct themselves as ladies or gentlemen, and as Broadwater representatives at all times—on and off the field or court.

- Athletes willfully damaging the property of Broadwater Academy or any opposing school are liable for the damages and will be subjected to appropriate disciplinary action.
- Athletes will show proper respect for their teammates, coaches, officials, and fans at all times.
- No taunting or disrespect directed at the opposing players, coaches, fans, or referees will be tolerated at any time.

Dress

- At a minimum, the athlete will adhere to the dress code at all home and away games as defined in the student handbook.
- Individual coaches may set special standards for special situations with the approval of the Athletic Director.
- Tattoos and visible piercings must be covered for all athletic contests.
- Travel dress requirements are defined in the Broadwater Student Handbook.

SPORTSMANSHIP

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.
- 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.

DISCIPLINARY ACTIONS

Participation in athletics is an honor and a privilege as our athletes are public examples to other students. Violation of the guidelines in this manual may result in disciplinary action (i.e. game suspension or team dismissal). The Athletic Director, Administration, and Head Coach together have the authority to remove an athlete from any team when necessary.

- Technical Fouls and Ejections: Any athlete receiving a conduct technical foul or verbal caution will be required to meet with the head coach for discussion of the athlete's behavior. Any athlete receiving a caution or technical in two consecutive games will immediately be removed from that game for a period of time as deemed appropriate by the head coach. Any additional misconduct will result in a meeting with the coach, athlete, the parents, and the Athletic Director.
- Suspensions: Any athlete receiving a school suspension for any reason will not be allowed to participate in any competitions during the suspension period and may be removed from the team as determined by the school's administration.

UNIFORMS, EQUIPMENT, AND FEES

- Uniforms will be used for games only. Uniforms remain the property of Broadwater Academy and are to be properly laundered and returned within 7 days of completion of every athletic season. In the event a uniform is not returned, a fine will be billed to the athlete and his/her parents and the next term's report card will be held by the school office until the fine is paid in full.
- Equipment will be issued and used only in the way intended for that particular sport.
- An athletic participation fee may be charged for each sport during the year. This fee (as determined annually by the school administration) will be billed once the roster is established.

PLAYING TIME POLICY

It is assumed parents will instruct and prepare their children for a competitive interscholastic program at Broadwater. The students need to be prepared for the possibility they may not make the team or, if they do, that being a member of a team does not guarantee playing time. Valuable lessons are learned by simply "being part of the team.» Success is not synonymous with playing time, but is defined by contributions made.

- At the J JV level, each athlete will play in every game. However, no minimum amount of playing time is guaranteed.
- At the Jr. Varsity and Varsity levels coaches will choose a starting lineup and develop their "substitution" plans appropriately. Generally, the players best uniting as a team will receive the majority of the playing time. Substitutions are made at the coach's discretion.

- No athlete will be allowed to "quit" any team once selected without a parental conference with the head coach. Students should not consider lack of playing time a compelling reason to resign from a team.

“THE PARENT WILL...”

Support his/her child’s team and the rest of the athletic program in whatever way possible.

Anticipated support includes:

- attending as many games as possible.
- volunteering to help both in the concession stand during athletic contests and with travel arrangements.
- make certain the athlete attends all practices and games, arriving and departing from these events at the specified times.
- encourage his/her child to be involved in individual and/or off-season workouts and conditioning.

APPROPRIATE PARENTAL CONCERNS

Any concerns a parent has concerning the team or his/her athlete, should be expressed directly to the coach. Talking about a coach to students, other coaches, or other parents is a destructive not a constructive behavior.

Appropriate parental concerns to discuss privately with coaches include:

- the treatment of your student-athlete
- concerns about your student's behavior and/or attitude
- your student's academic standing.

Inappropriate parental concerns include:

- playing time
- team strategy
- play calling
- other student athletes

NOTE: At times, it may be difficult for parents to understand and accept that their athlete is not getting as much playing time as they would like. If there is something parents do not understand concerning the playing time situation, they may inquire as to what the coach thinks would help the athlete get more playing time. Playing time is at the coach’s discretion, and should not be an item of regular discussion.

INCLEMENT WEATHER POLICY

Games are often cancelled due to inclement weather or poor field conditions as a result of inclement weather.

- The Athletic Director makes the final decision regarding the cancellation of games.
- The team head coach makes the final decision regarding the cancellation of practice.
- During school hours, information will be announced to classes and a sign will be posted on the gymnasium main entrance and side locker room doors.
- If at any time school closes early or is not opened due to weather, teams will not have practice.

TRANSPORTATION GUIDELINES

In order to arrive as a team, all athletes must ride "school provided" transportation to away games. The athlete may return home by a different means if they have parental permission and have made arrangements with the coach. Athletes who drive from school to meet the bus at a determined location may not carry other passengers and must have permission from the parent and coach.

MULTIPLE ACTIVITIES AND MULTIPLE SPORTS

Students choosing to participate in multiple activities or multiple sports or a combination of activities and sports must declare one to be the primary activity or sport. This allows coaches and sponsors to understand where a student's primary focus lies. Choosing to participate in multiple sports also requires no grade below a C in the quarter preceding the season in which the student wishes to participate in multiple sports. Multiple sports is defined as more than one sport or activity under the auspices of the athletic department.

Primary and secondary activities

- **Primary Activity:** The activity on which the student places the greatest priority. The student will be expected to be available for all major events and practices as determined by the coach or sponsor of that activity unless previous arrangements have been made and agreed upon by the coach or sponsor.
- **Secondary Activity:** The activity or activities in which the student will participate, as agreed with the primary coach or sponsor, parent, and student when it does not conflict with the obligations and responsibilities of the primary activity.

Parents of students and students choosing to participate in multiple activities (e.g. sports, fine arts, Arts Enter, ESO, AAU teams) during a single sports season are asked to give consideration to the following when prioritizing their activities:

- To make mature, thoughtful and intelligent activity designations, the decision should be based on a student's talents, time constraints, support from the group, and lifetime interests.
- Certain activities simply do not complement each other in such a way as to be practical for simultaneous participation.

Once activities have been decided upon:

- The student must declare his/her primary and secondary activities at the beginning of the season. Record of this designation will be kept in the Athletic Director's office.
- The parent of the student must give permission for participation in multiple activities.
- The student must notify each coach or sponsor of his or her intention to participate in multiple activities at the beginning of the season. The student should provide each coach or sponsor with information concerning requirements and scheduling so scheduling conflicts can be anticipated and addressed by the student, the coaches, or activity sponsors
- Only one primary activity will be allowed per season.
- The coach or sponsor has the right to disallow participation in his/her sport or activity should he/she feel the student's other commitments are so demanding the student would be unable to fulfill them.
- Any athlete participating in two sports during the same season is only eligible for captaincy of the one sport he/she has claimed as his/her primary sport.

AWARDS AND RECOGNITION

At regular intervals the school recognizes the success of our student-athletes formally.

- An awards ceremony occurs at the end of each season to recognize each team and its members for their collective and individual achievements.
- Each player is expected to attend these ceremonies.
- Team "travel attire" is to be worn by the student athletes at the ceremonies.
- Pep rallies will be scheduled throughout the year so our student-athletes can be recognized among their peers for their achievements and as role models for our younger student body.

BROADWATER WEBSITE

The athletic department maintains an athletic section with a sports calendar on the Broadwater website. The website can be found at www.broadwateracademy.org. All sports events and cancellations are posted to our athletic calendar as soon as possible

CHANGES

NO CHANGES TO THESE RULES AND GUIDELINES MAY BE MADE WITHOUT THE CONSENT OF THE SCHOOL ADMINISTRATION.