BROADWATER ACADEMY



Student/Family Handbook 2026-2027

Mission

Broadwater Academy is the premier learning community on the Eastern Shore of Virginia for pre-K – 12 education.

With a challenging curriculum, talented instructors, and a diverse student body, Broadwater develops the next generation of respectful, civic-minded leaders and productive citizens.

General Statements of Practice

This handbook is designed to address many of the common questions, issues, policies and procedures around the healthy operation of Broadwater Academy. While not every topic or situation is addressed here, please always look first toward the partnership we aim to grow with each family and reach out to a teacher, advisor or administrator.

It is the role of Broadwater Academy to teach students how to think and not what to think. Critical thinking skills, analytical ability and appreciation for diverse opinions is essential for robust effective education practice.

We do believe, however, that certain issues belong in the hands of parents to educate their children, due to differing points of view among our diverse community.

It is Broadwater's position that elements of family values that differ from family to family are best taught in the home. Therefore, we rely on our parent relationship to handle these issues in a manner in line with individual family values.

For the purposes of Broadwater's community operations, athletics, and educational programs, we recognize the biological sex of the student as listed in the required school records and medical records upon initial enrollment to our School. All practices and policies will follow guidelines and conventions for the biological sex of the student.

ARRIVAL & DEPARTURES

All students are welcome on campus after **8:00 AM** on a regular school day. Classes and the school day will begin promptly at **8:15 AM.**

Students are eligible for morning care, which begins at 7:30 AM, if parents are unable to drop-off after 8:00 AM. There is a fee associated with the use of morning care.

When the school experiences a delayed opening, all students are welcome to arrive 30 minutes prior to the beginning of first period. If a student is ill, will not be attending school, or will arrive late for any reason, parents should call the school **before 9:00 AM** to report the student's absence or late arrival. All students are expected to depart from campus by 3:40 PM each school day.

Exceptions are students involved with school-sponsored extracurricular activities or students under the **direct care of a parent**, coach or teacher.

For Lower School students who are being picked up between 3:00 and 3:20 PM, the car line forms in front of the main entrance. Faculty on duty will supervise/ escort the child to your vehicle.

For Middle and Upper School students who are being picked up between 3:20 and 3:30 PM, the car line 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. Students with siblings in the Lower School may be picked up at the Lower School car line.

Lower & Middle School After School Care

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

Upper School

Students arriving at school after 8:15 AM must sign in with the receptionist. If an attendance **is irregular and concerning**, an administrator will be in touch by telephone. Attendance is critical to student success. Attendance is taken at the beginning of each class period. As a courtesy, students should inform teachers of their planned absences. **All students arriving late or leaving early must sign in or out at the reception area**. Failure to do so will result in a report to appropriate administration and subject to disciplinary action.

ATTENDANCE

Broadwater Academy recognizes the strong correlation between learning and regular school attendance. The **School also sees great value in gathering in-person to develop the strong sense of community that is central to our collective experience.** It further recognizes that attendance is the responsibility of the student and the parent, and that the school must play a supportive role in ensuring regular attendance on the part of all students. The school relies on parents to see that **unnecessary absences are avoided** and that requests for special excuses are kept to a minimum. **All planned extended absences should be discussed with and approved by the division director**. It is important for students to avoid any unnecessary absences since individual and class progress can be impaired. Expanding school vacations or planning extended vacations at times other than school vacations puts undue pressure on a student and his/her teachers**. Therefore, in general, the school will not make special arrangements to support such plans.**

Communication regarding attendance - Parents are asked to notify the school **before 9:00 AM** if their child will be absent from school. If the school does not hear from the parents of an absent student by 9:00 AM, the school will attempt to contact the parent to ensure the parent is aware of the absence. Whenever possible, parents are to provide advance notification to the school of their child's absence(s).

If a student who was present at the beginning of the school day is reported absent from school during the day and has not checked out through the school office, the parents of the student will be contacted immediately by the school.

Admittance procedures for late arrivals - When a student is late to school, he/she will be required to report to the front main entrance to sign in before reporting to class.

Tardies - When a student is tardy **to class exhibiting a pattern, the School will contact the family and consequences will be enacted.**

Any student leaving school during the school day, he/she **must check out** through the school office and parental **permission** must be given.

BUS SYSTEM

Bus transportation is available to students for travel to and from school in the morning or afternoon on a first-come, first-served basis. Occasional bus riders should contact the receptionist with any bus-related questions. Students may also use school provided transportation for field trips and other school related events. Students must follow all bus rules and safety guidelines as posted in the bus and as listed below in our code of conduct. Please make every earnest attempt to review and reinforce these practices with your student for a happy, safe bus experience.

Conduct on the Bus

1. The driver is responsible for the safety of all passengers and must be obeyed without exception. The driver is authorized to assign seats.
2. Do not disturb or distract the driver, especially while he/she is driving.
3. Playing an electronic device is permitted only if earphones are used.
4. Remain seated while the bus is in motion and do not change assigned seats.
5. Keep your voice low. No shouting or whistling.
6. No “rough housing” (pushing, shoving, throwing objects,etc.)
7. Profanity is not permitted.
8. Do not open or close the windows on the bus without the driver’s permission.
9. Keep all parts of the body inside the bus windows at all times.
10. Keep the school bus clean and orderly. Do not write on or vandalize any parts of the bus.
11. Eating is not permitted on the school bus. Exceptions may be made for athletic events or field trips and medical needs.
12. Electronic devices must be used in accordance with our electronic device policy.

MOBILE PHONES and ELECTRONIC DEVICES COMMUNICATIONS

Cell phones, smart communication devices or messaging apps on computers are not to be used during the school day for any reason.

Teachers are authorized and encouraged to establish means of collecting cell phones at the beginning of class and returning them at the end. Cell phones and e-devices must be carried in silent mode.

Instructors reserve the right to **confiscate electronic devices when they observe them being used in an inappropriate setting or manner.**

Additionally, devices may be used in the classroom for academic purposes only at the discretion of the teacher. Cell phones should not be used inappropriately when students are on campus.

It is never acceptable to take photos, videos or recordings of others without their permission.

It is never acceptable to send unkind, threatening or harassing messages via cell phones or e-devices, in school or out of school.

We ask that families refrain from trying to contact their child through messaging applications during school hours. It counteracts our efforts on campus. Any messages you need to connect with your child happens through the main reception / Mrs. Payne.

CONDUCT

Broadwater is a community in which every member is expected to treat every other member with **care** and **respect**. The **golden rule** applies. 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 joyful and mutually respectful school community where student growth is the priority. Parents should act as supportive members of the partnership between home and school concerning a student's conduct.

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

Bullying is a frequently and often misused word / accusation. Behaviors we consider to be bullying are targeted, mean-spirited, persistent physical, emotional and verbal behavior towards another. Most often a 'power difference' (age/size/ etc.) considered an indicator as well. As a school we take bullying and its impact seriously. Bullying of any form is not tolerated in our school, whether carried out by a child or an adult. Staff, children and parents or caregivers will be made aware of the school's position on bullying. Bullying behavior is unacceptable in any form.

If a student has been referred to the administration for a discipline infraction, it is understood the incident has been preceded by reasonable efforts by the referring individual teacher to address the behavior. The degree to which behavior is outside that which is expected (or the degree to which it shows continuing disregard for expected behavior) determines which corrective actions will be appropriate. The school reserves the right to meet all behavioral offenses with appropriate consequences as determined by the administration and faculty.

COMMUNICATION

Effective, constructive, and respectful communication **among** parents, students, and teachers is essential. When parents or students have questions, concerns or problems, please follow the chain of command: classroom teacher, advisor, Division Director, Director of Student Life and ultimately, the Head of School.

DRESS CODE AND APPEARANCE

Broadwater Academy believes appearance influences performance, self-image, and behavior. Responsibility for appearance rests with the parents and the students themselves.

A student who comes to school inappropriately dressed will be asked to call home for a change of clothing. Students will not be allowed to participate in school activities until they are properly dressed. Broadwater Academy students are expected to be neat, well-groomed and clean in their appearance while in school, as well as during school sanctioned and sponsored events. The Dress Code is in effect during testing and exam periods.

Student Dress & Appearance (Lower School)

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

- Clothing itself, writing or graphics on clothing must not be a distraction to others. Teachers will communicate with families about clothing that is appropriate for school, if there it is in question.

Travel Attire (Lower School)

When Lower School students travel on field trips or for school events, they wear school spirited attire in the colors of hunter green or gold.

Student Dress & Appearance

Lower School

For information regarding dress, please check with your child's teachers. In general, dress that accommodates active play and movement is appropriate. A Broadwater t-shirt is generally required for field trips.

Middle and Upper School

Please follow this link: DRESS for MS and US

Travel Attire (Middle & Upper School)

- Khaki slacks, shorts, or skorts of appropriate style and fit (no tight-fitting clothing) with a collared / professional shirt in the colors of hunter green or white are generally required for field trips, certain special events, and for athletic teams traveling to and from sporting events.
- Footwear must be sensible, closed-toe, and appropriate for walking.
- Proper travel attire may be suggested and approved by a field trip sponsor, by the coach of a traveling athletic team, and by the Director of Athletics and may be dependent on the availability of locker rooms at other schools.

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. Any teacher, and ultimately, the Director of Student Life will manage all appropriate consequences.

DRUG AND ALCOHOL POLICY

The use, possession, and/or distribution of drugs, tobacco, nicotine or alcohol are **illegal and in violation of school rules**. A violation while on campus, at a school-related function off-campus, or in the company of a school employee or volunteer while traveling to or from, or participating in **any 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.

EMERGENCY DRILLS

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

EXTENDED CARE

Broadwater Academy's Extended Care program is a licensed childcare program offered to students under age 13. Extended Care takes place from 3:20-5:30 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 **School** at (757)-442-9041.

FIELD STUDIES

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

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

Students missing trips may suffer academic consequences. Students will be charged for trips for which they enroll but fail to participate.

GRADING SCALE

Grades K - 4 use the following academic grading scale:

CODES	
0	**Not Assessed**
1	**Exhibits Skill/Concept With Direct Guidance**
2	**Exhibits Skill/Concept With Minimal Guidance**
3	**Exhibits Mastery of Skill/Concept**

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Grades 5-12 use the following academic grading scale:

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

ATHLETIC ELIGIBILITY REQUIREMENTS

Student-athletes must be full time students. A full time student is defined as one who takes a minimum of five academic courses per semester. Academic courses for Grades 5-8 are Language Arts, Math, Science, Social Studies and specials. Grades 9-12 academic courses are English, Math, Science, Social Studies and Foreign Language. They also must maintain a grade point average of 2.0 in their academic courses on each quarterly report card. If a student receives an “F” or more than one “D” on a report card she/ he becomes ineligible for practice and play.

Grades will be reviewed regularly and students may be granted or regain eligibility based on those grades. Participation in the fall sports program is determined by the students' academic performance during the previous school year. If students are missing assignments or classwork they may become, in the judgment of the School, ineligible to participate in practice or games until the work is completed.

BROADWATER SCHOLARS

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

BETA GPA REQUIREMENTS

Junior Beta Club Membership Criteria:

Membership in Junior Beta Club is evaluated at the end of each year for the upcoming year's membership.

Grades 6-7

- 3.5 or Higher Grade Point Average in Academic Core Subjects (Grade 5 Final Grades for Grade 6 & Grade 6 Final Grades for Grade 7)

Grade 8

- 3.5 or Higher Grade 7 Middle School Grade Point Average in Academic Core Subjects.

Senior Beta Club Membership Criteria:

Grade 9

- 3.5 or higher academic GPA based on final grades earned in English, Math, Science, & Social Studies in Grades 7 & 8.

Grade 10

- 3.5 or higher cumulative academic GPA from grades earned in Grade 9 academic courses

Grade 11

- 3.5 or higher academic GPA based on cumulative grades 9 & 10 academic courses.

Grade 12

- 3.5 or higher academic GPA based on cumulative grades 9-11 academic courses.

All calculations will be rounded to 1 decimal place.

Current members whose GPAs fall below their grade-level GPA standard shall be on probation within the club for a minimum of one semester, during which time the student may not claim membership in the Broadwater chapter of Beta club. Following the probationary period, if the required GPA has been met, the student will be reinstated as a member in good standing. GPA review will continue to be conducted on a semester basis to provide opportunities for students to have their membership reinstated within the Broadwater Senior Beta Club.

HONOR ROLL AND HEAD OF SCHOOL'S LIST

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

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

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

MENTAL HEALTH, EMOTIONAL HEALTH COUNSELING AND COLLEGE COUNSELING

The Director of College Counseling and Student Support 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. Broadwater also utilizes resources in partnership with the Community Services Board of the Eastern Shore **in support of students.** Other student services include information on course selection, college placement, basic career counseling, information on standardized tests, and forms for federal and other college financial aid.

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

ATHLETIC EVENTS

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

HOMEWORK

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

- read for pleasure & cultivate a culture of reading
- manage time so that all of work is completed on time
- organize tasks and information
- complete long-term projects successfully

Middle School

Homework assignments **typically follows this guideline:**

- Grades 5 and 6 : Up to **20** minutes per course per night
- Grades 7 and 8: **30** minutes per course per night

Upper School

Preparation time for individual students depends on the number of courses and the degree of difficulty of courses in which students are enrolled. On average, students may plan to spend **120** minutes outside class time each day..

HONOR CODE AND HONOR SYSTEM

The Honor System, instituted by the students at Broadwater in 1967, is an inheritance to be valued and appreciated by today's students. Each student in the Middle and Upper Schools signs a pledge each year promising to abide by the Honor Code. In effect, (s)he is giving his/her word that (s)he will not lie, cheat, or steal; furthermore, (s)he agrees to support the Honor System by doing whatever (s)he deems appropriate to help others, bound by the Code, adhere to its values. Behavior that compromises the Honor Code should be brought to the attention of the Division Leader, Director of Student Life or Head of School. 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 Division Leader or Head of School 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.

Technology

The topic of Artificial Intelligence tools is front of mind in all educational settings. In the school year 26-27, Broadwater continues to work to develop strong skills in navigating a world and academic life with AI. As with any tool, students and faculty have a clear understanding that misrepresentation of one's own work, whether from others or from AI can fall under plagiarism guidelines and be violations of academic honesty.

The creation, distribution, or threat to distribute real or deepfake non-consensual intimate images depicting any community member is strictly prohibited.

Synthetic media that falsely represents campus events, emergencies, or activities that could endanger safety are prohibited.

Unauthorized AI-generated, digitally altered, and synthetic media representing School images or events and community members are prohibited.

There is no distinction in our community standards between creators and distributors of synthetic media and consequences will be suspension or dismissal.

Consider honor code integration: Non-intimate deepfakes of people intended to bully or disrupt school life can be treated as violations of existing policies. Creating false images of a community member without consent is both a form of lying and stealing.

INCOMPLETE GRADES

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

INDEPENDENT STUDY COURSES

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

LOST AND FOUND

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

LUNCH AND SNACK

Students are encouraged to bring a nutritious snack and lunch to school daily. Lunch is also available from the Exmore Diner on most days. **Please use the online ordering systems provided by the vendor. All lunch orders must be placed by 9:30 AM.**

MAKE-UP WORK

Parents should make every reasonable effort to see that their children are in attendance at school. The parents should notify in advance, or as soon as possible, the Division Director or Assistant Head of School 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 who miss more than 10% of classroom instructional time and have a grade below a C- in the course may be required to meet with the Director of Student Life, the Assistant Head of School and their teacher to develop a success plan aimed at improving attendance and academic performance.

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

MEDICATION ADMINISTRATION AND FEVER POLICY

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

- Prescribed inhalers for asthma
- Insulin pumps for diabetics

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

The school nurse or a designee will administer all over-the-counter medications to students at the written request of the parent. A Medication Consent Form must be completed by a parent/guardian and returned to the school nurse.
The Medication Consent Form is available on the Broadwater website.

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

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

Fever/Illness

To help prevent the spread of infection and better maintain infection control, please review the following information:

- The policy at Broadwater Academy is that a registered body temperature of 100º F or higher is considered "a fever."
- A child who has a fever needs to remain at home until he/she has been fever-free (without Tylenol or Motrin) for twenty-four hours prior to returning to school.
- A child whose vomiting or diarrhea is caused by illness must remain home until he/she has been vomit- or diarrhea-free for 24 hours

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

Immunizations

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

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

PROMOTION-RETENTION POLICY

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

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

SCHOOL CLOSINGS

Families will be notified by our alert system, social media, and website of school closings or delays for any reason. Inclement weather (snow, fog, ice) occasionally will cause a change in the school's daily schedule. In the event of school closing or delayed opening, TYCO alert system is the primary means of notification, followed by the school website and Facebook. Alerts MAY also be posted over local radio and television stations. If school must close earlier than the scheduled time, notification will be made in the same way. It is the responsibility and obligation of each member of the Broadwater community to make use of this public service in order to receive this critical information. When a delayed opening is scheduled, students may not be dropped off at the school more than 30 minutes prior to the adjusted start time. If a student's parents believe weather conditions will not allow for a safe journey to school, the student will not be penalized for his absence or tardiness. A phone call and/or note of explanation from the parent is requested.

SCHOOL DANCES

School dances **are** 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 5 - 8, and only students in this grade

range may attend. Upper School dances are designed for students in Grades 9 - 12. Students may invite one non-Broadwater student guest with the approval of the **Division Director** or **Director of Student Life** and head chaperone. All guest requests must be made at least 48 hours prior to the scheduled event. All participants should adhere to the dress code guidelines established for the dance by its sponsor and approved by the **Division Director or Director of Student Life**.

SPIRIT STORE

Broadwater offers an online spirit store and often launches apparel Pop Up Shops.

SPORTSMANSHIP / ATHLETICS

Broadwater Academy's athletic program is a significant part of school life. Sports are both educational and fun for our students, families, and friends. In addition to the athletic skills acquired, student athletes learn important life skills like playing fairly, persevering, enjoying victory and accepting defeat. Teaching good sportsmanship is a major focus of Broadwater's athletic program. At the beginning of each year, the Athletic Director will remind all those associated with Broadwater's athletic program of the importance of sportsmanship. Sportsmanship extends to fans as well as athletes. It is expected that those who attend Broadwater athletic events will behave in a manner exhibiting good sportsmanship. Sportsmanship stems from **one basic rule: treat others with respect.** This includes referees, opposing players, coaches, and fans, and Broadwater players, coaches, and fans.

Student athletes and spectators should:

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

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

STUDENT ACTIVITIES

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

STUDENT PARKING

Student and faculty parking lots are provided in front of the Fine Arts Center (FAC). 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. Students are not permitted to go to their vehicle during the day without the permission of a teacher or admin member, unless they are a Grade 12 student who has signed out during lunch.

TECHNOLOGY AND INTERNET USE

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

TECHNOLOGY ACCEPTABLE USE POLICY

The primary purpose of the Broadwater Academy network and all technology resources is to support students and teachers in the process of teaching and learning. We are constantly expanding our school's information technology resources, including internet access, to further our goal of academic excellence.

The use of all technology tools and internet access while on campus is a privilege we extend to each member of the Broadwater Academy community and should be used with care and for the purpose of furthering academic pursuits. Uses that might be acceptable on a student's private personal account on another system may not be acceptable on the Broadwater Academy network.

A good rule to follow is that students should never view, send, or access materials that they would not want their teachers and parents to see. To use the technological resources of Broadwater Academy, students must follow these rules:

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

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

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

Students must:

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

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

Students must:

- Not infringe copyrights
- Not plagiarize

Respect and practice the principles of the Broadwater Academy community.

Students must:

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

These rules also provide a good framework for your child's use of computers at home, at libraries, or anywhere. FOR MORE INFORMATION, SEE www.netsmartz.org or www.cybercrime.gov.

TELEPHONES

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

TESTING

In Lower and Middle Schools, Broadwater uses IXL Diagnostic as internal benchmarking tools for academic progress.

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

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

VIKING VOLUNTEER PROGRAM

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

Specifically, the Broadwater Academy Viking Volunteer Program seeks:

- to provide students with a mode for discovering individual strengths which may not emerge in the classroom, on the playing field, or through pursuit of the arts;
- to encourage personal education experiences which develop responsibility, understanding, sensitivity, and maturity; to strengthen Broadwater Academy's involvement throughout the Eastern Shore community;
- to create an opportunity for first-hand awareness of social issues;
- to foster a lifelong appreciation for the value and practice of community involvement through an early realization that only in giving does one receive the greatest gift.

Requirements:

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

Responsibilities of the Student

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

Consequences for Noncompliance

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

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

VISITORS

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

The School may make revisions to policy and procedures at any time during the 2024-2025 school year and changes will be reflected in this handbook and communicated as need arises.