Camperdown Academy

Main Phone Number: 244-8899
Fax: 864-244-8936

Office Hours:
- 8:00 AM - 4:00 PM Monday through Thursday
- 8:00 AM - 3:30 PM on Friday

School Hours:
- 8:10 AM – 3:30 PM Monday through Thursday
- 8:10 AM - 12:30 PM on Friday

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Mission Statement

Camperdown Academy educates gifted and capable students with dyslexia in a supportive and engaging learning environment, empowering them with skills and self-confidence to achieve success, and inspiring them to reach their full potential.

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Disclaimer

This handbook is not intended to be a comprehensive list of all policies and procedures, but is intended to provide general information that parents and students need to know about the school. The school reserves the right to amend the school year, modify curriculum, change programming, change policies, or otherwise make changes that are in the best interests of the school and at the school's sole discretion

Attendance Policy

Parents must consult with administration if they wish their child to be absent from school at any time for any reason other than illness or an unforeseen event.

Absences

If your child must be absent due to illness or unforeseen events, please notify the Camperdown office before 8:10 a.m. Absences in excess of ten days may cause the student to lose credit for the school year.

A student arriving after 11:30 a.m. or leaving before noon will be marked absent for the day.

Tardies

Any student who does not report to homeroom by 8:10 a.m. will be considered tardy. A parent must come to the Front Office to sign-in any student arriving past 8:10 a.m. A child with three or more tardies (excused or unexcused), in a grading term, cannot be considered as having perfect attendance *even if there are no absences.*

Excused Tardies or Absences

Excused tardies or absences include the following:

- Illness, **with a doctor's note sent to Camperdown within 3 days.** Chronic or extended illnesses will be excused only when verified by a physician's statement
- Religious holidays, **when approved in advance**
- Y Group/transferring students prospective school visit
- Psycho-educational testing
- Death in the family

All tardies and absences are listed on a student's permanent record.

Early Dismissal

Students who must leave school early should bring a note (signed by a parent or physician) to their homeroom teacher. The note must contain the following information:

- Student's name and date
- Time of dismissal
- Reason for dismissal
- Name of person coming for student
- Telephone number where parent or guardian can be reached for verification
- Signature of parent or guardian

Parents are not permitted to pick up their student directly from class, but may call five minutes before arriving and request the child be waiting in the Front Office. A parent/guardian must come to the Front Office and sign the child out.

Release of Students at Dismissal

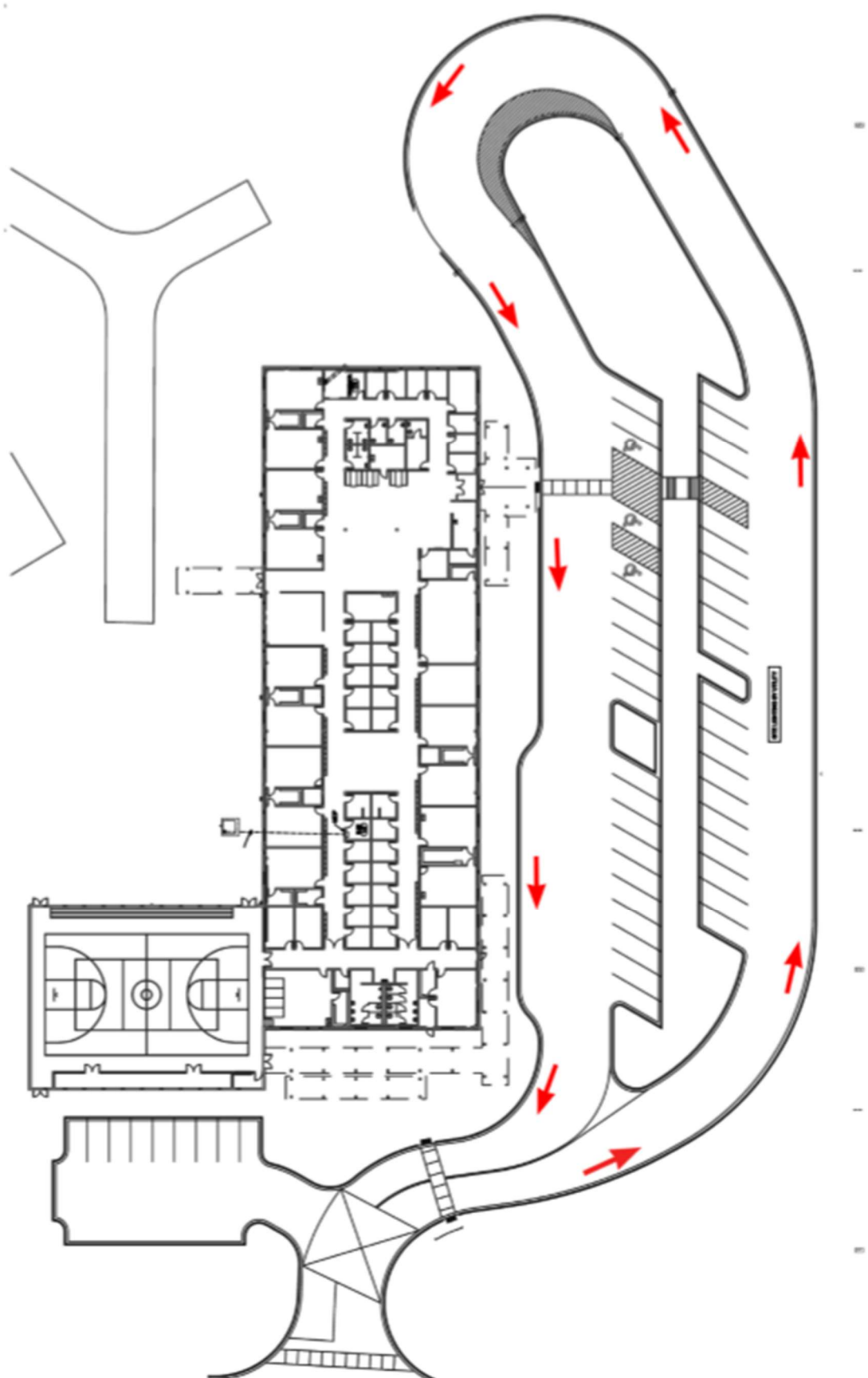
Afternoon carline will require hangtag identification before a child is allowed in the vehicle. Hangtags are provided to parents prior to the beginning of each school year.

Any parent who makes arrangements for their child outside of the normal pick-up routine must notify the office with either a note or phone call prior to 3:00 p.m.

Morning Drop-Off

Students may be dropped off in the morning carline between 7:40 a.m. and 8:10 a.m. and a staff member will greet the student. Any child needing to be dropped off prior to 7:40 a.m. must make arrangements with the school.

Carline



Communication Policy

From School to Home

- The white notebook sent home daily is an important source of direct communication regarding assignments, due dates, upcoming school events, teacher notes, and calendar updates.
- RenWeb Parent Portal contains grades, school directory, and lunch ordering information.
- Camperdown.org is regularly updated with calendar, outreach, and school event information.
- Social Media utilized includes Facebook and Instagram.
- A weekly bulletin, *Coming Up at Camperdown*, is sent via RenWeb to parents every Friday with important announcements.
- Primary/Tutorial teachers will send home parent communication each Friday as an overview of weekly progress.
- At the end of each trimester, parents will receive a Skills Report, Report Card, and an opportunity for an in-person conference with tutor/teachers.
- The *Camperdown Connection* newsletter is mailed home in October, February, and June with a more in-depth look at school events, curriculum, sports, outreach, and educational information.
- Text alerts will be sent to parents for immediate situations like inclement weather or schoolwide emergencies.
- Teachers and/or administrators may communicate directly via telephone or email.

From Home to School

- A School Directory with contact information is provided in the Parent Portal via RenWeb.
- An email or phone call message will be responded to within 24 hours.
- Request for conferences outside of regularly scheduled opportunities should be made directly to Division Heads.
- Please communicate with administration about any situation outside of school that may impact your child's behavior or schoolwork so that staff can respond appropriately.

Grades/Reporting

At the conclusion of each term, parents will receive a Skills Report which summarizes a child's progress in moving from dependent to independent with new skills being taught. Parents will be offered a time to meet with the tutor and/or teacher for an in-person conference following distribution of the Skills Report. For Lower and Middle School students, a Report Card will then be sent home which reflects grades earned as a result of tests, quizzes, participation, etc. Primary students do not receive a Report Card. No Report Card will be issued to any parent who has an outstanding debt with the school. A class in which a failing grade is earned for two of the three trimesters may result in required summer school.

Class Placement

The placement of a student results from a process of careful consideration based solely on the professional knowledge, judgement, and discretion of the school administration, with input from classroom teachers and the Director of Admissions. Parents are welcome to share with administration about their child's learning style and developmental issues, but the school cannot and will not honor special requests for particular teachers and/or classmates.

Inclement Weather

When Camperdown makes a decision about school hours due to inclement weather, that information will be sent via RenWeb as a text alert to your cell phone and in an email notification.

Camperdown may not follow Greenville County Public School's call for inclement weather situations.

Birthday/Birthday Parties

Parents are welcome to bring treats for the child's class, and may choose to eat lunch with their student. Please be sensitive to any allergies. To be considerate of all, when passing out invitations or leaving from school for an outside party, all students from the class, or all boys or all girls, must be invited.

Behavior Policy

Students who do not abide by these Pillars of Character Development will experience consequences that are developmentally and situationally appropriate. The school reserves the right, in its sole discretion, to issue discipline up to and including removal from school.

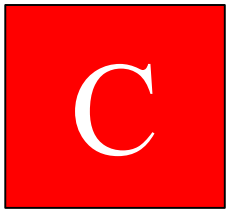
Respect

Treat others with respect; follow the Golden Rule
Be tolerant and accepting of differences
Use good manners, not bad language
Be considerate of the feelings of others
Don't threaten, hit, or hurt anyone
Deal peacefully with anger, insults, and disagreements

Responsibility

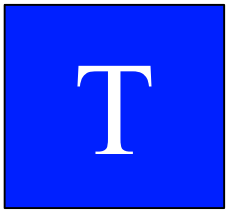
Do what you are supposed to do
Plan ahead
Be diligent
Persevere
Do your best
Use self-control
Be self-disciplined
Think before you act
Be accountable for your words, actions, and attitudes
Set a good example for others

Caring



Be kind
Be compassionate and show you care
Express gratitude
Forgive others
Help people in need

Trustworthiness



Be honest
Don't deceive, cheat, or steal
Be reliable – do what you say you'll do
Have the courage to do the right thing
Build a good reputation
Be loyal

The Honor Code

To ensure a trustworthy community at Camperdown and for everyone to feel safe, each student is expected to follow the Honor Code.

- **No lying**
- **No cheating**
- **No stealing**

When a student violates the Honor Code, he or she makes a choice that hurts the entire Camperdown community. Therefore, the school has developed a specific and unique response to Honor Code violations. After the student openly discusses the Honor Code infraction in a private setting with an administrator and understands why the behavior is a concern, the student will make a general apology to the assembled division (primary, lower, or middle).

Camperdown is a safe place to face the consequences of a poor choice and to learn from it.

Behavior in the Classroom

The Pillars of Character Development inform all behavior management and are the basis for providing a secure and nurturing school environment in order for students to develop a strong sense of integrity and respect for others. The teacher of each class is in charge of classroom discipline, and has the support of the following framework to guide their efforts when faced with minor offenses:

1. Redirection by the teacher
2. A formal warning issued by the teacher
3. *Student asked to "take a break" – walk a lap/get a drink of water - to gather themselves
4. *Student removed from class, parent contacted by teacher and/or student regarding infraction

**If a student has a habit of reaching steps 3 or 4,* the *student, parents, teachers, and administration will formulate and support a plan to address the emerging behavior pattern.*

We make a strong distinction between classroom disruptions (minor offenses) and disrespectful behavior (major offenses). Disrespectful behavior will result in removal from class and parents will be contacted. The following lists help define the difference between minor and major offenses:

- **Minor offenses include…**
  - General technology misuse
  - Leaving the classroom without permission
  - Violation of dress code
  - Continual disengagement in class
  - Behaviors that interfere with teaching or learning
- **Major offenses include…**
  - Gross technology violations
  - Bullying
  - Fighting
  - Harassment and/or Sexual harassment
  - Indecent language, gestures, or sounds
  - A pattern of continual minor offenses

Off-Campus Behaviors and Parental Responsibility

The policies and expectations outlined in this handbook apply any time a student is enrolled in the school, whether on or off campus, including school breaks. The school reserves the right to take disciplinary action to the extent that off-campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. These include, but are not limited to, behaviors that may be harmful to one's body, self-esteem, or health. Parents are expected to check a student's cell phone for appropriate usage, explain to a student that if they don't "say something" they are also guilty, and communicate any student medication changes or outside stressors to school administration immediately.

Suspension, Probation, Removal from School

In-school suspension occurs when a student has 2 (or more) periods of removal from a classroom in the same day. An in-school suspension is not reflected on a student's permanent record.

Out-of-school suspension occurs for a major offense violation or for a refusal to address an ongoing pattern of minor offense violations. All out-of-school suspensions will be reflected on a student's permanent record.

Following an out-of-school suspension, students will be placed on probation with a behavior plan crafted by the parents and administration. If the behavior plan is adhered to, probation will end after the stipulated time period. Re-enrollment is not an option if the probationary period is not completed successfully. Certain actions are so grave in their effect on the school's environment that they may result in immediate dismissal from the school. Such actions include, but are not limited to, threatening or acting to seriously jeopardize the safety of another, threatening or acting to harm oneself, sexual harassment, or destroying school property. A pattern of ongoing disciplinary incidents may also lead to removal from school. Such incidents include, but are not limited to, bullying and harassment regardless of if the incident took place during school, after school, or online.

Bullying and Harassment

Any behavior, either in person or with the use of technology, including intimidation and/or harassment, which threatens the emotional or physical safety of any student, will not be tolerated. This includes, but is not limited to, teasing, ridiculing, threatening, and inappropriate touching. All concerns related to harassment or bullying should be reported immediately to a teacher or administrator. Anyone who witnesses or has knowledge of such an incident, will also report the incident to school administration immediately. Any student found to have violated the policy on harassment and bullying will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is prohibited. Any retaliation should also be reported pursuant to this policy and is in itself a cause for disciplinary action.

Academic Integrity Policy

All students are expected to turn in work that is the result of their own labor. Forms of academic dishonesty include, but are not limited to, the following:

- When a student presents someone else's work as their own (plagiarism). Examples include failure to cite sources or using AI (Artificial Intelligence) to generate material
- Collaboration on assignments with other people without permission from the teacher
- Allowing another student to copy work, or to copy from another student and then present as original
- Using AI to create, edit, or generate any part or whole of a paper, assignment, or project

When staff suspect that a student has violated the Academic Integrity Policy, they will take possession of the work in question and begin an investigation. Parents will be contacted by the Division Head. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

If a student is found to have violated this policy, then they have violated the cheating portion of the Honor Code. They will receive an in-school suspension, a zero for the assignment, and will face the consequences of an Honor Code assembly as outlined in this handbook.

Cell Phones and other Electronic Devices

Any student bringing a personal device to school does so at his/her own risk. The school will not be responsible for

theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding same. All electronic devices must be turned into the homeroom teacher at the beginning of each day and will be returned at the end of each day. Electronic devices include all smartwatches and cell phones and any other device that offers internet connectivity, whether or not that device is connected to the internet. Students who violate this policy will have their cell phones and/or electronics confiscated. The school reserves the right to inspect any device, including all contents. Students must provide any passwords to inspect the device upon request by a school administrator. Parents will be required to come to the front office to pick up confiscated items. Students will also be subject to disciplinary action for violation of this policy.

Drugs, Alcohol, and Tobacco

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances on or near school property, at school related off-campus events, or off-premises. *This policy does not prohibit the proper use of medication under the direction of a physician, as long as the school medication policy is being followed.* The school reserves the right to impose additional or different requirements as appropriate for the circumstances, including possible legal action, required professional counseling, and/or required random or regularly scheduled drug and/or alcohol testing at a school-approved clinic. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully is considered a positive test result and will result in automatic expulsion from school.

Reporting of Child Abuse

The school abides by mandatory reporting obligations, and will promptly report suspected physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or exploitation (this includes sexting). The school will fully cooperate with all governmental authorities in connection with their investigations.

Campus Safety and Security

Each classroom has building maps and instructions for evacuation plans and lockdown procedures. Required safety and fire drills are carried out with students and staff on a regular basis. An emergency weather radio is monitored by the front office staff. Any visitor to campus is required to sign in with a valid id, receive a visitor badge, and generally be escorted throughout the building.

Secure (Partial Lockdown) / Lockdown

During a partial or full lockdown, no one will be permitted to enter or leave the building for any reason. If necessary, carline will be delayed until the lockdown is lifted. Parents will be notified of any lockdown via a RenWeb parent text alert and email notification. Local authorities will contact the school about any required lockdown and will also alert administrators when the lockdown can be lifted.

Weapons and Threats

It is a violation of school policy and a felony under South Carolina law for any person to carry or to possess a weapon or an explosive on school grounds. Additionally, the school prohibits any person from bringing to school any item that can be used as a weapon or resembles a weapon. This includes toy guns and knives of any length. Any such item may only be brought onto school grounds when a member of the administration authorizes it, in writing, for use as part of an activity being conducted at the school. Sports equipment for legitimate athletic purposes are not considered weapons. Any and all weapons may be confiscated and, if appropriate, turned over to law enforcement. The school will take all threats seriously whether made in jest, on the Internet, via text, or away from school, toward or about another student, employees, or the school. Any pictorial depictions of weapons or verbal or written comments that the administration determines, in its discretion, appear to be threatening in nature, will result in disciplinary consequences.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks such as Facebook and Twitter,

blogs, and other similar online or internet communications.

Use at school or a school-related event

Students are not permitted to access social media and/or social networking sites while on school property or at a school-related event. The school takes many steps to block unwanted sites via web-content filters, but as rapidly as technology advances, it is impossible to ensure that access to all unwanted sites is blocked. Therefore, even if students are able to access such sites on school property or at a school-related event, all students should understand that their activities are in violation of school policy and may result in disciplinary action.

Use away from school property

Certain personal online activities have the ability to impact a student's relationships with other students or school employees and the school reserves the right to regulate, and discipline for, any such activity that violates school policy. If a student posts or says something online (or in a text) that makes another student feel uncomfortable, that activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off-campus behavior violates school policy by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the school's educational mission.

Students are not permitted to use the school's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the school, its location, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate. Finally, students are not permitted to disclose any confidential information of the school, employees, students, parents, or other activities school-related online. What a student publishes on personal online sites should never be attributed to the school and should not appear to be endorsed by or originated from the school.

Students should not be "friends" with any faculty or staff member or other adult member of the community (other than the student's parent) on any social networking sites. Any violation of this prohibition must be reported to the school administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Student's identity online

Students are responsible for all of their online activity conducted with a school email address, and/or which can be traced back to the school's domain, and/or which uses school assets.

School's right to inspect

The school reserves the right to inspect all electronic data and usage occurring over the school's network or on school property without prior notice. The school also reserves the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

If you do not want your phone searched, do not bring it to school.

Acceptable Use Policy for Student Access to Electronic Resources

This policy provides the procedures, rules, guidelines, and codes of conduct for the use of technology and information networks at Camperdown Academy (CA). Technology usage is a privilege, not a right. Electronic resources are to be used for teacher approved educational purposes only. This Acceptable Use Policy (AUP) applies to school-owned devices and networks at all times, and student-owned devices while on campus or while attending a CA event. Camperdown Academy does not offer or promote virtual learning as a viable alternative to its instructional program except in extreme cases as required by its governing authority.

Google Apps for Education

Students will be assigned a Chromebook and Google Apps for Education account to support learning and to allow for easy sharing of documents, file storage, and connectivity within the school and classrooms. Their account is to be used only for school assignments and communication with others regarding school related topics. Google Apps can be accessed with other devices or computers with an Internet connection. Chromebooks are being monitored using a filtering service, GoGuardian. This account will be closed when they graduate or transition to another school.

Accessing the Internet at Home

The Chromebook is a web-based device. While some documents created at school may be edited offline at home, Internet access is important for full functionality.

Care and Maintenance

Students are responsible for the general care of the Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are some expectations when handling the Chromebook:

- Chromebook must remain in protective case at all times
- Close the screen before transporting your Chromebook, do not hold by the screen
- Never put anything, except your hands, on the keyboard
- Never have food, drinks, or gum near your Chromebook
- Do not alter your Chromebook – no stickers, no drawings/writings, and no punctures
- Do not press on the screen of your Chromebook or lean on the top of the Chromebook when it is closed
- Do not lay anything on top of Chromebook
- Do not loan your device to friends or family members
- Do not disassemble or attempt to repair the device
- Do not leave the Chromebook in an unsecure location or near water or food
- Do not take your Chromebook in the restroom or in an eating space
- Always leave your Chromebook in a safe location (away from small siblings, not on the floor, etc.)
- If something is wrong with your Chromebook, let your teacher know immediately
- Do not place Chromebook in your backpack

Students are to understand that this Chromebook does not belong to them, but is being loaned out to them by Camperdown Academy.

Rules and Guidelines

Please read the following rules of network etiquette and consequences for unacceptable use.

- Students will demonstrate manners showing consideration and respect for others at all times.
- Students will not plagiarize or use copyrighted materials without permission of the author.
- Passwords are confidential and are not to be shared.
- Students will not download files or modify the computer's desktop or settings.
- Students will not send or forward chain letters or engage in "spamming".
- Students will not disseminate threatening or harassing messages. Cyber-bulling is prohibited.
- Electronic resources are never an excuse for incomplete or late work. If an electronic device or access fails, you should have a reliable backup plan which might include traditional pencil and paper.

- Students will handle equipment responsibly and with care.
- Students are to be responsible for their use of the Internet, accessing only appropriate sites and information they have been specifically instructed to open.
- Students must promptly tell a Camperdown staff member about any message received that is inappropriate or makes them feel uncomfortable.
- Students will only use the e-mail account and other electronic resources for school-related educational activities as assigned by their teachers.
- Students will not attempt to use computers to buy or sell any products, for illegal activity, or for political purposes.
- Students will not make any malicious attempt to harm or destroy data of another user including the uploading, downloading, or creating of computer viruses.
- Students shall not use technology to participate in any online group chats, including file sharing for conversational purposes. It is the responsibility of the student to notify a staff member of an unwanted request to join a group chat.
- Students will not use school technology to communicate with parents during the school day.

Student and Parent Agreement

The student agrees to:

- Take good care of the Chromebook at all times
- Bring the Chromebook to school each day, fully charged
- Keep Chromebook in protective case at all times
- Keep Chromebook charging equipment in bag at all times when not charging
- Use the Chromebook for educational purpose only
- Report any damage or loss, whatever the cause, to your teacher as soon as possible
- Take responsibility for any damage or loss caused by neglect or abuse
- Return the Chromebook and charger to Camperdown Academy at the end of each school year.

Students who withdraw for any reason must return the Chromebook on or before the date of withdrawal

Parents agree to:

- Ensure your student understands appropriate care of the Chromebook
- Ensure that any damage or loss is reported to the school immediately
- Report vandalism or theft to the appropriate police department
- Pay for all replacements and damages at the following rates:
  - Chromebooks: $300.00
  - Chargers: $27.00
  - Cases: $30.00

Consequences for Unacceptable Use of Electronic Resources

- Violations of this policy may have disciplinary repercussions including:
- Removal from class
- Recess Chores
- Suspension of network, technology, or computer privileges
- Parent Conference
- Short-term in-house suspension from class
- Out-of-school suspension
- Legal action and/or prosecution

If students are suspended from the network, they are still responsible for completing class and homework assignments.

Medical/Medication Policy

If a child becomes sick at school, he or she will be made as comfortable as possible and parents will be called. If neither parent is available, the emergency number on file will be called. Parents are responsible for notifying the front office if any changes in phone numbers or emergency contacts occur during the course of the year. In an emergency situation, effort may be made to contact parents prior to notifying EMS, but the child's well-being will be the primary concern. All student's are required to have a signed Permission to Treat form on file.

Return to School

Student's must stay home until there is no fever, excessive coughing, headache, unexplained rashes, nausea/vomiting, diarrhea, or pink eye without using medication for 24 hours. A doctor's note will be required for any excused or extended absence due to illness.

Over-the-Counter Medication at School

Acetaminophen (Tylenol), Ibuprofen (Advil), cough drops, saline eye drops and Tums are provided as needed by the school. If you would like other over-the-counter medications to be available for your child, please send them in a container clearly labeled with the student's name and the appropriate dosage for the student. Any medication must be brought immediately to the front office and should never be in the child's possession or in their backpack.

Prescription Medication at School

A *Physician's Request* form is required for every prescription medication that will be given during school hours. No prescription medication will be administered by the front office staff without this signed form on file.

Prescription medication to be administered on a daily basis (*if in tablet/capsule form*) must be placed in a compartmentalized pill container that has been clearly labeled with the student's name. The pill container should be the type that has the days of the week clearly labeled and the medication must be placed in the appropriate day's compartment. Such medication should be brought directly to the front office at the beginning of each week completely filled and properly labeled. Empty containers will be returned to students at the end of each week. Liquid prescription medicine, or those which might be required occasionally by the student (*such as asthma/allergy medications*), should be in a container clearly labeled with the student's name, name of medication, and dosage. Medicines, such as inhalers or EpiPens, will be kept in the front office and must have the student's name clearly indicated.

It is the parent's responsibility to know the expiration date of any medicine brought to school.

Lice

Head lice are not a health hazard or sign of poor hygiene, but once identified, the lice must be treated before the child returns to school. When there is a confirmed case of head lice, a parent will be notified to pick up the student, and a generic notification email will be sent to other parents in the classroom.

Health Information Sharing

Parents and students agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to necessary administrative staff to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. Parent and students must consent to allow employees of the school, who have a need to know, to receive information necessary to serve the best interests of the student and/or

community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents in advance.

2025-2026 Dress Code Guidelines for Students

Links to approved Vendors: -French Toast Code: QS61ONZ
-Lands' End Code: 90013459
-Read's Uniforms Code: camperdown

General Guidelines	• Attire should be neat, modest, appropriately sized, and in good condition • No items hanging from clothing (such as chains) and no flashing lights on shoes • No underclothing should be visible • No clothing may have holes or be torn/ripped • Spandex shorts must be worn under skirts/dresses to protect modesty during playground and classroom activities
*Shirts	• Dress code requires students to purchase and wear shirts from one of our approved vendors • **Each student must purchase at least one red shirt to be worn on field trips/special occasions**
Shorts, skirts, and skorts	• Items do not have to be purchased through school-approved vendors • All items must be at least fingertip length when worn by your student • Shorts must have belt loops (no drawstrings) • Skirts/skorts may not have a drawstring waistband • Acceptable fabrics are polyester, cotton, twill, dry-fit/performance tech fabric (no athletic material or tennis skirts) • Acceptable colors are navy/blue, black, tan, or gray (solid colors only)
*Dresses and jumpers	• Dresses and jumpers must be purchased through one of our approved vendors • All items must be at least fingertip length when worn by your student • Jumpers will require a solid-color button-up shirt underneath, no t-shirts
Leggings	• Leggings can only be worn when underneath jumpers, dresses, or skirts/skorts
Pants	• Items do not have to be purchased through school-approved vendors • Pants must have belt loops (no drawstrings) • Acceptable fabrics are polyester, cotton, twill, dry-fit/performance tech fabric (no athletic material) • Acceptable colors are navy/blue, black, tan, or gray (solid colors only)
School Spirit	• School Spirit clothing will be available for purchase…more information to come! •
*Outerwear	***Inside the building** • Students may wear any jacket, fleece, or sweater with school logo that is purchased through one of our approved vendors • Students may wear any sweatshirt that is sold as School Spirit clothing through our approved vendor **Outside the building** • Outerwear worn only when outside (during recess or carline) may be from any store or provider and does not require a school logo

Dress code infractions may result in the parent being asked to bring appropriate clothing to school

Please note: Unnatural hair colors are not allowed, and pierced jewelry is only acceptable in the ear lobes.

Lunch and Snacks

Lunches may be pre-ordered from select outside vendors prior to the beginning of each trimester term. Once the pre-order window has closed, no further lunch orders will be accepted for that term. Additionally, commercial food warmers are available to keep food warm (not to cook food). Any lunch that is sent in for the warmer must be already cooked and **clearly** labeled with the child's name and group. Students may also bring a bagged lunch from home, but no refrigeration is available.

If your child forgets a lunch, peanut butter crackers and/or cheese and crackers will be provided.

Students should bring a healthy snack and water bottle for morning snack time. If your student is staying for after school sports or late stay you are encouraged to pack an additional snack. No snacks are provided by the school. However, there is a school store that is open with limited hours for students to purchase a snack. No soft drinks or energy drinks are permitted during the school day. Candy and sugary treats are discouraged as snack items.

School Supplies

As part of the focus on teaching organizational and time management skills, all school supplies will be provided for each student. The parent is responsible for a backpack, lunchbox, and water bottle. As the school year progresses, parents may be asked to supplement with additional pencils or notebook paper. The school reserves the right to bill parents for any lost or damaged textbooks or library books, as well as for excessive damage to school materials and supplies.

Homework

Homework is intended as review and reinforcement of skills taught in the classroom. The amount of homework assigned is developmentally appropriate and expectations will vary from group to group. Each classroom teacher will explain homework expectations at the beginning of the school year, and daily information on homework assignments can be located in the student's white notebook.

Field Trips

Field trips serve to reinforce lessons taught in the classroom and allow students to put their educational experiences into a real-world context. Typically, field trips do not incur an extra fee. Anytime a student will be leaving campus, a parent will receive, and be expected to return, a signed permission slip. All details of the field trip and any additional needs (clothing, food, etc.) will be communicated in the permission slip to parents.

Lost and Found

Books, clothing, and other items left at the end of each day will be placed in the Lost and Found container. Students are reminded frequently to check the container for missing items. During parent-teacher conferences, unclaimed items are prominently displayed for parents to look through. Remaining items will be donated to charitable organizations or disposed of at regular intervals. Please remember to label all items to prevent loss.

Tuition and Fees

The school strives to provide the highest quality education. The timely payment of tuition allows the school to meet its financial obligations. Enrolling your child is a financial commitment and paying tuition should be a budgeting priority. In the event a tuition account becomes more than 30 days past due, the school reserves the right to prohibit the student from taking exams, receiving grade reports and/or transcripts, and attending class. The school

additionally has the right to dismiss any student due to overdue tuition payments and outstanding debt owed the school.

Force Majeure

The school will not be liable for any failure or delay in the performance of its duties or obligations to the extent such failure or delay is caused by a force majeure or an event beyond the school's reasonable control. This includes but is not limited to a fire, flood, act of God, war, government action, act of terrorism, epidemic, pandemic, natural disaster, or other major upheaval which renders performance impractical, illegal, impossible, or otherwise inadvisable. In such an event, the school's duties and obligations shall be suspended until such time as the school, in its sole discretion, determines that it may safely and ably resume performance. The school will provide notification of such a suspension in a reasonable time and method. During such a suspension, parents are expected to make all payments owed to the school and there will be no refund of tuition, fees, or other payments previously made. As an alternative to suspending performance, the school may elect to operate on a distance-learning basis, may choose to extend its school year, and/or may adopt an alternative schedule to complete its school year curriculum.

Families

Major Life Change

Parents should notify the administration of any family situation that arises regarding students such as births, deaths, serious illness, hospitalization, divorce or separation, etc. at the time of occurrence so the school can respond appropriately.

Parental Support

A positive and constructive relationship between the school and the student's parents/guardians is essential. Parents understand and agree to support the school's philosophy, mission, and standards of academic and moral excellence. Parents agree to:

- Be responsive to teacher and administration communication and expectations
- Be responsible for getting students to school on time
- Provide time and space for the completion of homework as needed
- Read and review with students the Pillars of Character Development, Honor Code, and behavioral expectations on and off campus
- Support the school with financial contributions and volunteer hours to the best of their ability

The school reserves the right to expel, remove, or otherwise dismiss the student if the Head of School concludes in his/her sole discretion that the behavior, communications, or interactions on or off campus of the parents/guardians impede the school's ability to meet its educational objectives or mission or make a constructive relationship impossible. In addition, the school reserves the right to place restrictions on parents/guardians or other family members' involvement or activity at the school or school-related event if said individual engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the school community.

Divorced or Separated Parents

The school needs to be aware of a student's home situation such as separation, divorce, or custodial arrangements. Unless the school is directed otherwise by court order or receives a written letter signed by both parents requesting a different procedure, each parent will have equal access to school records, information regarding school calendars, school activities, conferences, etc. Each parent will have equal rights to confer with teachers about the student. Each parent has the right to pick up the student at school either during the normal school day or other activities. Each parent has the right to consent to any emergency medical procedure that may become necessary. When it is time for

parent-teacher conferences, the school will not hold a separate conference for each parent regardless of separate/divorce.

In case of separation or divorce, the school requires a copy of all current custodial decrees.

Fundraising

No group (class), individual, or organization is to begin any money-raising activity without permission from the school. No group, individual, or organization may request money from any other group, individual, or organization within or outside the school without permission from school administration.

Late Stay

The Late Stay after-school program is a supervised, structured time where students work towards completing daily homework assignments. Parents may choose to send students to Late Stay on an occasional or regular basis, so long as prior notification is given to the front office. Students will be placed in Late Stay if parents/guardians have not picked up from the carline by 3:45 p.m. on Monday thru Thursday. There is no Late Stay on Friday. Late Stay incurs a separate fee which is invoiced to parents on a monthly basis. Students may be denied access to the Late Stay program if behavioral expectations are not being met during the school day. Any student not picked up from Late Stay by 5:30 p.m. will incur a "per minute late" fee added to the monthly invoice.

Athletic Eligibility

For athletic team eligibility, middle school students must maintain an average of 70 or higher in each class. If a class grade drops below a 70, there will be a one-week grace period before a student becomes ineligible. At the end of that grace period, the student will be required to have the teacher(s) sign-off that "improvements in grade and/or effort have been noted" in order for athletic eligibility to be maintained. It is the responsibility of the student to get a written note from the teacher(s) and present it to the coach.

GUIDING PRINCIPLES

At Camperdown Academy, the intellectual, social, and emotional growth and development of our students is promoted through the combined efforts of faculty and staff, parents, students, and trustees:

- **Our students** are actively engaged in their own learning, open to new experiences, appreciate the joy of effort, demonstrate respect for their peers and their teachers, and embrace the challenges and opportunities that each day provides.
- **Our faculty** and staff model the school's values and are committed to the school's Mission. They are passionate about education and working with students who have learning differences and work collaboratively with colleagues and parents for the betterment of each child
- **Our parents** endorse Camperdown's Mission and Values, encourage and support their child/ren, and serve as dynamic and supportive partners with the school in meeting student needs and promoting student success.
- **Our trustees** further the school's mission and vision, ensuring the viability of the institution, and promoting a vibrant and sustainable future through their active service and support.

Our school community reflects the pride of shared purpose and common values:

- **Learning** – We believe learning is a life-long process that begins with an excellent education that meets the individual needs of each student.
- **Community** – We believe that everyone thrives in a safe and welcoming community that fosters a family-like environment and promotes well-being, belonging, and respect for oneself and others.

- **Potential** – We believe that each student has their own unique gifts and talents, which we seek to draw out, strengthen, and encourage so that they might tap into – and realize – their full potential.
- **Advocacy** – We believe that promoting advocacy – for parents, for educators, for the public at large – and self-advocacy (in our students), will forage the way for a greater understanding of dyslexia, help to de-stigmatize learning differences, and empower students with dyslexia to become confident learners.