



**CENTREVILLE LAYTON LOWER SCHOOL
STUDENT HANDBOOK
2018-2019 ACADEMIC YEAR**

Mission Statement

Centreville Layton School offers a rigorous educational and cultural experience for students who learn differently. The program identifies academic and social needs of the individual and provides a curriculum that focuses on problem solving and critical thinking. Through intervention and strengthening learning strategies, the school empowers each student to reach his or her potential.

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Centreville Layton School 2018-2019 Calendar

August

- 17 DIAA physical forms due
- 20 US Fall Sports Season begins
- 28 Faculty Opening Meeting 9:00 am
- 28-30 Faculty In-Service
- 29 Faculty Dinner/Social 3:30 pm

September

- 3 Labor Day (School Closed)
- 4 Faculty In-Service (School Closed)
Ice Cream Social 2:00-3:00 pm
- 5 First Day of School
New Parent Coffee 8:30-9:30 am
MS Fall Sports Season Begins
- 12 Parent Information Night 6:30-8:30 pm
- 13-14 Senior Team Building Experience
- 14 CLASP Back-to-School Picnic
3:30-6:30 pm
- 17 Founder's Day (Celebrated)
Spirit Day-Centreville Layton School
- 19 Head of School Coffee 8:30-9:30 am
- 21 Dr. Dostillio Parent Coffee 8:30-9:30 am
- 26 Picture Day
- 28 Students Dismiss at 12:00 pm
Faculty Development 12:00-3:30 pm

October

- 3 Pastries with Parents; 8:00-8:30 am
Open House 9:00-11:00 am
- 11 LS Fall Into Reading 5:30-7:00 pm
- 12 Spirit Day
- 12 Homecoming Dance 7:00-10:00 pm
- 12-13 Homecoming Events
- 17 Head of School Coffee 8:30-9:30 am
Grades 10-11 PSAT
(12:00 pm US Dismissal)
Grade 12 College Workshop
Grade 9 Trip-Camp Tockwogh
- 24 8th Grade Transition Mtg. 8:30-9:30 am
- 26 Students Dismiss at 12:00 pm
Faculty Development 12:00-3:30 pm

November

- 1 Quarter 1 Ends
- 2 LS Conferences (School Closed)
- 5-9 Barnes & Noble Book Fair
- 7 Open House 9:00-11:00 am
Book Fair Event at Barnes & Noble
4:00-7:00 pm
- 9 Staff Professional Development Day
(School Closed)
- 14 LS Head Coffee 8:30-9:30 am
- 16 Winter Sports Season Begins
Dr. Dostillio Parent Coffee 8:30-9:30 am
Spirit Day
- 20 All-School Buddy Thanksgiving Activity
11:30-12:30 pm
- 21-23 Thanksgiving Vacation (School Closed)

December

- 5 Open House 9:00-11:00 am
- 8 Community Screening 9:00-12:00 pm
- 12 Head of School Coffee 8:30-9:30 am
- 14 Faculty Holiday Party 4:00-6:30 pm
- 18 LS Holiday Concert 2:00 pm
- 19 All-School Pancakes and PJs
Students Dismiss at 12:00 pm
- 20-31 Holiday Break (School Closed)

January

- 1 Holiday Break (School Closed)
- 2 School Re-Opens
- 9 LS Head Coffee 8:30-9:30 am
Open House 9:00-11:00 am
- 10 College Information Night 7:00-8:30 pm
- 11 Spirit Day
- 16 Head of School Coffee 8:30-9:30 am
- 15-17 US Exams (12:30 pm US Dismissal)
- 18 Semester 1 Ends
Faculty Development; No School for
Students
- 21 Martin Luther King, Jr. Day (School
Closed)

Key: LS = Lower School; MS = Middle School; US = Upper School

Early Dismissals = No Aftercare

Revised June 19, 2018

January (cont.)

- 23 LS-MS Transition Mtg. 8:30-9:30 am
- 25 Dr. Dostillio Parent Coffee 8:30-9:30 am
Trivia Night 6:30-8:30 pm

February

- 1 Spirit Day
- 6 Open House 9:00-11:00 am
- 11 Read-A-Thon Begins
- 13 Head of School Coffee 8:30-9:30 am
- 18 President's Day (School Closed)
- 22 CLS Auction Night

March

- 1 Spring Sports Season Begins
Summer Program Coffee 8:30-9:30 am
- 6 Open House 9:00-11:00 am
- 7 LS March Into Reading; 8:30-9:30 am
- 8 Read-A-Thon Ends
Spirit Day
Paint-and-Sip 6:30-8:30 pm
- 9 Community Screening 9:00 am-12:00 pm
- 13 Head of School Coffee 8:30-9:30 am
- 15 Quarter 3 Ends
Dr. Dostillio Parent Coffee 8:30-9:30 am
- 18-29 Spring Vacation (School Closed)

April

- 1 School Re-Opens
- 3 LS Head Coffee 8:30-9:30 am
Open House 9:00-11:00 am
- 10 Head of School Coffee 8:30-9:30 am
- 12 Spirit Day
- 15 Middle School Trip Paradise Farms
8:30-4:00 pm May move to Fall
- 25 Art Show 3:30-6:00 pm
- 26 Students Dismiss at 12:00 pm
Faculty Development 12:00-3:30 pm

May

- 1 Open House 9:00-11:00 am
- 2 5K in May 5:30 pm
- 8 Head of School Coffee 8:30-9:30 am

- 10 US Prom 7:00-10:00 pm
- 13 Centreville Layton Annual Golf Outing
- 15 Sports Banquet 6:00-8:00 pm
- 17 Spirit Day
- 24 Field Day (1:00 pm Dismissal)
- 27 Memorial Day (School Closed)
- 28-29 US Exam Review Days
- 30-31 US Exam Days (Seniors only)

June

- 3-5 US Exams (12:30 pm US Dismissal)
- 4 LS Last Day of School
- 5 MS/US Semester 2 Ends
8th Grade Moving Up 9:30 am
11:00 am MS Dismissal
12th Grade Graduation 1:30-3:30pm
- 6-7 Faculty In-Service
- 21 Summer Program In-Service Day
- 24 First Day of Summer Program

July

- 4-5 Independence Day Weekend
(Summer Program Closed)
- 11 Summer Program Picnic 5:30-7:00 pm
- 26 Last Day of Summer Program

GENERAL SCHOOL INFORMATION

"Time is nature's way of keeping everything from happening at once." (Anonymous)

School Day

The school day begins at 8:30 a.m. and ends at 3:30 p.m. Students not enrolled in Extended Day may enter the school gym any time after 8:10 a.m. and must be picked up by 3:40 p.m. Extended Day hours are available to all Centreville Layton School families:

Morning care: 7:30 a.m. to 8:10 a.m.

After care: 3:40 p.m. to 5:30 p.m.

Please be aware that children not enrolled in the Extended Day Program who are dropped off prior to 8:10 a.m. or picked up after 3:40 p.m. will automatically be charged the drop-in rate for morning care and after care. There is a charge of \$2.00 per minute for any child picked up after 5:30 p.m. A flat fee of \$50.00 will be assessed for a child picked up after 5:45 p.m. and a flat fee of \$100.00 will be assessed for a child picked up after 6:00 p.m. Extended Day services may be suspended or revoked if fees for late pick-up are assessed more than three times.

To enroll your child in the Extended Day Program, please contact the Main Office at (302) 571-0230.

Attendance Expectations

Attendance is critical to school success. When students miss class, they are missing much more than the homework assignments; they are missing class discussions, group activities, and lessons. They may also be missing therapies and other pull-out sessions. While paper and pencil work can be made up, class activities and therapies often cannot. Thank you for scheduling appointments outside of the school day and for scheduling family vacations during school breaks.

Late arrival impacts your student's progress, disrupts the school day, and also disrupts other members of the classroom.

If a student is absent, **parents must call Diane Daiger** at the school office **(302-571-0230)** or email ddaiger@centrevillelayton.org before 8:30 AM.

Requests for discretionary (i.e., non-illness related) and/or extended absences must be made in writing and subject to approval by the Head of Lower School.

The academic expectations associated with extended absences due to illness will be handled on an individual basis.

School Closings

Periodically, the school will need to close due to inclement weather, etc. The school uses Blackboard Connect to communicate with families through automated phone calls. The Centreville Layton School website will also contain school closing information, as well as the local radio station at WSTW.com.

Transportation

Currently, there are no transportation services available. Please indicate (on your emergency form) if your child will be picked up by someone other than his/her legal guardian.

Lunches

Students should bring a healthy lunch, snack, and drink daily. A lunch program is available. Contact Angela Gilbert at (302) 571-0230 or agilbert@centrevillelayton.org.

Security

All doors on campus remain locked during school hours. All visitors must enter and check in at the Main Office.

Carline

All students should exit their vehicle during morning drop-off directly in front of the gym. Parents should then drive completely around the circle (by the main office) to exit the parking lot. Please do not U-turn or pull into a parking space then back-up. Students should not be dropped off in the two upper parking lots.

The doors to the gym are locked promptly at 8:30 a.m. If your child arrives at school after that time, they need to enter through the main entrance and check-in with Diane Daiger before proceeding to their classroom.

Afternoon carline starts by driving around the circle (by the main office) and stopping near the playground entrance. Remain in your vehicle at all times while in afternoon carline. Students will not be released to their vehicles until the carline is at a complete stop. After all students are safely in their vehicles, CLS staff will direct the flow of traffic. Please do not pull out and pass vehicles that are stopped in carline. Students may not be picked up from the two upper parking lots.

The afternoon carline begins to form as early as 2:30 p.m. If you are at school and need to leave before that time, consider parking in one of the upper parking lots. Once your car is parked in the car line, you need to remain with your car at all times. If you need to leave your car unattended, please use a marked parking space.

To keep our carlines moving smoothly, please save important discussions with faculty and administration for a scheduled time, a phone call, or an email.

Thank you for adhering to the above guidelines. They are in place to keep CLS students, families and faculty safe.

"Clear your mind of can't." (Samuel Johnson)

2018-2019 Centreville Layton Lower School Bell Schedule

Homeroom	8:15-8:30 a.m.	15 minutes
Mindfulness Activities	8:30 – 8:40 a.m.	10 minutes
Reading (Periods 1-2) *includes snack	8:45-10:15 a.m.	90 minutes
Arts and Technology	10:20-11:00 a.m.	40 minutes
Recess	11:05 – 11:30 a.m.	25 minutes
Lunch	11:35 a.m. - 12:00 noon	25 minutes
Mindfulness - transition from lunch to classroom	12:00 – 12:15 p.m.	15 minutes
Math	12:20 -1:05 p.m.	45 minutes
Homeroom Class Time / Social Studies / Science	1:10 – 1:55 p.m.	45 minutes
Arts and Technology	2:00-2:40 p.m.	40 minutes
Homeroom Class Time / Social Studies/Science	2:45 -3:20 p.m.	35 minutes
Executive functioning / Organizational skills, etc.	3:20 – 3:30 p.m.	10 minutes

The above schedule is tentative and is subject to individualization by each classroom teacher. More specific schedules will be sent home at the beginning of the school year.

ACADEMIC POLICY AND SUPPORT

Communication

Lower School families may access student academic information via PowerSchool (see below).

Progress Reports

Progress reports will be sent home to parents at the end of January/early February and in May.

Conferences

Conferences are scheduled two times per year, in the fall and in May. Mid-winter conferences are optional and can be requested by the parents/guardians or the Lower School faculty. Additional conferences can be scheduled at other times by request.

Individualized Education Plans (IEP's)

IEPs are implemented for every student. The student's educational team will determine the IEP's goals and objectives. IEP conferences for students new to Centreville Layton School are scheduled for the fall. Students who are re-enrolling have their IEP conferences in May. Students entering the school during the school year, have their conference six to eight weeks after their enrollment.

Curriculum

Our Lower School provides a hands-on, multi-sensory curriculum for its students, firmly rooted in the basics of reading, language arts, math, social studies, and science. The rigorous academic program is integrated with therapeutic supports and social thinking instruction. Arts, sciences, technology, and physical education classes complete the program and produce well-rounded students.

Occupational Therapy

Occupational Therapy (OT) is an essential component of our program. OT is given in small groups for students who are experiencing difficulty with fine and/or gross motor coordination or sensory processing. Our occupational therapist works closely with the classroom teachers to provide handwriting and typing instruction and for sensory feedback consultation. The frequency of small group or individual OT sessions varies based upon student need as determined by our therapist through evaluation and collaboration with the classroom teachers.

Speech and Language Therapy

Speech and Language Therapy (LT) is offered in small groups or individual sessions for students who experience communication disorders or struggle with articulation. Language intervention is delivered by an experienced certified specialist and practices are based on research, collaboration, and expertise with focus on conversational skills for speech production, sentence structure, following directions, sequencing, vocabulary gain and retrieval, etc. Classroom integrated therapy furthers the link between oral language, listening and speaking, and reading and writing. Frequency of small group or individual LT sessions varies based upon student need as determined by our therapist through evaluation and collaboration with the classroom teachers.

Social Thinking

The Social Thinking Program has been developed to address social skills development for children and adolescents. It is based on the work of Michelle Garcia Winner. Instruction is delivered in multiple teaching modalities including role plays, videos, classroom discussion, projects, and various games and activities. The goals of the program are tailored to the needs of individual classrooms and focus on helping students understand their academic strengths and challenges, developing skills to improve attention and memory, improving verbal and non-verbal communication skills, improving

social skills, demystifying learning differences, dealing with feelings effectively, raising self-esteem, learning conflict resolution skills, understanding friendships, improving organizational skills, and building confidence.

PowerSchool

Students who are being administered curriculum based tests as one measure of assessment will have their grades posted on PowerSchool. You will receive information on how to access these online grades when appropriate. In addition, written reading and math assessments are sent home for parent signatures. We ask that these be returned to school promptly. Specific questions regarding your child's progress should be addressed directly to the teacher.

HOMEWORK PROTOCOL

Purpose

Teachers thoughtfully assign homework as an important reinforcement or preview for daily class work. Homework provides students an opportunity to apply study skills, organizational skills, and self-regulation strategies. It is a critical component of Centreville Layton's program. Teachers are available before school, during class, homeroom, and after school to work with students who need clarification or help with homework.

The amount and content of homework is tailored to each student's abilities. If homework completion takes longer than anticipated or the student is experiencing difficulty, please contact the specific teacher who assigned the work.

It is important that students work with individual classroom teachers to make-up any missed assignments and work.

ACCEPTABLE USE POLICY

Rationale: The technology resources provided by Centreville Layton School (herein referred to as CLS) are in place to **support and strengthen the academic growth** of each student. Therefore, the **school retains control** over the manner in which these resources are used.

***** The use of personal devices is not permitted during school hours. *****

The purpose of this policy is to:

- assure that users recognize the limitations that the school imposes on the use of technological resources and
 - require that anyone using these resources agrees to abide by local, state, national, and international regulations regarding these resources.
-

THE AGREEMENT

The students and families recognize that use of assigned devices, educational accounts created, and access to the Internet at Centreville Layton School is a privilege that can be revoked. Students understand that the constraints listed below are guidelines, and it would not be in the spirit of the agreement to test the limits of these guidelines.

STUDENTS AGREE:

- to use the technology resources (hardware and accounts created) at CLS for school work and academic support.
- to refrain from **frivolous or improper use** of technology resources including, but not limited to:
 - playing games during school.
 - accessing inappropriate and/or pornographic data.
 - participating in instant messaging, chat rooms, or social networking sites.
 - exchanging e-mails for non-educational purposes.
 - Accessing peer-to-peer networks for downloading or showing of copyrighted materials.
- not to **alter any settings** on devices in a way that could cause offense or inconvenience, including any attempt to change the configuration of any software.
- to make **available for inspection** by any administrator or teacher any messages sent or received using CLS's network or equipment..
- not to use this resource for any **illegal and/or commercial** activity.
- not to introduce or knowingly allow the introduction of any computer **virus, spyware, or malware** to any CLS device or network; if I do so, I will immediately notify a member of the faculty.
- not to **download or install** material except under the direct supervision of a member of the faculty.
- to use **appropriate language** in all communications. I will not use profanity, obscenities, or any vulgar, offensive or inflammatory speech, nor will I use these resources for the purpose of harassment or humiliation.

CHROMEBOOK POLICY

Once the school year is underway, Chromebooks will be assigned to our 4th and 5th grade students and used primarily on campus. Students are responsible for the general care of the Chromebook they have been issued. The Chromebook will be checked out in the morning and returned to its charger at the end of the school day. Students may not use another student's Chromebook. If students do not correctly connect the Chromebook to the charger, they are responsible for getting the course work completed as if they had their Chromebook charged.

CLS retains sole right of possession of the Chromebook and related equipment. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of CLS. Students may not use "skins" to "personalize" their Chromebooks. CLS retains the right to collect and/or inspect the Chromebook at any time, and to alter, add, or delete installed software or hardware. A standard screen lock will be preset on the Chromebook and may not be changed by the student. All backgrounds set on the Chromebook should be appropriate for school and not offensive to anyone. One set of earbuds will be provided by the school. Replacement ear buds, if necessary, must be provided by the student.

CLS will provide each student a Google Apps for Education account and assign a password. This password may not be changed by the student. Students are prohibited from sharing this password with anyone else except a parent or guardian.

In addition to teacher expectations for Chromebook use, school messages, announcements, planners, calendars and schedules may be accessed using the Chromebook. Photo/Image storage on the Chromebook will be for school projects only. Storage of student personal photos or downloaded images is not allowed. Students may not download or stream music from the Internet. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Non-educational games are not allowed on the Chromebooks. The device can only be synced with the CLS Chromebook Management Console. Students may not "Jailbreak" the Chromebook.

The protective cases provided with the Chromebooks have sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. Chromebooks should always be within the protective Chromebook case when carried. Avoid placing too much pressure and/or weight (such as folders and workbooks) on the Chromebook screen.

Chromebooks that are broken or fail to work properly must be taken to the Technology Department for evaluation. If the student damages or fails to return the Chromebook and related equipment, the student/family will pay the repair/replacement cost of the Chromebook and related equipment.

DISCIPLINE POLICY

The norms that govern our school community can best be summed up in one rule:

Be respectful.

This rule helps to create and strengthen a positive sense of community. Being respectful facilitates student success, community growth and minimizes discipline problems. Centreville Layton School community members are expected to promote and display RESPECT for themselves, those around them, as well as property. This respect is demonstrated on a daily basis in a variety of ways, including:

- Honestly completing an assignment.
- Thinking before speaking or acting.
- Listening to others' points of view.
- Helping a classmate or teacher in need.
- Keeping the school building and grounds neat and organized.

Social activities outside school are important and encouraged for our students' development. If you are having a party and not inviting everyone in your child's class, please send invitations in the mail, via email or make phone calls after school hours. Remind your child not to discuss the event during the school day in front of other students.

The Head of Lower School and the teacher will determine appropriate consequences for all rule violations. Consequences may include, but are not limited to, detention, academic penalties, suspension, disciplinary probation, notification of appropriate legal authorities, or dismissal from the school.

TOY POLICY

Students are not permitted to bring toys to school. They can be a distraction to learning, a source of hurt feelings and unfortunately, may be broken or lost. This includes but is not limited to stuffed animals, dolls, vehicles (cars, trucks, etc.), playground toys, and any type of trading cards. There are ample toys, building materials, arts-and-craft materials, and games in each classroom for students to use at appropriate times as designated by the teacher. Likewise, electronic devices are also not permitted.

There will be special times during the school year when individual teachers may permit toys be brought to school. The days and types of toys are at the discretion of the teacher. This may include the sharing of a special gift after the holidays, a special show-and-tell day, or the earning of the privilege to bring a toy to school. Please note that Centreville Layton School will not be responsible for loss or damage to these items.

DRESS CODE

Centreville Layton’s Lower School dress code serves to help create a positive and successful community of learners by clearly communicating high standards and expectations and by strengthening a sense of individual and community pride.

In general: ALL clothing must fit well, be clean and be in good condition.
 Hats and outerwear are not appropriate indoor clothing.
 Temperatures vary throughout the building. You may wish to have your child leave a sweatshirt or sweater here at school in the event they become cold.
 Shorts are permitted year round; however, please dress your child appropriately as recess will be outdoors during cold weather (at Nurse/Faculty discretion).

MALES	FEMALES
<p><u>Shirts</u> Collared shirts, crew, turtleneck</p>	<p><u>Shirts</u> Collared shirts, crew, turtleneck</p>
<p><u>Sweaters/Sweatshirts/Fleece Jackets</u> Hoods must be down Appropriate logos only</p>	<p><u>Sweaters/Sweatshirts/Fleece Jackets</u> Hoods must be down Appropriate logos only</p>
<p><u>Trousers/Shorts/Sweatpants</u> May be any color Shorts may be no more than 4 inches above the knee</p>	<p><u>Trousers/Skirts/Dresses/Shorts/Sweatpants</u> May be any color Shorts, skirts, and dresses may be no more than 4 inches above the knee</p>
<p><u>Footwear</u> Socks Athletic shoes, loafers, tie shoes, boots No open-toed shoes, slippers, crocs</p>	<p><u>Footwear</u> Socks, stockings, tights Athletic shoes, loafers, tie shoes, boots No open-toed shoes, slippers, crocs</p>
<p><u>Other</u> No hair covering eyes No visible piercings, other than ears (no large hoops) Jewelry</p>	<p><u>Other</u> No hair covering eyes No visible piercings, other than ears (no large hoops) Jewelry</p>
<p><u>Special Note</u> All Centreville Layton spirit wear is dress code acceptable.</p>	

Other clothing not appropriate for school includes:

- | | | |
|-----------------|--------------------|--------------|
| Sleeveless tops | Spandex | Pajama pants |
| Cropped tops | Too-tight clothing | |
| Low necklines | Belly Shirts | |

HEALTH AND SAFETY

Prior to the first day of school parents must submit an Emergency and Medical Information Card, a current Physical, and Immunization Record.

You will be contacted by the School Nurse if she finds your child has become ill during the school day and needs to go home. We ask that you pick-up your child as quickly as possible for their own comfort and to help prevent the illness from spreading.

Please help keep our school healthy by keeping your child at home if any of the following symptoms are present:

1. Your child has a fever, vomiting or diarrhea, or has had these symptoms in the last 24 hours.
2. Your child has symptoms of an upper respiratory infection (constant cough, heavy nasal discharge).
3. Your child has symptoms of a possible communicable disease.

The School Nurse must be notified if your child has been diagnosed with a communicable disease.

Centreville Layton students need to have an updated physical on file. We use the health forms required by the State of Delaware and the Delaware Interscholastic Athletic Association (DIAA). Immunizations must be current, and students must be “cleared” for physical activity. The following forms need to be completed and returned to the school office before the first day of school.

Forms:

- ✓ Emergency and Medical Information Card
NOTE: During the school year, please keep the office informed of any changes to contact information.
- ✓ DIAA or Delaware Student Health Physical Evaluation Form
Make sure to attach a copy of your student’s current immunization record.

Medications

Children who require medication during school hours must provide the medication in the original prescription bottle (or provide a written prescription) and sign the “permission to dispense prescribed medication” section on the Emergency and Medical Information Card. (NOTE: This permission may be granted as needed at a later date.)

Field trips are an extension of the school day and of the curriculum. If a student takes medication during the school day, they are expected to take it on field trips as well.

Nut Allergies

The faculty and administrative staff make every effort to exclude nut products from the classrooms. This includes the use of any nut for eating, cooking, growing or smelling. Students may bring food containing nut products for their lunch. Lunches may not be shared with other students.

Other

State law requires that children with epi-pens require allergy action plans, and children with asthma require asthma action plans. Epi-pens and inhalers should reside with the school nurse unless parents sign a form indicating that their child is to carry it throughout the day.

NON DISCRIMINATION POLICY

Centreville Layton School is a non-profit, nonsectarian, nondiscriminatory organization founded in 1974 and incorporated in 1978. We accept students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities available to students at this school. We do not discriminate on the basis of race, color, gender, creed, or national or ethnic origin in the administration of our education, admissions, financial support, athletic or other programs administered by the school.

MEDIA POLICY

Centreville Layton School may use a student's likeness or image in publications, publicity, and marketing materials that are both electronic and paper-based.

TRANSPORTATION POLICY

Centreville Layton School students may ride a bus or school van to visit off campus locations to supplement their education and to attend athletic events.

RIGHT TO AMEND HANDBOOK POLICY

Centreville Layton School reserves the right to make additions and change the handbook at any time. Notification of changes will be distributed in a timely fashion.