



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

**Mission Statement**

Centreville Layton School offers a robust 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 8<sup>th</sup> 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  
LS/MS Conferences 4:00-8:00 pm
- 2 LS/MS 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 September, 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  
8<sup>th</sup> Grade Moving Up 9:30 am  
11:00 am MS Dismissal  
12<sup>th</sup> 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

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

*Early Dismissals = No Aftercare*

**Revised September, 2018**

## GENERAL SCHOOL INFORMATION

*“Time is nature’s way of keeping everything from happening at once.” (Anonymous)*

### School Day

Centreville Layton offices open at 8:00 AM, and the school day **begins promptly at 8:30 AM**. Students arriving after 8:30 need to check in at the front desk.

The school day **ends at 3:30 PM; offices will remain open until 4:30 PM**. Parents need to communicate any early dismissals and sign-out their children at the front desk. If pick-up occurs after 4:30, the school may be locked and students may be asked to wait outside. **Students are expected to leave school at the end of the school day (3:30 PM)** unless they are scheduled for a special activity. If students are **picked up after 3:45 PM, they are expected to behave according to school rules while they wait for a ride.**

**After-school sports** are scheduled from 3:45 PM – 5:00 PM daily.

### 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 lab work. While paper and pencil work can be made up, class activities often cannot. Thank you for scheduling appointments outside of the school day and for scheduling family vacations during school breaks. **If students miss more than 10% of class sessions (approximately 6 classes per semester and 12 classes per year), they run the risk of not receiving academic credit for the year.**

**Upon returning from an absence, a student must submit a written note from a parent/guardian explaining the reason for the absence. Official documentation must accompany the parent/guardian note for absences as a result of legal business and/or doctors appointments.** If a student does not present a parent/guardian note containing a valid excuse within three days of returning to school, the absence will be considered unexcused.

**If a student is absent four consecutive days or longer, the student must have a note from a medical professional clearing him or her for a return to school.**

If a student is absent, **parents must call** Diane Daiger at the school office **(302-571-0230)** or email [ddaiger@centrevillelayton.org](mailto:ddaiger@centrevillelayton.org) before 8:30 AM. Students must **check Jupiter Ed** for any missed work and **check in with their teachers** upon return to discuss missed work.

If students are absent more **than six school days during the semester**, the Head of Upper School will contact families and set up a meeting to discuss attendance.

**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 Upper School.

**Academic credit will not be available** for work missed due to non-approved absences.

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

Early dismissal must be communicated in advance to the main office by the parent or guardian. Valid forms of communication include; email, phone call, or note sent in with the student.

### School Closings

Periodically, the school will need to close due to inclement weather, etc. The school uses Blackboard Connect to communicate with families. The website will also contain school closing information. The radio station WSTW.com also runs school closing information for Centreville Layton School.

### 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. If your child takes the bus it is incumbent upon the parent to contact the company with any changes.

### Lunches

Students should bring a healthy lunch, snack, and drink daily. A **pre-order** lunch program is available. Contact Angela Gilbert at 571-0230 or [agilbert@centrevillelayton.org](mailto:agilbert@centrevillelayton.org).

**ACADEMICS**

*“Clear your mind of can’t.” (Samuel Johnson)*

**2018-2019 Centreville Layton Upper School Bell Schedule**

Morning Meeting	8:30-8:40	10 minutes
Period 1 (US Electives)	8:40-9:25	45 minutes
Passing	9:25-9:30	5 minutes
Period 2	9:30-10:15	45 minutes
Passing	10:15-10:20	5 minutes
Period 3	10:20-11:05	45 minutes
Passing	11:05-11:10	5 minutes
Period 4	11:10-11:55	45 minutes
Passing	11:55-12:00	5 minutes
Lunch	12:00-12:25	25 minutes
Homework Lab/Clubs	12:25-1:00	35 minutes
Passing	1:00-1:05	5 minutes
Period 5	1:05-1:50	45 minutes
Passing	1:50-1:55	5 minutes
Period 6	1:55-2:40	45 minutes
Passing	2:40-2:45	5 minutes
Period 7	2:45-3:30	45 minutes

## COLLEGE PREPAREDNESS SCOPE & SEQUENCE

Subject Graduation Requirements* (minimum of 22 credits)	Grade 9	Grade 10	Grade 11	Grade 12
<b>Language Arts*</b> 4 credits	Language Arts 9	Language Arts 10	Language Arts Electives	Language Arts Electives
<b>Mathematics*</b> 4 credits	Pre-Algebra Algebra I	Algebra I/Geometry/Workplace Math, Algebra II w. Probability & Statistics Pre-Calculus/Calculus*/Statistics <small>*AP Calculus available</small>		
<b>Science*</b> 4 credits	Foundations of Science	Biology	Physics	Chemistry Science Elective Offerings
<b>Social Studies*</b> 4 credits	Civics	Modern World Civilizations	Modern U.S. History	History Elective Offerings
<b>French/Spanish</b> 2 credits	French/Spanish I, II	French/Spanish I, II	French/Spanish II, III	French/Spanish III, IV
<b>Physical Education</b> 1 credit (8 quarters)	Physical education classes are scheduled during elective period. 9 <sup>th</sup> and 10 <sup>th</sup> grade students are required to participate in physical education classes for 2 quarters each year.			
<b>Health &amp; Wellness</b> ½ credit (4 quarters)	Health classes are scheduled during elective period. Students are required to participate in health and wellness courses for 1 quarter each year.			
<b>Metacognition</b> ½ credit (4 quarters)	Metacognition classes are scheduled during elective period. Students are required to participate in metacognition courses for 1 quarter each year. <ul style="list-style-type: none"> <li>● Grade 9-Study Skills &amp; Introduction to Metacognition</li> <li>● Grade 10- Self-Awareness</li> <li>● Grade 11- Preparing for College I</li> <li>● Grade 12-Preparing for College II</li> </ul>			
<b>Community Service*</b> ½ credit (4 quarters)	Community service classes are designed to provide opportunities for Centreville Layton Upper School students to serve the school community as well as broader community through volunteerism. <ul style="list-style-type: none"> <li>● Grades 11-12 students are required to complete 40 additional hours of targeted community service</li> </ul>			
<b>Electives</b> 1½ credit (12 quarters)	Electives are designed to provide breadth to the academic program for Centreville Layton Upper School students. Students are required to earn credits in these areas: <ul style="list-style-type: none"> <li>● Visual Arts-1/2 <b>credit</b> (painting, drawing, film criticism, film production, yearbook, web design, etc.)</li> <li>● Performance Arts-1/2 <b>credit</b> (vocal/instrumental music, theatre, public speaking, primitive tools, go-karts, etc.)-Other elective courses may be offered.</li> </ul>			

Graduation requirements are aligned with requirements for grades 9-12 mandated by the State of Delaware Department of Education.

\* Denotes subject credits that must be earned to graduate in good standing from Centreville Layton School.

## SUCCESS SCOPE & SEQUENCE

Subject Graduation Requirements* (minimum of 22 credits)	Grade 9	Grade 10	Grade 11	Grade 12
<b>Language Arts*</b> 4 credits	Reading/Writing 9	Reading/Writing 10	Reading/Writing 11	Reading/Writing 12
<b>Mathematics*</b> 4 credits	Arithmetic 9 Economics (1.5 credits)	Arithmetic 10 Economics (1.5 credits)	Personal Finance (1 credit)	
<b>Science*</b> 3 credits	How Things Work-Sources of Power (1 credit)	How Things Work-Sustainable Energy (1 credit)	Workplace Science (1 credit)	
<b>Social Studies*</b> 4 credits	Current Events 9	Current Events 10	Civics Foundation	Modern US History Foundation
<b>Career Pathways</b> 3 credits	Career Skills Exploration	Career Skills Exploration Job Skills Training (Q4)	Job Skills Training (4 Varied Internships)	Community Employment
<b>Physical Education</b> 1 credit (8 quarters)	Physical education classes are scheduled during elective period. 9 <sup>th</sup> and 10 <sup>th</sup> grade students are required to participate in physical education classes for 2 quarters each year.			
<b>Health &amp; Wellness</b> ½ credit (4 quarters)	Health classes are scheduled during elective period. Students are required to participate in health and wellness courses for 1 quarter each year.			
<b>Metacognition</b> ½ credit (4 quarters)	Metacognition classes are scheduled during elective period. Students are required to participate in metacognition courses for 1 quarter each year. <ul style="list-style-type: none"> <li>● Grade 9-Study Skills &amp; Introduction to Metacognition</li> <li>● Grade 10- Self-Awareness</li> <li>● Grade 11- Post-Secondary Preparedness I</li> <li>● Grade 12-Post-Secondary Preparedness II</li> </ul>			
<b>Community Service*</b> ½ credit (4 quarters)	Students will complete 40 or more hours of targeted community service during Career Skills Exploration courses.			
<b>Electives*</b> 1½ credit (12 quarters)	Electives are designed to provide breadth to the academic program for Centreville Layton Upper School students. Students are required to earn credits in these areas: <ul style="list-style-type: none"> <li>● Visual Arts-<b>1/2 credit</b> (painting, drawing, film criticism, film production, yearbook, web design, etc.)</li> <li>● Performance Arts-<b>1/2 credit</b> (vocal/instrumental music, theatre, public speaking, primitive tools, go-karts, etc.)-Other elective courses may be offered.</li> </ul>			

Graduation requirements are aligned with requirements for grades 9-12 mandated by the State of Delaware Department of Education.

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## ACADEMIC POLICY AND SUPPORT

### Communication

Centreville Layton Upper School families may access student academic information via Jupiter Ed. Jupiter Ed is discussed in detail on page 10 of the Student Handbook.

Weekly Reports will be emailed to parents and students via Jupiter Ed each Friday.

Interim Reports will be emailed to parents and students via Jupiter Ed at the end of first and third quarter.

Report Cards will be emailed to parents and students via Jupiter Ed at the end of the fall and spring semester.

### Exams (Upper School classes only)

Exams are offered to provide a final and formal assessment of course work as well as to give much-needed **practice with exam preparation and test-taking**. Exams will be scheduled at the end of every semester, and will have a scaled percentage of the semester average.

Grade 9	Grade 10	Grade 11	Grade 12
10%	15%	20%	25%

Seniors who have earned an 85% for their yearly average will be exempt from spring semester exams. (This will be determined on a course-by-course basis.)

### Honor Roll

#### Grade Point Average:

	B+ = 3.3 87 – 89%	C+ = 2.3 77 – 79%	D+ = 1.3 67 – 69%	
A = 4.0 93 – 100%	B = 3.0 83 – 86%	C = 2.0 73 – 76%	D = 1.0 63 – 66%	F = 0.0 below 60%
A- = 3.7 90 – 92%	B- = 2.7 80 – 82%	C- = 1.7 70 – 72%	D- = 0.7 60 – 62%	

#### First Honor Roll:

3.50 average or better

#### Second Honor Roll:

3.00 – 3.49 average

(NOTE: Any student receiving a D or an F in any subject will be ineligible for Honor Roll.)

## **Academic Warning & Probation**

Grade point averages (GPA) are calculated at the end of each semester. The minimum GPA to be in good standing at Centreville Layton School is 1.7 with grades no less than C- in all but one class.

If a student's performance at the end of 1<sup>st</sup> or 3<sup>rd</sup> quarter falls within academic warning territory, the student's mentor will set up a meeting with the student and parents to discuss strategies to improve student learning.

### Academic Warning

- If GPA falls below 1.7 **or** if the student receives more than one course grade less than C- on the semester report, the student will be placed on **Academic Warning**. This will be communicated with parents in writing and at a conference with the Head of Upper School.
- An Academic Plan will be drafted and implemented. Close monitoring of performance and communication between school, family & student will include:
  - Daily homework check-in/check-out with mentor
  - Participation in extra-curricular activities may be revoked
  - Weekly communication of academic standing between mentor and family

### Academic Probation

- If GPA does not reach the minimum of 1.7 **or** if the student receives more than one course grade less than C- for consecutive semester reports, the student will be placed on **Academic Probation**. This will be communicated with parents at a conference with the Head of Upper School.
- The Academic Plan implemented during Academic Warning will be revised as needed. Close monitoring of performance and communication between school, family & student will include:
  - No extra-curricular activities (including sports)
  - Weekly communication of academic standing between mentor and family
  - Daily homework check-in/check-out with mentor
  - The student will have one semester to improve GPA to minimum of 1.7 with grades higher than D or F in all but one class.
  - Failure to reach the minimum GPA while on probation may result in dismissal.

## **Occupational/Speech/Language Therapy**

Centreville Layton School enjoys the expertise of an on staff occupational therapist and speech/language therapist. These services will be offered to our upper school students on an as needed basis.

## **Social and Emotional Support**

Dr. Len Dostillio is the Centreville Layton School psychologist. He provides professional support for students who need social and/or emotional support. Dr. Dostillio also provides teachers with resources and strategies to work with struggling students. If you have concerns about your child's social and/or emotional wellbeing at school, please contact Len Dostillio.

## ACADEMIC MATERIALS

Managing time, organizing materials (both paper and electronic) and the ability to utilize available technology is essential for academic success. To this end, each student at Centreville Layton School is required to employ three educational tools: the Master Notebook, computers/tablets, and a graphing calculator.

### Master Notebook System

Rationale: Centreville Layton's Master Notebook System provides a standard system to help students organize all notes, handouts, corrected tests, homework assignments and other materials needed for class.

Specifics:

- Binders and assignment books will be distributed to each student the first day of school.
- It is each **student's responsibility to replace the binder as necessary** (additional binders will be available for student's purchase).
- Students must **file everything** from class in to the binder daily.
- Archiving class-specific notebook materials will occur in each class on a regular basis.
- Overall notebook "maintenance" will occur as needed during Homework Lab.

### Computers/Tablets

The school maintains Chromebooks for Upper and Middle School student use. Students must follow the School's acceptable use policy.

### Keycards

Centreville Layton School may issue a personalized security keycard to access the buildings on campus on weekdays between 8:00 AM-4:00 PM. These keycards will allow access through two doors at the main building and one door at the mansion. Keycards should not be shared and should remain in possession of the student at all times. A lost or damaged keycard must be immediately reported to a teacher or level head. A fee of \$10.00 will be assessed for any lost or damaged keycard. Keycards must be returned at the end of the school year or upon separation from the school.

### Graphing Calculator

- Students are **required to purchase a graphing calculator for use in all math classes**. We recommend anything in the Texas Instrument TI-83 or TI-84 families.

## JUPITER ED

Jupiter Ed provides parent and student access to course assignments, course announcements, and current grades. It is the students' responsibility to **check Jupiter Ed daily for course assignments, announcements, and academic standing**.

### To sign in:

1. Go to [jupitered.com/login/](http://jupitered.com/login/)
2. Enter your log-in & password:  
Log-In: Student first and last name  
Enter Password

### Sign in for new students and families:

1. Access the link from your Jupiter Ed set-up email.
2. Create a password
  - a. Remember password for future reference

## 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** and **self-regulation** strategies. It is a **critical component of Centreville Layton's program**. Teachers and mentors are available before school, during class and homework lab/academic support, and after school to work with students who need clarification or help with homework.

Students should use **assignment books** to record all assignments during the school day and regularly check Jupiter Ed at home.

### Overview Guidelines

Grade	Average homework time per class per night (Excludes reading)
9	20 – 30 min.
10	30 min.
11	30 – 40 min.
12	40 min.

If homework completion takes longer than the above recommendations, students should discuss this with the specific teacher and/or their mentor.

### Missing homework

#### Due to excused absences:

- Students will be given the same time as absences to make up missed work.
  - If absent for one day, students will have an additional day for homework completion. If absent for two days, students will have two additional days.
  - Major assignments with long-communicated due dates may be an exception to above.
- Students should **check Jupiter Ed at [www.jupitered.com/login/](http://www.jupitered.com/login/) to review assignments and class announcements** when absent.

#### Not due to absence:

There are many reasons for non-completion of homework including problems with time, materials, and understanding.

It is important that students work with individual classroom teachers to make-up any missed assignments and work to resolve any of the above problems.

## 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

A Chromebook will be assigned to each student by serial number and used primarily on campus only. 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. Student will be issued a Chromebook case which is to be used at all times when transporting the devices. 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 and cases 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 will be responsible for the cost of the repair/replacement of the Chromebook and related equipment.

## DEFINING THE CENTREVILLE LAYTON UPPER SCHOOL COMMUNITY

*RESPECT (ri spekt): – to feel or show honor or esteem for (Webster, 2002)*

### THE FOUNDER'S CIRCLE

The Founder's Circle recognizes exceptional students who embody the values established by the founders of Layton Preparatory School. Each year, Centreville Layton upper school faculty members nominate individuals whom the faculty feels, by unanimous decision, participate fully in the life of the school and who take a leadership role in helping to both create and support a positive and productive Centreville Layton School community.

Founder's Circle members have demonstrated growth in the following areas.

- are consistently inclusive and kind and work to create opportunities for various groups within the community (students, faculty, parents) to positively interact;
  - invite others to eat lunch with you
  - provide encouragement to classmates (Good luck on exams, Thank you for making hamburgers, Mr. Reese)
  - help a classmate or teacher without being asked
- are genuinely interested in and actively involved in the life of the school and the school community;
  - participate in clubs, school events and/or athletic offerings and often play leadership roles in these endeavors
  - serve as a student ambassador for admission visitors
- are good citizens and concerned and caring community members, they volunteer to help, they consistently model inclusive and positive communication between peers and adults;
  - discourage gossip
  - avoid behaviors that lead to suspension
  - promote school spirit
  - host jeans days for a cause
- demonstrate scholarship by maintaining a minimum GPA of 2.5 and exhibiting all the characteristics of an active learner.

Faculty, staff, and administrators nominate students for membership in Founder's Circle at the beginning of May. Names of students who receive unanimous support are forwarded to the Head of Upper School. Members are inducted during graduation exercises.

## DRESS CODE

Centreville Layton's 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 (no holes)**. All Centreville Layton spirit wear meets dress code standards. Shorts/Skirts/Dresses must be knee length. Hooded sweatshirts **must be worn with the hood down**. Hats and outerwear are not appropriate indoors.

The following clothing is not permitted:

- Athletic wear (e.g. yoga pants, sweatpants)
- Violent/inappropriate graphics or logos
- Sleeveless tops/spaghetti straps
- Cropped tops
- Too-tight clothing
- Low necklines
- Pajamas/slippers
- Open-toed shoes
- Denim/Jeans

Other considerations:

- **Jeans days** will occur periodically. Students may wear jeans and non-collared shirts on dress down days.
  - Dress-down clothes may NOT advocate violence, sex or the use of drugs, including alcohol and tobacco.
  - Symbols that demean any individual or group belief may NOT be displayed.
- **Dress-up days** will occur periodically (for special events) and include the following:

### MALES

Collared dress shirt & tie  
Dress pants  
Dress shoes

### FEMALES

Dress skirt/slacks & blouse  
Conservative dress/business attire  
Dress shoes

## CENTREVILLE LAYTON MIDDLE AND UPPER SCHOOL DISCIPLINE POLICY

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

***Be respectful to yourself and others.***

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 school and personal 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.

The school recognizes different levels of behavioral infractions: minor and major breaches of respect.

**Minor breaches of respect include, but are not limited to, the following examples:**

- 1 violation of dress code
- Every 3 tardies to school and/or class
- Unauthorized use of personal electronic devices
- Disruptive behavior
- Teasing
- Eating or drinking in unauthorized areas or at unauthorized times
- Inappropriate displays of affection
- Conversation inappropriate to a school setting (swearing, sexual references, racial slurs)

**Consequences – minor breaches of respect:**

1. Teachers notify student that they are being referred for behavior and complete a **behavior log on JupiterEd**. (NOTE: These referrals are completed only after first the teacher conferences with students and encourages appropriate behavior.)
2. If a student receives **3 minor behavior referrals** in a 30-day period, a behavior communication will be sent via email to parents and the student.
3. A behavioral record will be “wiped clean” after thirty days of no incidents.

**\*Three minor breaches of respect will be treated as one major breach of respect.\***

**Major breaches of respect** (whether occurring on school property or while involved in any school activities) include, but are not limited to, the following examples:

- Chronic minor offenses (3 incidents within 30 days)
- 3 or more violations of the dress code
- A consistent pattern of tardiness to school and/or class
- Violations of the acceptable electronics use policy
- Drugs/tobacco/alcohol/paraphernalia possession or use
- Weapons possession or use
- Physical/verbal abuse or bullying, including put-downs of other students or teachers
- Destruction of property
- Leaving school grounds without permission
- Inappropriate sexual behavior
- Sexual assault
- Stealing, cheating, plagiarizing
- Insubordination (publicly disrespecting an adult through action or speech, refusing to follow directions)
- Possession of inappropriate materials
- Dishonesty

**Consequences – major breaches of respect:**

1. Teacher must report incident to administrator. The Dean of Student Life will gather necessary information.
2. The Dean of Student Life will inform the student, teachers, and student’s family that a serious rule violation has occurred.
3. The Dean of Student Life and Head of Middle and Upper School will determine appropriate consequences for the rule violation. Consequences may include, but are not limited to, detention, academic penalties, suspension, disciplinary probation, notification of appropriate legal authorities, or dismissal from the school.

**SENIOR PRIVILEGES**

As leaders and role models of the student body, seniors at Centreville Layton are awarded certain privileges. Senior privileges consist of:

- Exemption from semester two exam in courses in which she/he has earned an 85% for their yearly average.
- Relaxed requirements:
  - Seniors may leave before the last period of the day if they have a corresponding homework lab.
  - Males and females may wear non-hooded sweatshirts with college logos
- *Please note that all other dress code requirements remain in place.*
- Free period during scheduled homework lab
- Senior lunch privileges (Mansion, cafeteria, designated outdoor areas)

**Senior privileges DO NOT INCLUDE:**

- Driving off-campus during school hours

**These privileges are granted to seniors who are in good academic standing and may be revoked if the student struggles to complete course work, qualifies for “Academic Warning” status or commits a major breach of the discipline policy.**

## 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 so the spread of sickness is kept to a minimum.

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 a possible communicable disease.

Please notify the school nurse, Ext 217, if your child has been diagnosed with a communicable disease.

### Forms:

Emergency and Medical Information Card

- (NOTE: During the school year, please keep the office informed of any changes to contact information. You may also update your information on Jupiter Grades.)

DIAA Physical Evaluation Forms

This is required even if student is not participating in competitive sports. Make sure to attach a copy of student immunization records to the DIAA forms.

### 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.)

### 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.

### Energy Drinks

Adverse health effects from the consumption of energy drinks by children, adolescents and young adults is a growing source of concern. With this concern in mind the consumption of energy drinks by students on Centreville Layton School’s campus is prohibited.

### Listening Devices

Due to safety, communication, and social concerns the use of listening devices, earbuds, and headphones will not be permitted in the hallways or inbetween buildings. These devices may only be used in classrooms with prior teacher permission.

### **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.

### **CORPORAL PUNISHMENT POLICY**

Corporal punishment is strictly forbidden. Slapping, spanking, pinching, hitting, or physical force to correct student behavior is strictly prohibited. Physical force to restrain may be used in extreme situations where the safety of the individual, other students, or CLS employees is in question. The use of corporal punishment may be grounds for discipline up to and including immediate termination.

### **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.