



**CENTREVILLE LAYTON LOWER SCHOOL
STUDENT HANDBOOK**

Enclosed you will find the following information:

<p>General School Information</p> <ul style="list-style-type: none"> - Mission Statement - School Day - Attendance Expectations - School Closing - Transportation - Lunches - Security - Carline 	<p>...Pages 2-4</p>
<p>Academics</p> <ul style="list-style-type: none"> - Lower School Bell Schedule - Academic Policy and Support - Homework Protocol - Acceptable Use and Chromebook Policy 	<p>...Page 5</p>
<p>Defining the Centreville Layton Community</p> <ul style="list-style-type: none"> - Discipline Policy - Toy Policy - Dress Code 	<p>...Page 8</p>
<p>Health & Safety</p> <ul style="list-style-type: none"> - Forms - Medications 	<p>...Page 10</p>
<p>Other Policies</p>	<p>...Page 11</p>

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.

SCHOOL CALENDAR

The School calendar can be found by navigating to the school website at <https://centrevillelayton.org/school-life-events/calendar/>

GENERAL SCHOOL INFORMATION

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

COVID19 Information

COVID19 has changed our lives in unimaginable ways. New protocols and rules are in place, not only at CLS but throughout our state, country and the world. The information below is our standard Lower School Handbook, with policies in place prior to the pandemic. In many cases, the policies remain the same. However, there are some that have been overridden by policies specific to new safety and health guidelines. Please familiarize yourself with our [Reopening Guidebook](#) found on our website for our new policies.

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 8:00 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 8:00 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 8:00 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 TadsEducate 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 parent or legal guardian.

- Students of Centreville Layton School may not use non-contracted ride services for transportation to or from our school. These types of ride services would include, but are not limited to, Uber, Lyft, taxi companies, etc. Companies that are specifically designed to transport students and have been contracted by the parents or a school district are allowed to drop off/pick up students at Centreville Layton School.
- Students of Centreville Layton School are allowed to walk or ride a bike to/from school if the distance to the home is reasonable. Both parents/guardians must give written permission to the school for a student to walk or ride a bike.

Lunches

Students should bring a healthy lunch, snack, and drink daily. Please do not send candy or sodas to school; please save these treats for home. A lunch program is available. Contact Diane Daigar at (302) 571-0230 or ddaigar@centrevillelayton.org

Students of Centreville Layton School may not directly order lunch to be delivered to the school (example: Door Dash). Students should participate in the school-sponsored lunch program or bring their own lunch to school. If a lunch is forgotten at home, the school will do its best to provide food for the student. A lunch fee will be charged in this instance.

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 multi-purpose room. 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. If you child requires your assistance in unbuckling themselves, please pull into one of the Lower School marked parking spots to assist your child.

The doors to the multi-purpose room 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 new gym. 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 carline, 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 carline moving smoothly, please save important discussions with faculty and administration for a scheduled time, a phone call, an email or a Google Meet.

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

ACADEMICS

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

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 TADS Educate (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 support 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.

TADS Educate

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

To access TADS Educate please visit <https://educate.tads.com/educate/>

Upon enrollment, families will receive a signup email from TADS Educate.

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.

DEFINING THE CENTREVILLE LAYTON COMMUNITY

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).

Shirts

Collared shirts, crew, turtleneck

Sweaters/Sweatshirts/Fleece Jackets

Hoods must be down
Appropriate logos only

Trousers/Shorts/Sweatpants

May be any color
Shorts, skirts, or dresses may be no more than 4 inches above the knee

Footwear

Socks
Athletic shoes, loafers, tie shoes, boots
No open-toed shoes, slippers, crocs

Other

No hair covering eyes
No visible piercings, other than ears
(no large hoops)
Jewelry

Special Note

All Centreville Layton spirit wear is dress code acceptable.

Other clothing not appropriate for school includes:

Sleeveless tops	Spandex
Cropped tops	Pajama pants
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.

CORPORAL PUNISHMENT

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.