



**CENTREVILLE LAYTON  
LOWER SCHOOL STUDENT HANDBOOK**

<b>MISSION STATEMENT</b>	2
<b>SCHOOL CALENDAR</b>	2
<b>GENERAL SCHOOL INFORMATION</b>	
School Day	2
Attendance Expectations	2
School Closings	3
Transportation	3
Lunches	3
Security	3
Carline	3
Field Trips	4
<b>ACADEMICS</b>	
Lower School Bell Schedule	5
Academic Policy and Support	6
Occupational/Speech/Language Therapy	6
Social and Emotional Support	6
Homework Protocol	7
Generative Artificial Intelligence Policy	7
<b>DEFINING THE CENTREVILLE LAYTON MIDDLE SCHOOL COMMUNITY</b>	8
Behavior Expectations	8
Toy Policy	8
Dress Code	9
<b>HEALTH AND SAFETY</b>	10
<b>OTHER POLICIES</b>	11

## MISSION STATEMENT

Centreville Layton School offers a robust educational and cultural experience for students who learn differently. The program identifies the 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/>

<b>GENERAL SCHOOL INFORMATION</b>
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### **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 multi-purpose room 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 for a fee:

Morning care: 7:30 a.m. to 8:00 a.m.

Aftercare: 3:40 p.m. to 5:30 p.m.

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 aftercare. 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.

**If a student is absent for three consecutive days or longer, the student must be seen by a doctor and be cleared by a note from the doctor to return to school.**

**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](mailto: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 Dean 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, text messages, and emails. The Centreville Layton School website, social media accounts, and the local radio station at WSTW.com are also great resources for closure information.

### **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 Daiger at (302) 571-0230 or [ddaiger@centrevillelayton.org](mailto:ddaiger@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 lunch to school. If 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 vehicles 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 and then back up. Students should not be dropped off in the two upper parking lots. If your 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.

The 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 the 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 the line. 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.

### **Field Trips**

Field trips are an extension of our educational curriculum and are considered an academic day; the same attendance and behavioral expectations apply as seen in these sections of our handbook. These trips are an important part of each student's socialization in our program. If a student/family chooses not to participate and the student is not ill, there may be a consequence regarding points or a make-up assignment in their specific class. This will be subject to the discretion of the classroom teacher and the Lower Level Dean, with the details to be worked out before the trip.

<b>ACADEMICS</b>
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## Centreville Layton Lower School Bell Schedule

Homeroom	8:00-8:40 a.m.	40 minutes
Reading / Written Lang. Block 1	8:40 – 9:25 a.m.	45 minutes
Reading / Written Lang. Block 2	9:30-10:15 a.m.	45 minutes
Art/Tech/STEM/PE/Library	10:20-11:05 a.m.	45 minutes
Math	11:10 – 11:55 a.m.	45 minutes
Recess	11:55 - 12:25 p.m.	30 minutes
Lunch	12:25 – 12:55 p.m.	30 minutes
Art/Tech/STEM/PE/Library	12:55 – 1:40 p.m.	45 minutes
Flex Time / Therapies, Social Studies/Science, Thematic activities	1:45-2:30 p.m.	45 minutes
Homeroom Class Time / Therapies/ Social Studies/Science	2:35 -3:20 p.m.	45 minutes
Dismissal - car line begins	3:30 p.m.	

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 and progress via TADS Educate (see below). Communication folders, binders, emails, and Google Classroom may also be used depending on the teacher.

### **Progress Reports**

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

### **Student Plans**

*Student Plans* are implemented for every student. The student's educational team will determine goals and objectives. *Student Plan* conferences are scheduled in the fall.

### **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 sensory feedback consultation. The frequency of small group or individual OT sessions varies based on student needs 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 a 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. The frequency of small group or individual LT sessions varies based on student needs 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 discussions, 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.

## **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, in 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.

## **GENERATIVE AI POLICY**

Centreville Layton School faculty and staff acknowledge the availability of generative AI tools as well as their potential benefits and drawbacks. The faculty will indicate in course syllabi and expectations for individual assignments whether the use of generative AI such as ChatGPT or Google Gemini is permitted in their course(s).

Because expectations for using generative AI will vary across courses and assignments, students must read the expectations for each course carefully. As a general rule, students should disclose to faculty if they are using generative AI platforms and in what manner they are using them in coursework.

### **Guidelines for when generative AI is permitted by faculty:**

If faculty permit generative AI in their course(s), students will be instructed on how to use and properly cite such tools in their work. Citation information will include what platforms students use and how they use them. Failure to properly and completely cite AI-generated responses may be reported as a violation of the CLS Honor Code.

### **Guidelines for when faculty have not communicated their generative AI policy:**

If the course policy on AI is not clearly stated in the assignment instructions and/or in the syllabus, students must communicate with their professor(s) to clarify before using generative AI in their coursework. Students are encouraged to communicate with their teachers in writing via email.

### **Consequences of using generative AI without faculty permission:**

The use of generative AI without faculty permission will be considered a violation of the disciplinary code. Suspected violations of this nature will be reported to the Dean of Students.

The use of generative Artificial Intelligence (AI) tools to complete an assignment or exam is prohibited unless students have a written statement from the course instructor granting permission. Unauthorized use of AI shall be treated similarly to plagiarism and is subject to discipline.

**Misuse of any AI tool in ways that violate this policy may result in:**

- A failing grade for the assignment in question
- A report to the Dean of Student Accountability, which may result in a detention or suspension
- Additional consequences as outlined in the school’s academic integrity policy

Note: If AI content detection software determines a 70% or higher probability that AI produced a paper, it will be deemed a breach of the AI acceptable use policy. Should you wish to contest these findings, you may be asked to submit a copy of your pre-writing and/ or outline of your work to the teacher and/ or give a verbal explanation of your writing process to the teacher.

<b>DEFINING THE CENTREVILLE LAYTON COMMUNITY</b>
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**BEHAVIOR EXPECTATIONS**

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, and 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 Dean of Lower School and the Dean of Discipline will determine appropriate consequences for all rule violations. Consequences for serious infractions 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 to 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.
- Acceptable clothing includes:
  - Shirts Collared shirts, crew, turtleneck, t-shirts
  - 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, crocs with backs
    - No open-toed shoes, slippers
  - Miscellaneous
    - Hair should not cover eyes
    - No visible piercings, other than ears (please no large hoop earrings)
- Unacceptable clothing includes:
  - Sleeveless tops
  - Spandex
  - Cropped tops
  - Pajama pants
  - Low necklines
  - Belly Shirts

**All Centreville Layton spirit wear is dress code acceptable.**

## 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 them 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 changes to the handbook at any time. Notification of changes will be distributed in a timely fashion.