



## CENTREVILLE LAYTON MIDDLE SCHOOL STUDENT HANDBOOK

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## 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 [www.centrevillelayton.org](http://www.centrevillelayton.org).

### 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 am and ends at 3:30 pm. Students not enrolled in early care may enter the school gym any time after 8:10 am and must be picked up by 3:40 pm. Extended Day hours are available to all Centreville Layton School families:

Morning care: 7:30 am to 8:00 am

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.

After care: 3:40 pm to 5:30 pm

Please be aware that children not enrolled in the Extended Day Program who are dropped off prior to 8:00 am or picked up after 3:40 pm 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 pm. A flat fee of \$50.00 will be assessed for a child picked up after 5:45 pm and a flat fee of \$100.00 will be assessed for a child picked up after 6:00 pm. Extended Day services may be suspended or revoked if fees for late pick-up fees are assessed more than three times.

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

**After-school sports** are scheduled from 3:30 – 4:30 PM three days a week.

#### Early Dismissals

Parents need to communicate any early dismissals to Diane Daiger with as much advance notice as possible. Students may not be picked up at the Upper School Annex and parents must enter at the main office and sign-out their children at the front desk. This allows us to keep an accurate record of departures and maintain safety during dismissal.

## **Attendance Expectations**

Attendance is critical to school success. When students miss class, they are missing much more than the homework assignments; they are missing executive functioning support, class discussions, group activities, lab work, and social/emotional support. 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 doctor's 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 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.**

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 TADS Educate and Google Classroom** 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 Dean of Middle School Academics will contact families and set up a meeting to discuss attendance.

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

**Academic credit will be at the teacher's discretion** 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 a note sent in with the student.

## **School Closings**

Periodically, the school will need to close due to inclement weather, etc. The school uses TADS Educate 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 Diane Daiger [ddaigner@centrevillelayton.org](mailto:ddaigner@centrevillelayton.org).

Students of Centreville Layton School may not directly order lunch to be delivered to the school. Students should participate in the school-sponsored lunch program or bring their own 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.

## 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 Middle-Level Dean, with the details to be worked out before the trip.

## ACADEMICS

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

## Middle School Centreville Layton Bell Schedule

Morning Meeting	8:30-8:40	
Period 1	8:40-9:25	
Passing	9:25-9:30	
Period 2 (MS Electives)	9:30-10:15	
Passing	10:15-10:20	
Period 3	10:20-11:05	
Passing	11:05-11:10	
Period 4	11:10-11:55	
Lunch	11:55-12:25	
Outside Time/Clubs	12:25-12:55	
Period 5	12:55-1:40	
Passing	1:40-1:45	

Period 6	1:45-2:30	
Passing	2:30-2:35	
Period 7	2:35-3:20	

Carline begins at 3:30 pm daily

## ACADEMIC POLICY AND SUPPORT

### Homeroom

Each Middle School student has been assigned a homeroom teacher. The homeroom teacher serves as an academic and emotional advisor to each student.

### Communication

Centreville Layton Middle School families may access student academic information via TADS Educate. TADS Educate is discussed in detail on page 9 of the student handbook.

- Weekly Reports, parents can opt to have weekly reports sent via TADS Educate. This is done via the parent portal and will be emailed to parents and students via TADS Educate.
- Interim Reports for quarter-long classes will be emailed to parents and students at the end of the first and third quarter.
- Report Cards will be emailed to parents and students via TADS Educate at the end of the fall and spring semesters.
- Fall/Spring Parent/Teacher Conferences are scheduled at the close of the first and third quarters and can be scheduled at other times by request.

### Academic Warning & Probation

Grade point average (GPA) is 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 homeroom teacher 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 of 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 Dean of Middle School Academics
- 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 extracurricular 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 Dean of Middle School Academics
- 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 the mentor and the family
  - Daily homework check-in/check-out with mentor
  - The student will have one semester to improve GPA to a 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.

## **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 Student Accountability.

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.

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

Centreville Layton School enjoys the expertise of an on-staff occupational therapist and speech/language therapist.

### **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 well-being 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.

### **Computers/Tablets**

The school maintains Chromebooks for Upper and Middle School students. 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.

### **Calculator**

- Students should purchase a basic calculator for use in math classes.
- Middle School students enrolled in Algebra 1 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.

## **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

Thoughtfully assigned homework as an important **reinforcement** or **preview** for daily classwork. Homework provides students an opportunity to apply **study skills** and **self-regulation** strategies. It is a **critical component** of **Centreville Layton's program**. With this in mind homework will be assigned at the teacher's discretion and may not occur daily but instead be assigned when it is most valuable to the education of the student.

Teachers 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 and/or Google Calendar to record all assignments during the school day and regularly check TADS Educate at home.

If homework completion is taking longer than expected, students should discuss this with the specific teacher.

### **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 TADS Educate 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.

## DEFINING THE CENTREVILLE LAYTON MIDDLE 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 Middle School faculty members nominate individuals whom the faculty feels, by unanimous decision, participate fully in the life of the school and who to the best of their ability 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. Taubar)
  - 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 Dean of Middle School Academics. Members are inducted during graduation exercises.

## **DRESS CODE AND DEVICES**

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. Hooded sweatshirts **must be worn with the hood down**. Hats and outerwear are not appropriate indoors. Denim and sweatpants are acceptable.

The following clothing is not permitted:

- Team jerseys
- worn or distressed clothing with holes
- Violent/inappropriate graphics or logos
- Any shirt without sleeves
- No bare midriffs/no crop tops
- Hats or hoods inside the building
- Low necklines
- Pajamas/slippers
- Lounge Pants/flannel pants
- Open-toed shoes (including flip-flops and slides)
- Shorts must be longer than your shirt and sweatshirt

### Other considerations:

**Dress-down days** will occur periodically. Students may wear leisure, athletic, or sweatpants 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.

### Personal Devices

Due to safety, communication, and social concerns, the use of listening devices, earbuds, and headphones will not be permitted in the hallways or in between buildings.

### Electronics

- **Game consoles and handheld systems.**
  - Students will not be permitted to use game consoles and systems during the school day.
- **Cell phones and Smart watches**
  - Students will not be permitted to use cell phones/smart watches during the school day. They must be on silent and in their backpack. Students may ask teacher permission to use school phones.
  - Smart watches must be on airplane mode and are not to be used as communication devices.
  - If students misuse this privilege they may be asked to turn cell phones/smart watches over to a staff member until the end of class or the end of the day. If this privilege continues to be abused students can lose the privilege to have a cell phone/smart watch on campus for a period of time.
  - Only students who receive accommodations to use assistive technology may wear headphones while using their chromebooks.
  - Headphones will not be permitted unless student is using chromebook for assistive technology.
  - If you need to get in touch with your child, please call the main office.

## **CENTREVILLE LAYTON MIDDLE 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, and community growth, and minimizes discipline problems. Centreville Layton School community members are expected to promote and display RESPECT for themselves, and 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 students that they are being referred for behavior and complete a **behavior log on TADS Educate**. (NOTE: These referrals are completed only after the teacher conferences with students and encourage 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.

**\*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
- Disrespect to staff at the school
- Disrespect to staff/students or Centreville Layton school online or on any social media

### **Interpersonal Respect/Harassment and “Cyberbullying”**

Centreville Layton School does not tolerate hostile, threatening, or negative behavior that may adversely impact a student's success, a student or staff member's feeling of comfort in or outside our educational environment, or tarnish Centreville Layton School's reputation. This includes online and electronic communications from any device and on any platform. Disrespectful, vulgar, or threatening online or electronic communication is considered a **major breach** of our Code of Conduct. This can lead to disciplinary actions including but not limited to detention, suspension, and dismissal.

### **Consequences – major breaches of respect:**

1. Teacher must report the incident to the appropriate administrator. The Dean of Discipline will gather necessary information.
2. The Dean of Discipline will inform the student, teachers, and student's family that a serious rule violation has occurred.
3. The Dean of Discipline and Dean of Middle School Academics 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.

## 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 TADS Educate.

#### DIAA Physical Evaluation Forms

This is required even if a 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 in between buildings. These devices may only be used in classrooms with prior teacher permission.

## **OTHER POLICIES**

### **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 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.

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.

### **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.