



**THE CRAIG SCHOOL
LOWER & MIDDLE DIVISIONS
STUDENT/PARENT HANDBOOK
2020-2021**



LOWER SCHOOL • MIDDLE SCHOOL • HIGH SCHOOL

10 Tower Hill Road • Mountain Lakes, NJ 07046 • 973-334-4375 • www.craigschool.org

**Welcome to The Craig School
Lower & Middle School
Student/Parent Handbook
2020-2021**

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To report your child absent or tardy, please call or email by 8:30 each morning:
(973) 334 4375 or attendance@craigschool.org

**THE CRAIG SCHOOL LOWER-MIDDLE DIVISIONS
STUDENT/PARENT HANDBOOK**

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INTRODUCTION

Mission Statement

The mission of the Craig School is to provide to our students a strategy-based, comprehensive and challenging school experience that acknowledges their learning disabilities, builds on their aptitudes, and strengthens their self-awareness and self-esteem. We help our parents assess their child's true potential and understand the nature of learning disabilities, and provide our families an internal support network within the Craig community.

Core Values

1. All students can and will learn if the right environment and opportunities are provided.
2. Learning differences and learning styles should be acknowledged, understood and provided for.
3. In addition to supporting a student's academic development, a school should also nurture his/her social, emotional, and moral growth.

Approved by Craig School trustees 06.14.11

School History and Philosophy

The Craig School was founded in 1980 as a non-profit, independent school responding to the needs of students who have learning differences or who have difficulty succeeding in the usual classroom environment.

Each child pursues an individualized program based on specialized academic assistance. All teachers are state certified and provide a nurturing, supportive, and structured learning environment.

Role of Head of School

The Head of School is the professional, institutional, and educational leader of The Craig School and oversees all administration. The Head of School works with The Craig School Board of Trustees to implement board policies, create a vision for the school, and keep them informed about decisions in all school areas. The Head of School oversees the selection, evaluation, and dismissal of all faculty, staff and students. The Head of School is responsible, along with the financial officer and the treasurer of the board, for developing and monitoring the School's budget.

Statement of Non-Discrimination

The Craig School does not discriminate in the admissions process, its scholarship and loan programs, or the administration of its other programs and policies on the basis of characteristics, conditions, or protected classes such as race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, or disability not related to the requirements for being a successful student at the School. In reaching admissions and other decisions, Craig School may consider those conditions which it reasonably believes would adversely affect a student or prospective student's ability to succeed, taking into consideration any reasonable accommodations that would not materially alter the School's programs or services or place an undue burden on the School.

EDUCATIONAL PROGRAM

Curriculum

All students take language arts, reading, math, social studies, science, art, computer, physical education and communication enhancement. Cycle (a sequence of enrichment courses during the year, such as dance, drumming, and health) is also a part of the curriculum. Each student receives two hours and 20 minutes daily of language processing (a combined reading and language arts curriculum). An additional 25 minutes of Reading or Test Taking Strategies is also provided. Each student receives one hour of math daily. Strengthening these skills is a major goal of The Craig School program and all academic disciplines adhere to specific goals and objectives.

Class Organization

Individual academic needs are taken into consideration when planning the curriculum. Students are placed in a group of generally no more than eight per class. Each group has a homeroom teacher. Small group instruction averaging a 1:4 teacher-to-student ratio occurs in Reading. Within the group, each child pursues objectives and goals, set and monitored by each teacher.

The academic day is divided into approximately seven periods with reading, language arts and math scheduled before lunch and content areas scheduled in the afternoon for elementary school students. Middle school schedules may vary. The Craig School is organized on a departmental basis so that each child meets with specific teachers in different classrooms throughout the day. This system allows teachers to focus on their specific areas of expertise.

Physical Education

All students have an hour of gym and an hour of swim weekly. All Craig students attend a ski program during the month of January as part of their physical education program. The Craig School gym uniform is determined by the Athletic Director.

Homework

The Craig School is committed to excellence in instructional programs while taking into consideration the various developmental stages of children. The School recognizes the value of meaningful homework in fostering academic achievement, good study habits and communication between the classroom and the home. Recognizing that meaningful homework is a shared responsibility among teachers, students, and parents, guidance is provided on how to effectively employ homework to enable students to meet or to exceed the expectations of academic performance.

Homework is defined as work or tasks planned by the teacher to be completed by the student outside of the regular classroom. Homework is a continuation of a learning process developed in the classroom to meet individualized learning needs. The School encourages teachers to challenge their students. It is our goal to have each student performing at their maximum potential, appropriate to their cognitive ability, within a reasonable amount of time. The effectiveness of homework depends upon careful planning and timely and appropriate feedback by the teacher, as well as supportive parental involvement. Among the important purposes of homework are to:

- develop independent work procedures, time management skills and study habits
- prepare for school work
- acquire knowledge
- improve self-discipline
- master skills
- encourage creative efforts and pursuit of individual interests

- enhance the connection between what is learned in and outside of school

The School also recognizes the importance of having opportunities for growth and development provided by families for their children outside school hours. In an effort to balance academic excellence, recreational activities, family life, and the health of students, the following guidelines on homework have been developed.

General Homework Guidelines

The School encourages students and their parents to recognize the importance of academic study when planning family commitments and extracurricular activities. Students are responsible for planning ahead, managing their workloads, and developing good time management skills. Parents need to provide their children with a quiet place to study. When giving assignments, teachers shall keep in mind that students generally must balance academic and extracurricular responsibilities, family obligations, and personal well-being and, therefore, should strive to avoid work overloads.

Homework is assigned Monday through Thursday. Middle School students (grades 6 through 8) may receive additional weekend assignments. Extra homework is assigned over the weekend for any student if appropriate standards are not met. The staff has developed a system for assessing “appropriate standards” which has proved to be extremely effective.

During each class period, the teacher evaluates students on the basis of the quality of classwork, behavior, and homework. The parents are kept informed of their child’s record.

Vacation and summer homework are given to each student and must be completed by the time school re-opens.

Organizational Strategies

It is the goal of The Craig School to teach students organizational strategies that will eventually become internalized. We hope all parents understand the importance of these efforts. To this end, a uniform notebook system is required for every student in the school as part of an overall organizational strategy.

During the first week of school, homeroom teachers distribute & explain how student binders are to be organized. The binder contents will appear in the following order:

- V.I.P. sleeve (Very Important Papers): the home of important papers which are sent between school & home,
- student’s daily schedule,
- a pencil case,
- a point sheet followed by:
- Grades 2-5 will have a homework assignment pad.
 - All lower school homework assignments are written into the homework assignment planner daily, including “Go To Google Classroom” where applicable.
 - The teachers will help write in assignments if required.
 - Each evening parents are required to sign off that their child’s work has been completed.
 - Parents can communicate via written notes in the assignment planner.
- Middle school students (grades 6-8) utilize Google Classroom(online) to access all homework assignments.
 - Reference sheets as well as classroom notifications and supplementary information can be posted here.
 - Students can communicate with individual teachers via Google Classroom.
 - Guardian Summaries, which are parental notifications, can be set up so that parents can be notified of and remain connected to their child’s assignment, if they so desire.
- The remainder of the organizational binder is divided by subject area.
 - Reading is followed by language arts, math, science & social studies.

- Within each subject divider, there will be sub-dividers which will vary by subject.
- The very back of the organizational binder is the location of folders for additional services your child may require, such as speech & language, occupational therapy & physical therapy.

Assessment

Parents must understand the academic growth their child is making. Individual objectives are kept on every child in each of the child's core academic areas. These goals are discussed with the parents during the fall and spring conferences and are kept in each student's file.

Report cards are sent home three times a year: in November, March, and June. Each grade consists of a letter and a number. The letters indicate the following levels of achievement:

<u>Grades 2-5</u>	<u>Grades 6-8</u>
O = Outstanding	A = 90-100
G = Good	B = 80-89
S = Satisfactory	C = 70-79
I = Improving	D = 60-69
SI=Satisfactory and making progress	F = Failure
N = Not meeting requirements	

Letters are used to indicate levels of work and achievement as follows:

O=Outstanding	N= Not meeting requirements
G=Good	NI= Needs improvement but is making progress
S=Satisfactory	NA=Not applicable
SI=Satisfactory and making progress	

Modifications to support student achievement are noted.

Progress Reports are completed in each of the students' classes and are sent home between each Report Card period.

The GMADE, GRADE Diagnostic Test is administered in both fall and spring, as well as Lexile & fluency assessments which are administered twice a year. All test scores are made available to the parents. Discussion of test results may also be scheduled at the parent's request. Provision can be made for any student requiring a more thorough evaluation. The Educational Services Commission of Morris County will evaluate any non-district student at The Craig School.

CHARACTER DEVELOPMENT PROGRAM

General Information

Information about the Craig School Character Development Program is provided to all Craig School families at the beginning of the school year. The program comprises a number of components, including: the Social Behavior Program based on a weekly “behavior points” accumulation system; the Mindful Program, which is a school-wide daily program for all grades. Badger Cards are earned by all students demonstrating his or her understanding of The Craig School expected conduct, the principles being taught in Mindful Program, and/or being positive in the community. The program also encompasses group and social coaching by the school clinical team, and semi-monthly homeroom mentoring groups with teachers under the supervision of the clinical team. There are also special activity weeks and school-wide assembly programs to support character education themes. The program is discussed with all students in the beginning of the school year in the students’ homeroom.

Social Behavior Program

The Social Behavior Program is based on principles of a positive behavior reinforcement and reward system. All students have the opportunity to earn “Craig points” for homework, classwork, and appropriate social behavior both in and outside of the classroom. Points are “banked” each day and accumulated for the week, month, and year.

Based on the accumulated week point total, a student may participate in a club of his or her choice at the end of the week, or is assigned to either Academic Help or Social Problem Solving Club. Based on the monthly total, each student earns Platinum, Gold, or Silver Point Level for that month. All students earning Platinum Level participate in a special activity or event each month. At the end of the year, students earn trophies and awards for the Level they have achieved for the year.

Students are expected to behave in a manner that shows consideration of others, good judgment, and polite cooperation. When patterns of disruptive and inappropriate behavior occur, disciplinary action will be taken in accordance with the guidelines established in The Craig School Code of Conduct.

Friday Clubs

As a part of The Craig School Character Development Program, all students are involved in an hour-long Friday afternoon club period. The 3rd, 4th, and 5th periods on Friday are shortened to allow for club time. Clubs are selected on a six-week rotation basis. Students select the club of their choice. Among the possible selections are: Computer Club, Arts and Crafts, Science, Sports, Photography, Cooking and Candy Making, Drama etc. Any student who has not earned club time during the week will spend the hour in a Friday afternoon help group. Club privilege is earned on a weekly basis.

Honor Roll

Students achieving Platinum, Gold, and Silver levels are recognized each month. These levels are based on the student’s ability to meet educational and behavioral expectations rather than grades. An awards assembly is held at the end of the year to acknowledge those students who have earned Platinum Level every month for the year.

Peer Leaders

The Peer Leadership program involves both 7th and 8th-grade students in various activities with the younger students both in and out of the classroom. Peer leaders serve as activity organizers during special events, and work with the younger students in the

classroom under the supervision of a teacher. Peer leaders also have the opportunity to work within the local community, fundraising, and volunteering their time.

SUPPLEMENTAL SERVICES

Social Support Staff

Our school clinicians work with and interact with students at The Craig School, both in and out of the classroom, regularly. All new students meet with the school clinician to establish rapport and open a supportive dialogue. Those students who present with social and emotional school-related needs and could benefit from an ongoing “coaching” relationship are seen either individually or in small groups on a weekly or semi-monthly basis. Other students are seen on an “as needed” basis throughout the school year. The elementary school and middle school clinicians maintain an “open door” policy for any school-based individual or social concerns/issues in need of immediate attention. The school clinicians supervise the homeroom teacher-led mentoring program and facilitate school-wide activities. Both the elementary and middle school clinician regularly consult with teachers and develop any needed behavioral plans, communicate with parents about their students, collaborate with outside professionals working with students, and oversee the school-wide behavioral management program and Mindful Program.

Speech and Language

All students who attend the school on a privately paid tuition basis are eligible to receive speech and language services through the Educational Services Commission of Morris County. The Speech and Language Pathologist assesses students and makes recommendations for individual and small group placement. Evaluations and parent consultations are also included. There are also options for additional Speech & Language services administered by The Craig School Speech & Language Pathologist.

Occupational Therapy

Occupational therapy is arranged on a private contractual basis. Although the therapist is available at The Craig School, the cost of therapy is not included in the tuition. Fee schedules may be furnished upon request.

GENERAL INFORMATION

School Hours

Morning gym runs from 7:50 a.m. to 8:15 a.m. School hours are from 8:20 a.m. to 3:05 p.m. daily. Homeroom begins at 8:20 a.m. Students arriving after the start of homeroom are considered late for school and lateness may be marked in their student record.

Dismissal from school at the end of the day is supervised by the Assistant Director or designated appointee.

If your child’s transportation is unavoidably detained or you need to make other transportation arrangements, please contact the school by 1:00 p.m. so that alternative supervision can be arranged. We appreciate your prompt attention regarding school hours.

Dress Code Policy

Tops

- Shirts
 - Shirts can be collared, dress crew, v-neck, or turtleneck
 - All pictures and logos should be school appropriate
 - No sleeveless shirts
 - No deep v-necks, plunging/open back spaghetti straps, or crop tops

Bottoms

- Pants
 - Pants must be in good repair, worn at waist level and may not drag on the ground
 - No sweat pants (Grades 2-5: see Gym days section below).
- Shorts may be worn up until Oct. 15th and after April 15th
 - Bathing suits, short shorts, or cut-offs are not permitted
 - Shorts must be mid-thigh to knee length
- Hems of skirts and dresses should be no more than 3 inches above the knee

Footwear

- All shoes must have backs or straps to hold them in place

Gym Days

- Middle School students grades 6-8 must change for gym
- Grades 2-5 may wear athletic clothing on gym days

General

- Hats are not to be worn in the building
- Visible undergarments are not permitted
- Extremes in clothing or appearance, including unnatural hair color, that, in the opinion of the school, are immodest, distracting or inappropriate will not be allowed

Snack

Children may bring a snack to school for the snack period scheduled each morning from 10:20 a.m. to 10:30 a.m. Please keep in mind that we are a Nut Free School.

Lunch

All children may bring lunch to school. Please make sure that lunch bags and/or boxes are properly marked. Please do not pack drinks that are in glass bottles. Our hot lunch program is administered and serviced by Simply Gourmet Catering Company. All information can be accessed on their website. www.simplygourmetlunches.com

School Phones

The school telephone is answered from 8:15 a.m. to 4:00 p.m. During non-school hours, you may leave a recorded message which will be answered in a reasonable amount of time. Children are not permitted to use the telephone, except in the case of an emergency or with permission from a Craig School staff member.

Student Cell Phones

No cell phones of any type may be used on school property during school hours. Student cell phones are turned in to their homeroom teachers. Violation of this rule will result in the device being turned over to the Assistant Director and parents being notified.

Technology/ Computer Access/ Acceptable Use Policy

Access to and use of all Craig computers and devices is considered a privilege. Any student who willfully violates this privilege by compromising the guidelines for access, use or transport, as written and codified by the Director of Technology and the Administration, will lose the privilege of access and use. The student may be asked to make restitution and can risk suspension and, in certain circumstances, could be recommended for expulsion by the Head of School. Please see Appendix A below for more information.

Photo Release/Publicity

Craig School reserves the right to use photographs or other media of students or works created by students for public relations and marketing purposes, in perpetuity. Parents may restrict this right by advising Director of Admissions, Nicole Moon, in writing within thirty (30) days of the execution of the school enrollment contract.

Photos of Employees

Students and parents/guardians agree that they are prohibited from taking screen recordings, screenshots, videos or photographs of any virtual lesson, meeting or program, or any school employee. Students and parents/guardians are further prohibited from sharing, re-posting, or disseminating school materials, links, or passwords with any third party, for any purpose.

Weekly Communication

All notices and permission slips are sent home on Fridays via email. It is the parents' responsibility to check these e-mails. Parents are asked to provide a current email address.

Student Lockers

Lockers are assigned to each student at the beginning of the school year and are the property of The Craig School. The Director or a delegated representative reserves the right to inspect these lockers.

Transportation

Most parents find car-pooling the most successful means of transportation to and from school. The school is willing to provide names of students who live in similar geographical areas to help work out a carpool. When transportation arrangements have been made, the school must be notified of the child's schedule.

Visitor Policy

Craig School welcomes visitors to campus. Visitors, including parents/guardians, may/will be required to sign in. Visitors may be screened before entry on campus.

Snow Days/School Closings

Each family will be notified via the “Parent Reach” telephone chain if a school closing is necessary. In addition, parents may watch New Jersey News 12 or see school closing on-line at www.News12.com.

MEDICAL MATTERS

Health Records

Requests for health records and Emergency Medical Treatment release forms are sent to parents before a child’s attendance at the school. The forms should be signed and returned promptly. Parents are responsible for checking immunization schedules with their primary care health providers to make sure their child is up to date. State law mandates that the school comply with the immunization requirements of pupils in schools.

The parent should inform the school if the child has any known allergies, reaction to medicine, or insect bites.

Medication

New Jersey law requires a physician’s written order and parent / guardian authorization for administration of any medications during the school day, prescription or over- the- counter. All medications must come to school in a clearly marked pharmacy container labeled for your child. Any change in medication administration during the school year must be accompanied by a signed authorization from both parent and physician.

School Absences

Children are expected to be in school each day that school is in session unless a child is ill. The school is concerned about the health and security of all its students. Parents must notify the office by 9:00 a.m. if a student will not be attending school that day. If parents have not contacted the school by 10:00 a.m., the office will call your home. Parents should email attendance@craigschool.org to report school absences.

To avoid the spread of colds and contagious diseases, parents are asked to keep their children at home when symptoms of illness are apparent. When these symptoms are ignored, a child may have to be sent home during the day.

Work that is missed on those days away may be made up. Parents may call the school for homework assignments. Special arrangements are made with the school for prolonged absences.

School Physicals

Student physical examinations must be updated annually and must be sent to the school by the start of the academic year. It is necessary to have these updated health records on file for the student to participate in sporting events and /or class trips.

ADMINISTRATION

Admissions Policy

Admission to The Craig School is based upon a parent interview, recommendation of education and/or medical professionals, and a visit to the school by the student. Admission may be contingent upon educational testing conducted by the school's staff. A completed application along with recent educational records and psychological evaluations (where applicable) are required before scheduling a visit with the director.

Tuition and Fees

Tuition is set by the Board of Trustees annually. Contracts are sent out in the spring of the year. A non-refundable registration/re-enrollment deposit is due with the return of the contract. Tuition, as specified in the contract, is payable in two installments: August and December. A late fee is assessed for each month past due. A 10-month payment schedule may be arranged with the first payment scheduled on August 1st. A late fee is assessed on monthly tuition payments received after the 15th of the month. Since the school is entirely dependent upon its tuition for income, prompt payment is essential. The Craig School does not have a tuition refund insurance plan. Tuition must be paid in full before records, including transcripts and diplomas, are forwarded to other schools or released to parents.

Accreditation

The Craig School was granted accreditation in 1989 by the Middle States Association of Colleges and Schools Commission on Elementary Schools. It was re-accredited jointly by the Middle States Association and the New Jersey Association of Independent Schools in 2016. The Craig School is a member of the following: National Association of Independent Schools (NAIS), New Jersey Association of Independent Schools (NJAIS), Learning Disabilities Association, and International Dyslexia Society, New Jersey branch of the IDA, Association of Mathematics Teachers of NJ, and Association of Reading Teachers of New Jersey.

SCHOOL EVENTS AND ACTIVITIES

Athletic Program

The Craig School schedules an active sports season in co-ed soccer, boys' basketball and girls' basketball, and co-ed lacrosse. The varsity and junior varsity Badgers play against several independent schools. The Craig School supports a no-cut policy for all team participation. Saturday co-ed intramural sports are scheduled during the school year.

Performing Arts

The Craig School has three large scale productions each year: Grandfriends' Day Performance, Spring Talent Show, and Summer Camp Movie.

Afternoon Activities

The Craig School offers an opportunity for students to remain after school for "Homework Help" on three afternoons a week. These sessions are supervised by a teacher. Several optional afternoon activities are also offered if sufficient interest is expressed. Among such activities that have been offered are Fencing, Art classes, Tennis, and Volleyball.

Field Trips and Assemblies

Field trips and assembly programs to enrich a child's school experience are planned each year. Prior to each event, permission slips with pertinent information are sent home for the parent's signature in the V.I.P school binder sleeve.

Community Outreach

The Craig School is committed to educating children about the needs of those less fortunate than they. To this end, the children engage in a number of outreach events during the year including food drives, holiday caroling and support for various charitable organizations. These events are generally organized by Peer Leaders.

School Pictures

School pictures, both group and individual, are taken in the early fall.

Back-To-School Night

During October all parents are invited to attend an abbreviated schedule of the classes their child attends during a regular school day. Teachers discuss the curriculum and answer questions about class content.

Frost Valley

For three days and two nights, all 6th, 7th, and 8th-grade students attend a YMCA environmental education camp in Claryville, NY. This activity is chaperoned by teachers.

Halloween Celebration

A Halloween Celebration is held annually. The children bring their costumes to school and change just prior to the festivities.

Parent Conferences

Parent conferences are held in fall and spring. Appointments are scheduled in advance.

Winter Ski Program

In order to fulfill the state-mandated hours for physical education, The Craig School has instituted a ski program. Three Fridays during the months of January or February, students are taken to a local ski resort for skiing or snowboarding during school hours. Lift tickets and transportation are provided by The Craig School. Any additional lessons and rentals are the responsibility of the parents.

Spring Benefit Auction

This event is the school's major fundraiser of the year and is planned by our Development Director and our Parent Association (PACS). The auction requires the support of our teachers, present parents and many parents of past Craig students to be successful. The Auction net proceeds are used for the operating costs of the school.

Annual STEM and Expo

An annual academic science-based or art-based celebration is held in the spring. Students' exhibits and classwork are displayed in the classrooms and hallways.

Teacher Appreciation

During May, the Parents' Association organizes and hosts a luncheon, dinner, or breakfast for the teachers and staff.

Eighth Grade Trip

Each spring a special educational trip is planned for the graduating class.

Spirit Day

During the last week of school, Spirit Day is held on campus. This event includes lunch and a variety of activities.

Graduation

Our traditional graduation ceremonies are held on the last day of school in the auditorium. Diplomas and awards are presented. Parents and relatives are invited and light refreshments are served.

SCHOOL POLICIES

Student Decorum: General Expectations

The necessity of having a code of conduct is derived from our educational philosophy as an independent school. A school community, as a microcosm of the larger community, must have the option to discipline, suspend, and, when circumstances warrant, to dismiss a student whose behavior is disrespectful, disruptive, immoral, illegal, or which is contrary to the emotional well being, safety, and security of the members of the school community.

Any behavior that is considered to be detrimental to the reputation of The Craig School, occurring inside or outside of the school, will result in immediate consequences. It is our intent to provide both a safe and a nurturing environment in which to educate our students. The faculty is committed to this policy. To this end, we expect our students to dress, speak, and act appropriately at all times, to demonstrate respect for themselves, classmates, faculty and staff, the school premises, and all personal property.

In all areas of school life, students must behave in a way that is mindful and respectful of other students and The Craig School staff.

Students should fully understand that any member of the school's staff (administration, teachers, and staff) has the responsibility and the authority to address and correct student misconduct at any time. A deliberate refusal to obey a reasonable request or directive made by school personnel, or quarrelsome argumentation, will result in disciplinary action.

Discipline

Violations of the Code of Conduct or school policies fall into two broad categories: "Minor Offenses" and "Major Offenses."

MINOR OFFENSES

A minor offense is an action or behavior that violates a school rule or policy. Students who commit minor offenses commit at least one of the following practices:

- Repeatedly tardy
- Excessive Absences
- Failure to Abide by the Dress Code
- Use of profanity or other inappropriate language in school
- Failure to follow fire drill or lockdown procedures
- Violation of cell phone policy
- Failure to keep common areas in school neat, clean and safe from obstructions
- Eat or carry open food or beverages in the school's facilities
- Minor violations of school's technology and electronic use policies
- Are disruptive or disrespectful in class
- Inappropriate physical contact with others

MAJOR OFFENSES

A major offense is a violation that undermines the morale and integrity of the school community. Major disciplinary offenses can lead to disciplinary action up to and including suspension or dismissal. In addition to its own remedial measures, the School will immediately report any unlawful conduct to law enforcement. Major disciplinary offenses include, but are not limited to, the following:

- Cheating or plagiarism on school assignments, tests, and homework

- Cutting School or being off-campus without permission:
- Repeated disregard for School Rules or violations of School policies
- Harassment or bullying of another
- Sexual harassment
- Menacing, threatening or violent behavior towards another
- Hate speech towards another
- Physical altercations
- Conduct which endangers another / reckless endangerment
- Criminal conduct
- Willful disobedience of, or disrespect for, an employee :
- Use or possession of cigarettes, e-cigarettes, vapes, or other forms of tobacco
- Use or possession of drugs or alcohol on school grounds
- Use or possession of weapons on school grounds
- Vandalism, property damage or theft

The Major Offenses and disciplinary process is explained further below.

Damage to School Property

A student who damages school property may be suspended depending on the gravity of the offense. The student and/or his/her family must make restitution for any cost to the school resulting from the damage/destruction of school property.

Fighting

Any student who physically fights with another student or instigates a fight will be suspended from school. A repeat offense may warrant dismissal.

Firearms, Weapons, and Related Language

Any student who brings firearms or any other weapon to the school campus or to any school function is subject to immediate dismissal. All incidents of firearm or weapon possession are referred to the local authorities without exception. Any threatening language regarding firearms or dangerous weapons will result in an automatic one-day suspension. The local authorities will be notified.

Harassment Policy

The Craig School expressly prohibits any form of harassment among students or among any members of The Craig School community based on race, color, sex, religion, age or disability. Each student is responsible for respecting the rights of other students so that ours is an atmosphere free of intimidation, harassment or discrimination. Any student who feels that he/she is the subject of any form of harassment should immediately bring such concerns to the attention of the Assistant Director.

Harassment, INTIMIDATION, AND BULLYING Policy (HIB)

The administration and faculty at The Craig School believe that a safe and supportive school environment is essential for our students to be able to grow academically/emotionally/socially and to learn to the best of their ability. Harassment, intimidation and bullying (HIB), like any negative disruptive behavior, is counterproductive to the environment necessary to allow this growth.

DEFINITION: "Harassment, intimidation and bullying" is defined as any gesture, written, verbal or physical, or any electronic communication (i.e. cell phone, computer, telephone), whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or mental or physical disability and that has the effect of placing a student in reasonable fear of damage to their property or physical or emotional harm. This definition constitutes any act on school property, at any school-sponsored function, on a school bus, or off school grounds that carries into school and disrupts or interferes with the orderly operation of the school or the rights of other students.

CYBER-BULLYING: Cyber-bullying is defined as a willful act or acts directed toward or about a student or a staff member using any electronic device (i.e. computers, cell phones, tablets, iPads). Examples of cyber-bullying may include but are not limited to sending text messages over the internet or a cell phone or posting texts, images, audio or video to a web page or through a cell phone.

All acts of cyberbullying are strictly prohibited and can result in disciplinary action whether they occur on or off-campus or whether they involve an electronic device at school, at home or at a third-party location, and if they result in a substantial disruption of the school learning environment.

REPORTING PROCESS AND RESPONSE: The Craig School has a designated "School Safety Team" whose purpose is to periodically review policy, make recommendations, and foster and maintain a positive school climate. The team consists of our Social Clinicians, Nurse, Assistant Director, and Head of School.

Faculty, parents, and students are encouraged to contact a Social Clinician or the Assistant Director directly concerning the potential HIB incident. If possible, it is recommended that the concern/incident be reported on the same day it happens or the day that one becomes aware of the concern/incident, with the expectation that the incident be reported to any required parties within five days.

The Craig School requires a thorough and complete investigation to be conducted for each report of an alleged incident of HIB. The investigation be approved by the School Safety Team and conducted by the Assistant Director and the HIB Coordinator. Once the investigation is completed, the School Safety Team will meet to discuss the findings. The School Safety Team shall then proceed per the Parent and Student Handbook, following the guidelines in the Code of Conduct.

The School Safety Team will make all final decisions on whether the situation warrants remedial measures, consequences, or a combination of the two. They will also determine what factors should go into making a final decision including the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. All decisions will respect The Craig School guidelines on student confidentiality.

Appropriate consequences will be individualized and decided by the School Safety Team.

HIB TRAINING and POLICY DISCUSSIONS: This HIB policy is available to all school staff, students and parents. There will also be training and discussion of HIB with teachers during our opening of school meetings, and a discussion with students as a component of our review of the Parent and Student Handbook and the Code of Conduct.

The Craig School expressly prohibits any form of discrimination, harassment or bullying, including cyber-bullying, among students or among any members of The Craig School community based on race, color, sex, sexual orientation, gender identity, religion, age or disability, or other protected class or characteristic. Each student is responsible for respecting the rights of other students so that ours is an atmosphere free of intimidation, harassment or discrimination. This policy extends to conduct which occurs at school-sponsored events, through social media or other electronic forms, and off school grounds where it substantially disrupts or interferes with the orderly operation of the School or the rights of other students. Active or passive support for acts of harassment, intimidation, and bullying are also prohibited and may subject a bystander to discipline.

The School further prohibits sexual harassment. Sexual harassment has been defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: Submitting to such conduct is made either directly or indirectly a term or condition of a student’s academic status; such conduct has the purpose or effect of unreasonably interfering with a student’s performance or creating an intimidating, hostile, or offensive environment.”

Sexual harassment may include but is not limited to:

1. Subtle pressure for sexual activity or for a relationship that takes on a sexual or intimate connotation
2. Any demeaning sexual proposition, name-calling, written material, denigrating graffiti or images or inappropriate remarks
3. Unwanted touching in any form, or limiting one’s ability to move freely
4. Unwanted and non-consensual sex
5. Sexually explicit or suggestive remarks about a person’s attributes, clothing
6. Inappropriate personal questions
7. Joking, tormenting, or teasing of a sexual nature or because of an individual’s sexual orientation or identity
8. Any of the above posted on social media

Any student who feels that he/she is the subject of any form of harassment or any behavior that violates this policy should immediately bring such concerns to the attention of the Assistant Director or to the Head of School. The School encourages students to report harassment, discrimination, or bullying of other students that the student may have witnessed or become aware of.

Any student bystander who actively encourages acts of discrimination, harassment, intimidation, and bullying will also be subject to discipline. Reports may be made anonymously, although no disciplinary action will be taken solely on the basis of an anonymous report.

In response to the report of harassment, bullying, or discrimination, the School will conduct a prompt and thorough investigation of the alleged incident, and take appropriate corrective action if warranted, which may include interim measures during the period of investigation. To the extent consistent with adequate investigation and appropriate corrective action, The Craig School will use its best efforts to keep any complaints confidential.

Any reprisal or retaliation against a person who reports an act of harassment, bullying, or intimidation is prohibited.

Smoking/Vaping

Smoking, carrying, or using any tobacco products is prohibited on school buses, on the school campus, and at any school function or activity, whether on or off-campus.

Substance Abuse

The possession, use, sale, or distribution of alcohol or drugs whether legal or illegal, at any time by any student on the school campus or at any school function, may be grounds for dismissal from school. All prescription and non-prescription drugs necessary for the student’s health must be registered with, and dispensed by, the school nurse or other staff member designated by the Assistant Director while the student is in attendance during the school day.

Theft

Any student who takes something that doesn’t belong to him/her may be suspended, depending on the gravity of the offense. The student and/or his/her family must make restitution for any damages or losses. Students participating in gym or after school activities are responsible for the security of their valuables.

Suspension or Expulsion

The Code of Conduct lists the process we follow concerning suspension, short- term or long suspension. This includes an “in-school” suspension or the more conventional suspension in which the student’s privilege of attending the school is revoked for a period of up to ten consecutive days. The decision for the type and the length of a suspension rests solely with the Head of School and/or the Assistant Director, along with the School Safety Team.

The Head of School and/or the Assistant Director may suspend a student from school for any serious or continual violation of school policy and protocol, or other behavior considered a major offense or serious conduct. A student may not participate in or attend any school-related function during any suspension. During a suspension, a student will not be permitted on school property. During the period of the suspension, the student will be the sole responsibility of his/her parents/guardians, not the responsibility of The Craig School. When the suspension has been concluded, the student is responsible for all schoolwork, quizzes, and tests missed during the suspension. During an in-school suspension, the student will be responsible for all schoolwork assigned that day. If a student receives two in-school suspensions in one month, he/she will be suspended out of school for two days.

The Head of School and/or the Assistant Director will determine the type and the length of any suspension, which may be up to ten (10) consecutive days. The school will immediately contact by phone the student’s parents or guardians, informing them of the suspension and the reasons thereof. This phone call will be followed promptly by written communication from the school to the parents or guardians, also informing them of the suspension and the reasons thereof.

Subsequent to the suspension, a student must return to the school with his/her parents within one (1) week for a pre-readmission conference. Failure to return within that time period will be regarded as a withdrawal by the student.

The Head of School may expel a student based on recommendations of the School Safety Team. Written notification will be sent to the family and the district.

HEALTH & SAFETY

Communicable Disease

The School is committed to the health and safety of the school community. In furtherance of ensuring the health and safety of the community, the School will promote understanding and prevention relating to communicable diseases, ensure fair and non-discriminatory treatment, and monitor guidelines and data issued by the Center for Disease Control and Prevention, the State of New Jersey, and local authorities.

It is recognized that communicable diseases of a more serious nature may pose significant health and safety risks. In response to concerns about such risks, the School requires that any student, staff member, vendor, visitor, or guest report immediately to administration any potentially communicable disease which the individual may have contracted. During an epidemic, pandemic or similar health crisis, the School further instructs any student that possesses symptoms of a communicable disease or has a fever, refrain from attending classes, field trips and extra-curricular activities until the student is fever and/or symptom-free for a period of at least twenty four (24) - hours, or otherwise instructed by the School or health authorities. If the School determines that a student presents a risk to the School community, the School may require that student to refrain from attending school, including classes, field trips, and extra-curricular activities, for a designated time. The School will work with parents to make appropriate arrangements. In making such a determination, the school may consider: (a) documentation by a professional healthcare provider; (b) the symptoms possessed; (c) how long the person is infectious or has had symptoms, and (d) the severity

of potential harm to third parties. Students may be required to provide documentation from a healthcare professional before returning to campus.

In furtherance of controlling the spread of diseases and infection, students should (i) avoid close contact with people who are sick; (ii) avoid touching their eyes, nose, and mouth; (iii) refrain from attending extra-curricular activities and field trips when they are sick; (iv) cover their cough or sneeze with a tissue, then throw the tissue in the trash; and (v) wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer.

During times of an epidemic, pandemic, or similar public health crisis, parents shall notify the School if the student has recently traveled outside of the United States or to an area designated as high risk. Students, and parents of students, are encouraged to self-monitor/monitor the student for fever and other symptoms of a disease or virus following travel, during times of an outbreak or epidemic.

In the event of an epidemic, pandemic, or similar public health emergency, the School may cancel or postpone school trips and extra-curricular activities in furtherance of ensuring the safety of the school community. When required by local, state or federal authorities, or when the School determines it is necessary, the School may close in furtherance of ensuring the health and safety of the school community. The School reserves the right to cancel classes, modify the School calendar, implement a distance learning program, and/or temporarily close the School's facilities.

During times of an epidemic, pandemic, or similar public health crisis, such as COVID-19, SARS, and zika, parents and students are encouraged to review guidelines provided by the Centers for Diseases Control and Prevention, World Health Organization, and other Federal, State, and local authorities pertaining to (1) travel risks; (2) reporting; (3) symptoms; (4) self-monitoring; (5) self-quarantine; (6) prevention; and (7) other health and safety information.

The School reserves the right to modify or supplement this policy.

Infection Control

The School has and will continue to follow all guidelines issued by the Centers for Disease Control, Occupational Safety and Health Administration, the State of New Jersey, and local health authorities regarding infection control practices which may include (i) disinfecting facilities and surfaces, (ii) frequent hand-washing/sanitizing, (iii) ventilation, (iv) requiring employees, students, and visitors to wear a face mask/covering, (v) screening employees, students, and visitors; (vi) requiring employees and students to self-report symptoms and illnesses; (vii) requiring employees and students to report recent and intended travel, and (viii) other measures recommended by the State and health authorities.

The School expects its employees, students and parents/guardians to follow all laws, regulations, advisories and guidelines issued by authorities, and the School. In furtherance of infection control, if the School determines that a student presents a risk to the School community, the School may require the student to refrain from attending classes, field trips, and extra-curricular activities, for a designated time.

This policy and the School's practices may be modified to conform to the current environment, and to comply with current standards.

Acknowledgment of Risk

COVID-19 is a contagious virus that is most commonly transmitted from person to person. The virus may also be transmitted by touching an infected object or surface. At this time, it is possible that there may be other methods of transmission which are unknown by experts and health authorities. While infection control measures and personal discipline will help mitigate the risk of exposure and/or infection to COVID-19 and other communicable diseases, all risks cannot be eradicated by the School. Parents and students acknowledge and agree that there are inherent risks that arise from entry onto the School's

premises, use of the School's supplies and equipment, and through participation in the School's programs and activities. These risks include but are not limited to sickness, injury, harm, disability, and/or death. Parents and students accept and assume full responsibility for all such risks.

School Closing or Limited Operations

At times, emergencies such as severe weather, fire or power failure, acts of God, war, governmental action, acts of terrorism, epidemic, pandemic or other events beyond the School's control events ("Force Majeure Events") may disrupt the School's operations. If a Force Majeure Event occurs, the School reserves the right to cancel classes, implement a distance learning program, and/or modify the school calendar. The School further reserves the right to cancel field trips, sporting events, and extracurricular activities. If any of the aforementioned occurs, tuition and other payments will remain due and owing and will not be refunded.

The School may modify or supplement this policy.

CODE OF CONDUCT AND BEHAVIOR MANAGEMENT SYSTEM

CODE OF CONDUCT

The Craig School is a safe, productive learning environment when students are Responsible, Respectful, Safe and Prepared:

- **Be Responsible:** Take responsibility for my own property, behavior, and learning
- **Be Respectful:** Obey school rules and expectations, respect the rights and property of others, and respect the faculty, staff and my peers
- **Be Safe:** Keep my hands to myself, remain in my area, and focus on myself
- **Be Prepared:** Attend school on a regular basis and always do my best work in my classes

Our code, aiming to foster responsibility and accountability, follows a four-tiered approach. The first tier provides the student an opportunity to address the situation. Second-tier is parental awareness and involvement. The third tier is in-school suspension and or possible out of school suspension. The fourth and final tier is meeting with the Head of Schools. Excluding tardiness, each offense tallied is specific to one class, pending the circumstances and discretion of the administration.

TARDINESS:

PARENTS/GUARDIANS WILL BE NOTIFIED BY THE FRONT OFFICE THAT THEIR CHILD IS LATE. FOR SAFETY REASONS WE ADVISE THAT PARENTS/GUARDIANS NOTIFY THE SCHOOL IF THEY KNOW THEIR CHILD IS GOING TO BE LATE. THREE (3) UNEXCUSED TARDIES WILL RESULT IN A MEETING WITH PARENTS/GUARDIANS AND HOMEROOM TEACHERS.

DRESS CODE:

1ST Offense: 1 unearned miscellaneous point noted on point sheet and sent to homeroom teacher to call home and make Parent/Guardian aware

2nd Offense: 2 unearned miscellaneous points noted on point sheet, sent to Clinician, loss of club that week and phone call home

3rd Offense: 3 unearned miscellaneous points noted on point sheet, loss of club for the month and sent to Mr. Furlong's office to call home

4th Offense: Must report to Head of School

ACADEMIC INTEGRITY: (COPYING, CHEATING, PLAGIARISM)

1st Offense: Teachable moment- assignment redone

2nd Offense: Teacher notifies Parent/guardian and assignment redone

3rd Offense: Sent to Mr. Furlong and Mrs. Edwards and Parent/Guardian meeting set up to determine further consequence

4th Offense: Must report to Head of School

CLASSROOM DISRUPTION: (any behaviors that hamper the ability of instructors to teach or students to learn)

1ST Offense: 1 unearned miscellaneous point, teacher redirection

2nd Offense: 2 unearned miscellaneous points, sent to the clinician to reflect upon the incident and email sent home to parent/guardian to be made aware of the incident

3rd Offense: 3 unearned miscellaneous points, sent to Assistant Director for the LS/MS, in-school suspension, mandatory meeting with parents/guardian regarding behaviors

4th Offense: Must report to Head of School

PHYSICAL THREATS:

1ST Offense sent to clinician's office; parent notified

2nd Offense sent to clinician's office, behavior intervention plan put in place, parent/guardian notified

3rd Offense sent to the Assistant Director of the Lower and Middle School who makes the Head of School aware of the incident.

4th Offense: Head of School reviews the incident and sets up a meeting with parents.

PHYSICAL CONTACT:

WE AT THE CRAIG SCHOOL HAVE A ZERO-TOLERANCE/ HANDS OFF POLICY. IN THE EVENT THAT THIS OCCURS- IMMEDIATELY THE STUDENT IS SENT TO MR. FURLONG AND MRS. EDWARDS FOR REVIEW AND DETERMINATION OF NEXT STEPS.

ELECTRONIC DEVICES/CELL PHONES:

When students arrive at school their cell phone **MUST** remain in their backpacks. Once they arrive to homeroom, faculty will ask students to place their cell phones or other electronic devices not being used for academic learning in a designated

place. The homeroom teachers at the end of the day will return all devices to students before dismissal. If a student is arriving late to school, they can turn their phone into their homeroom teacher before the start of their day.

Students are not permitted to text others or call using their electronic device during the academic day- including calls to parents and guardians. Students may only place phone calls to parents/guardians from the social clinician's office or the nurses' office.

*****These rules apply to ALL afterschool programs including Homework Help. *****

PHOTOS/AUDIO/VIDEO RECORDINGS:

At **NO TIME** are students permitted to take photos, record audio, or take videos with electronic devices without teacher permission. If a student violates this policy:

1ST Offense: 1 unearned miscellaneous point, teacher redirection

2nd Offense: 2 unearned miscellaneous points, sent to clinician to reflect upon the incident and email sent home to parent/guardian to be made aware of incident

3rd Offense: 3 unearned miscellaneous points, sent to Assistant Director of LS/MS, in-school suspension, mandatory meeting with parents/guardians regarding behaviors

4th Offense: Must report to Head of School

OTHER VIOLATIONS AND CONSEQUENCES: (fighting, threatening, bullying, harassment, or intimidating others)

Offense: Social Clinicians will meet with all parties involved, gather all information, create a report documenting the incident, parents/guardians notified, and appropriate consequences will be decided by the school safety/climate team.

ALL OFFENSES ARE INDIVIDUALLY REVIEWED

THE CRAIG SCHOOL LOWER/ MIDDLE SCHOOL SAFETY/ CLIMATE TEAM

- DR. KARA A. LOFTIN – HEAD OF SCHOOL
- NILES FURLONG-ASSISTANT DIRECTOR
- ALESSANDRA EDWARDS- SOCIAL CLINICIAN
- JAMIE O'CONNOR-SOCIAL CLINICIAN
- ELLEN MEISENBACHER- NURSE

Behavior Management System

The Craig School Lower and Middle Divisions have developed a comprehensive approach to a student's social development based on the principles of positive reinforcement. There are two principal components to the system:

(A) The daily classroom point system

(B) Badger Cards

The point system emphasizes **positive rewards for appropriate behavior**. Points earned result in rewards. The student is helped to understand his/her capacity to “earn” points for appropriate academic performance and his/her behavior in class. Points earned will result in rewards.

Point System - The total number of available points is 250 each week

Each student's schedule provides an opportunity for him/her to earn up to 242 points each week. The faculty will assign up to 8 miscellaneous points based on the student's overall behavior during the week, bringing the possible total to 250 points each week. Any infractions occurring outside the classroom may result in unearned points (i.e. hallway, lunchroom, auditorium, etc.).

During each class period a student has an opportunity to earn points in three areas:

- Satisfactory completion of assignments (Homework, Group work, in-class assignments)
- Satisfactory completion of classwork
- Classroom behavior

The number of points available depends on the nature of the class and its duration:

HOUR-LONG CORE COURSES (LA, MATH, READING)

- Homework: 3
- Classwork: 5
- Behavior: 2

HALF-HOUR CORE COURSES (LA, MATH, READING)

- Homework: 2
- Classwork: 3
- Behavior: 1

HOUR- LONG COURSES (SCIENCE, SOCIAL STUDIES, SPECIALS)

- Homework: 1
- Classwork: 5
- Behavior: 2

(***5th grade Social Studies does not assign homework so the points in that class would be divided between classwork and behavior)

HALF-HOUR SPECIAL

- Homework: 1
- Classwork: 2
- Behavior: 1

SHORT CLASSES (NOTE TAKING, CURRENT EVENTS, MATH EXTRA HELP)

- Homework/Classwork: 1
- Behavior: 1

RIBBON SYSTEM- LOWER SCHOOL (Grades 2-5)

In addition to the point system there is a Ribbon System. The mounted ribbons on each desk serve as a constant visual reminder of the student's standing based on the appropriateness of their behavior. This aims to increase the student's awareness of their behavior during class and to encourage self-regulation.

- A green ribbon displayed indicates the student is currently earning full behavior points
- A yellow ribbon displayed is a warning the student's behavior may result in unearned points
- A red ribbon displayed indicates the student is NOT currently earning behavior points

As a student's behavior changes during the class period, the teacher may change his or her "ribbon status".

REWARDS SYSTEM

SHORT – TERM REWARDS: Participation in Friday Club Program

Students who earn at least **242** points for the week may participate in the Friday Club Program, which is a club that they have selected such as Gym club, Art club etc. Students who earn **242** or more, but owe work, will be assigned to Academic Help Club to complete their assignment(s) before joining the activity club. Students earning less than **242** will attend Problem Solving Club- one is held for Lower school and one for Middle School (this is the Social Clinicians' Club). This Club helps students navigate the understanding of why they did not earn, talk about what they will need to work on, and ways to help them achieve goals for the following week.

If a student does NOT earn club 3 times within a given month- Parents will be contacted.

250 CARDS:

Students who earn all their points "**250**" for the week will be given a "**250**" card. The student will then place their "**250**" card into a box inside their homeroom which is available all week long. This box will be collected by Mrs. Edwards-Social Clinician after a full week of school. Each "**250**" card will be collected from each homeroom and entered into a drawing. The "winning" card drawn at random will enable the cardholder to spin the "**Badger Wheel of Rewards**" to see what prize they have earned. An announcement over the PA system will inform the whole school of who won and what they won. A photo will be taken of the student and sent home via email.

MID-TERM REWARDS: Platinum Celebration, Gold and Silver Certificates

At the end of the month, students could earn Platinum, Gold, or Silver status based on earning the number of points indicated below:

PLATINUM: **995-1000** points

GOLD: **990-994** POINTS

SILVER: **985-989** points

Students with the highest point totals are invited to a PLATINUM CELEBRATION, honoring their achievement. These celebrations will take place every other month.

*****STUDENTS WILL AUTOMATICALLY BE INELIGIBLE FOR PLATINUM IN A GIVEN MONTH IF THEY HAVE INCURRED ANY OF THE FOLLOWING:**

- **Club privileges revoked**

In school or out of school suspension

BADGER CARDS:

Badger Cards are earned when a student is recognized for being positive in the community and “caught being good”. Students will collect these cards and they will place them in the “**Badger Bank**” within their homeroom. These Badger Cards are then converted into “**Badger Bucks**” at the end of the month. Students can use these “**Badger Bucks**” to purchase small items from our school store “**The Badger Boutique**” (pencils, erasers, etc.). Students can save their “**Badger Bucks**” to purchase gift cards as well. The Badger Store is run by Mrs. Edwards- Social Clinician and will be open at the end of each month during recess. Each Badger Card = \$1 card.

PARENTS' ASSOCIATION

The Craig School has an active Parents' Association (PACS) and all parents are invited to participate. The goals of PACS are to:

- Establish and maintain open communication between parents, school administration, and the Board of Trustees
- Sponsor activities beyond the academic requirements that give the school vitality and a sense of community;
- Engage in fundraising activities to provide some of the funds necessary to support the needs of the school as identified by the staff and administration.

To support the activities of PACS, there is a membership fee and a separate letter outlining the purpose. This is provided to all families and is also on the PACS section of the website.

Some of the activities of the Parents' Association include: organizing social events for families; welcoming new families to The Craig School; organizing fundraising activities; supporting the Spring Benefit Auction; organizing school-wide charity events; organizing and supporting the efforts of Class Parents; and other activities.

The President of PACS serves as a liaison between the Parents' Organization and the school administration to ensure continued and successful communication. Meetings are held on both campuses.

APPENDIX A

The Craig School Acceptable Use Policy Ethical Use of Technology for the Craig Community

The Craig School network provides access to a wealth of technological resources for the educational advancement of the Craig community. All members of the community are expected to act in a responsible manner when using these resources, just as they would in any aspect of their daily conduct at The Craig School.

Technology has an ever-changing landscape and new resources present themselves continually. When we engage in the use of The Craig School network, the moral and ethical standards established by the Honor Code and Code of Conduct guide us in its appropriate use, rather than the capabilities or potential applications of the software, computing tools and devices that we may use. In the online environment, our actions reach far beyond the walls of The Craig School, and the consequences of these actions may have far-reaching effects. Responsible use of all technology and social media dictates that members of the community should not engage in any activity, at any time or any place, which does not reflect well on them or this institution.

Scope: This policy applies to all members of the Craig community—students, faculty, administrators, staff, alumni, parents, volunteers, and others—who access the Craig School network using school-owned or personally owned equipment, including wireless devices.

Definitions:

Users are members of the Craig community, the students, faculty, administrators, staff, alumni, parents, volunteers, and others, who share the Craig School network, Internet, data and telephone systems.

The Craig School Network comprises all computers, terminals, printers, networks, contracted systems, online and offline storage media and related equipment, software, and data files that are owned, managed, or maintained by the school for use to support academic and administrative activities.

A. Expectations:

1. Access to The Craig network is a privilege intended to facilitate education, school-related communication, research, and other school business. Craig reserves the right to limit user access to the network in its efforts to maximize network use for academic purposes or because of violation of the Acceptable Use Policy.
2. All users are responsible for appropriate use of the Craig School's technological resources that includes the computer network, computer labs, hardware peripherals, a-v systems, digital boards, communication systems (telephone, email, e.g.), databases, etc.
3. Users must register personally owned computers used on school grounds with the technology department.
4. Any computer or electronic device connected to the Craig School network may be required to have approved anti-virus or system security software installed. Computers not meeting these requirements may be restricted from the network.
5. All personal electronic devices (laptops, tablets, iPods, MP3 players, cell phones, smartphones, etc.) owned by individual members of the community and used on school grounds are subject to this policy.
6. Craig databases that secure information about academic life and school business are the property of The Craig School. Information contained therein is confidential and cannot be distributed nor used for personal gain. Illegal activities are strictly forbidden and may be reported to the authorities.

Access may be revoked following the separation of employment.

B. Good Network Citizenship: All users should practice acceptable online etiquette including but not limited to:

1. Always be polite and use appropriate language in written and voice communication.
2. Do not use the network or e-mail in such a way that you would be disruptive to others, threatening, harassing, bullying, or discriminatory in any way.
3. Do not use illegally obtained software.
4. Do not attempt to tamper with the equipment or subvert or impair the operations of the network.
5. Respect the privacy of other people's files and e-mail.
6. Do not misrepresent yourself or sign in using the username/password of another.
7. Do not transmit or attempt to access offensive or obscene material.
8. Use only computers that are authorized for your use.
9. Be mindful of all academic rules regarding proper documentation and potential plagiarism concerns.
10. DO not use the network for illegal activity.

C. Responsible Use of the Craig Network

1. Engaging in any activity that threatens the integrity of The Craig School network is prohibited. Physical or electronic tampering with computer resources is not permitted. Personal networking equipment such as servers, routers, switches, hubs, and wireless access points are not permitted on the Craig School network without approval of the Technology Department. Unauthorized or inappropriate access to password-protected data, intentionally damaging computers, technology peripherals or computer networks is subject to disciplinary action. Suspected abuse of network systems should be reported immediately to the Director of Technology, Head of School or other administrator.
2. Users must not attempt to fix, re-configure, disconnect, or relocate any of the School's equipment, including data or voice jacks, printers, wireless access points, peripherals, etc. Please contact the Craig Technology Department for assistance.
3. Online entertainment activities such as video game playing, video and audio streaming, and instant messaging competes with academic uses of network resources and are prohibited on school or personally owned equipment in computer labs and classrooms without teacher permission.
4. Users will respect all copyright, trademark, and other laws governing intellectual property. No software may be installed, copied, or used on School equipment except as permitted by law. All software license provisions must be strictly adhered to.
5. Use of the Craig School network for commercial purposes, advertising, personal profit, unauthorized fundraising, or political lobbying/campaigning is prohibited.

D. Electronic Communications

1. The contents of electronic communications, including email, instant messaging, listservs, blogs, wikis, social networking sites (Facebook, MySpace, LinkedIn, Instagram, Snapchat, Twitter, and other), should be composed with utmost care. Many of these tools are public spaces and have the potential to bring harm to oneself, to others and to Craig --Please respect the rules and regulations required of any communication representing the Craig School in the electronic environment.
2. Using personal networking sites and social media platforms in an illegal manner, or in a manner that is discriminatory, harassing, or bullying is strictly prohibited. Such use may result in disciplinary action.
2. Employees should not "friend" or connect with students on social networking sites or platforms.
4. School e-mail is to be used for educational purposes; however, school e-mail may be used for incidental or occasional personal use so long as it does not violate any of the terms defined in this manual. E-mail is not to be used for group solicitations not directly related to school business or purposes.
5. Craig reserves the right to review internet usage and access data files, email, voicemail and other communications. The school may exercise this right where there is concern about possible policy violations. These cases include, but are not limited to, harassment, situations where an individual's well-being is in danger, misuse of school data, corruption of the network, or an official subpoena/investigation for such messages/files.
6. All users must respect and value the privacy of others, behave ethically, and comply with all legal restrictions regarding the use of electronic data. All users must also recognize and honor the intellectual property rights of others.
7. The Craig logo, school name, and branding tagline cannot be misused in any electronic media or communication coming from faculty, staff, students, alumni, or parents. Any use or alterations to the Craig name, logo, or branding tag lines must be approved in writing by the Head of School.

E. Safety

1. In the interest of safety, all users are instructed never to divulge personal information (address, phone number, photographs, etc.) over the Internet to anyone you do not know.
2. Users should keep their passwords secure and never share passwords with others.

3. Using online resources to threaten, intimidate, bully, or harass an individual or group will not be tolerated and will be subject to disciplinary action that might lead to dismissal.
4. Using electronic communication tools to invade an individual's privacy, harass an individual or offend an individual could result in criminal and/or civil action against you.
5. Information contained in student or personnel records is confidential and in many cases that information is protected by federal and state law. Concerns about confidentiality should be discussed with the appropriate Division Head or Head of School.

F. Applicable School Policies and Federal/State Laws:

Intellectual property, the works of authors and artists, is protected by federal copyright laws which restrict the reproduction, performance, adaption, distribution of literary works, sound recordings, artwork, video recordings, films in any format without the expressed consent of the author/artist. Fair use guidelines for educational purposes permit limited amounts of material for teaching purposes. Please check on applicable rules and regulations before using any such material in classes and always cite the source.

G. Student & Parent Use of Electronics and Social Media

Students should understand that:

- The use of inappropriate language, harassment, and disrespectful comments in an email, texting or a chat room, or on a website or social networking site from either inside or outside the School, and whether during the school day, after hours, or during vacation time, as long as a student is enrolled at the School, may result in disciplinary action;
- There is no guarantee of privacy associated with their use of the School's technology resources. Students should not expect that email, voice mail, or other information created or maintained on the School's network or School-issued devices (even those marked "personal" or "confidential") will be private, confidential, or secure. The School has the right to access and monitor both student-owned and School-owned computers and communication devices connected to the School's network. By accessing the School's system, each student has consented to the School's right to view and/or monitor the School's network and all of its associated accounts;
- They will be held accountable for unattended accounts, and for use of their computer or communication device if such equipment is left unattended and/or used by another individual. Students are responsible for any damage to the school's equipment while it is in their care.

Parents should understand that:

- It is the responsibility of all parents to read this policy and discuss it with the student;
- Teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity; and
- If a student willfully or carelessly damages the hardware or software of any School-owned technology, the parent may be responsible for paying for the repair or replacement of that technology, at the discretion of the Head of School.

The School reserves the right to:

- Access, view, monitor, and track any information or communication stored on or transmitted over the School's network, on or over equipment that has been used to access the School's network or School-issued devices, and under certain circumstances, it may be required by law to allow third parties to do so. Also, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring, or mis-delivery; and
- Restrict the material accessed and not permit computers to be used for commercial purposes or for accessing inappropriate sites.

**The Craig School
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The Craig School is a nonprofit, tax-exempt corporation
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