



THE
CRAIG
SCHOOL

LOWER SCHOOL • MIDDLE SCHOOL

15 Tower Hill Road • Mountain Lakes, NJ 07046 • 973-334-1234 • www.craigschool.org

Back to School Forms 2023-2024
FORMS ARE DUE AUGUST 15th, 2023

ALL forms must be handed in before laptops are released

Checklist: Back to School Forms to be filled out and returned

- Transportation Form
- Textbook Loan Form (fill out, sign & date)
- One to One Laptop Agreement
- B6T Form (if you did not already submit in Spring 2022)
- PACS - Lower and Middle School Grade Parent Sign Up
- Badger Soccer Info & Sign Up
- Badger Homework Support Info & Sign Up
- Academic and Health Records Request (* *New Families Only**)
- Media Consent and Release Form

Please make copies for your records, scan or mail the original, signed, and completed forms, with check list, to gbeck@craigschool.org or records@craigschool.org

Other important back to school information and notices.

1. **Important information for rising 6th graders:** New Jersey immunization requirements mandate that upon entering the 6th grade, students must have documentation of receiving the Meningitis vaccine and a Tetanus booster. Please see that your child's medical records comply with this regulation when submitting health documents at the start of the school year.
2. **School hours** are 8:20 am - 3:05 pm. To ensure proper supervision and safety, drop off is between 8:00 am and 8:15 am.
3. **Attendance** - All absences and late arrivals should be reported to our main office. Please send an email to attendance@craigschool.org OR call our Main Number, 973-334-1234 x 100, before 7:30 a.m.
4. Calendar 2023-2024 Lower Middle School

Please share this calendar with your transportation company

5. Lower & Middle School Communication Ladder
6. Pick up & Drop off Driving Instructions
7. School Supply List

All forms, including medical forms, must be in before student laptops are released

Laptop Pick Up Date: August 31st, 2023
During our Welcome Back Celebration
Lower Middle School Campus



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TRANSPORTATION INFORMATION 2023 - 2024

We are sure that you are aware of the importance of maintaining a current and accurate account of phone numbers should it become necessary to contact the bus companies or other forms of transportation. If any of the following information changes throughout the school year, please inform the office.

Student's Name _____ Age: _____ Grade: _____

Bus Co. Name: _____ Other (Veh. Description) _____

Bus Co. Address: _____

Street

City

State

Zip Code

Bus Co. Phone: _____ Bus Co. Email or Fax: _____

Bus Co. Contact Person: _____

Bus Driver's Name/Cell Phone: _____

Name of all students transported: _____

If NO BUS IS USED:

Driver Picking Up: _____

Emergency Contact Name/Phone Number: _____

Relationship to Student: _____

nd
2 Contact Person/Phone Number: _____

Date Completed: _____

This information must be returned prior to the first day of school



New Jersey Department of Education
Office of Interdistrict Choice and Nonpublic Schools

Individual Student Request Form for Loan of Textbooks

Date: _____

Public School Information

Public School District: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Nonpublic School Information

Nonpublic School: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Student Information

Name of Student: _____ Grade: _____

Name of Parent/Guardian: _____

Parent/Guardian Certification

Under the provisions of N.J.S.A. 18A: 58-37.1 et seq., I hereby request

_____ to loan textbooks to the
(Public School District)

_____ in which my child is enrolled.
(Nonpublic School)

I certify that my above-named child and I are residents of the State of New Jersey. I understand that the public school district in which the nonpublic school is located has oversight of the State funds designated for providing the loan of textbooks to nonpublic school students pursuant to law and regulations.

Signature of Parent/Guardian:

Date: _____



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ADMINISTRATIVE OFFICE

10 Tower Hill Road • Mountain Lakes, NJ 07046 • 973-334-1234 • www.craigschool.org

One-to-One Laptop Agreement

Technology at Craig is seamlessly integrated into all facets of our curricula. It enhances learning and provides assistive technology via Craig's full complement of software and services. In addition, it allows our students to continue to learn when we cannot be in the same place at the same time. While our plan is to be together this fall, we must prepare for all scenarios. In order to address safety concerns, limit shared devices and surfaces throughout the school, and provide an equitable learning environment for all students, Craig will be issuing each student their own personally assigned laptop for the 2023-2024 school year. Each student will be responsible for its safekeeping and will be required to bring their device to and from school each day. It will also be expected that the device is fully charged each night. In the event it is not, each teacher will be provided with an emergency charge station and your child can turn your laptop in to their teacher. Additionally, it is understood that each student/family will be responsible for the cost of damages or replacement to their school issued devices.

The policies, procedures, and information laid out within this document outline the expectations for student participation in this program. This document must be signed and turned in before picking up your school issued device.

You and your child must read through & sign this agreement. By doing so you and your child are acknowledging your roles as responsible Digital Citizens and as responsible participants of our One-to-One Laptop Initiative.

- | |
|--|
| 1. Craig provides a loaned device to every student during their tenure at Craig. |
| 2. All Devices have been individually assigned to students, by number. Each student is responsible for their designated device. Students are not permitted to handle, carry or borrow unassigned devices. |
| 3. Pre-approved software and Google Extensions have been loaded for you. |

| |
|--|
| 4. Users may not tamper with or change the configuration/settings of the Craig issued device. <u>This includes</u> Creating Pass Codes, Changing Passwords, Downloading, moving, deleting or reconfiguring of any App, Screen Savers or Background Photos. |
| 5. Devices are Craig School property and designated for academic use only . |
| 6. Assigned devices will travel with its user to and from school each day. |
| 7. For sanitary reasons, each user must privately purchase earbuds for use with their laptop. |
| 8. Responsible Digital Citizenship duties includes: <ul style="list-style-type: none"> ● Care for Devices – treat your devices with respect, disinfect them regularly ● No stickers on school issued devices. ● Report all damages to homeroom teacher immediately ● Use proper device carrying method, your homeroom teacher will instruct you. ● Observing Responsible Digital Citizens Pledge (found on the Craig School website) ● Observing Acceptable Use Policy (found on the Craig School website) ● Care for your charger and keep it with you at all times. |
| 10. Technical support, assistance and services are issued to all students at Craig. However, device replacement cost will be furnished by the student/family. Total device replacement will cost \$300 and repair/damages will be estimated accordingly. Lost chargers will be replaced at cost of \$45.00. Craig will not be responsible for any locally saved data in the event needs to be reimaged. Please save all data to your Google Drive. |

| <u>Digital Citizenship – Student’s Pledge</u> | |
|--|--|
| 1 | I will not give out personal information (address, phone number, name and location of my school) without my parents’ permission. |
| 2 | I will tell a teacher right away if I come across any information that makes me feel uncomfortable. |
| 3 | I will never agree to get together with someone I “meet” online. |
| 4 | I will never send a photo of myself without first checking with my teachers. |
| 5 | I will not respond to any messages that are mean or in any way make me feel uncomfortable. If I get a message like that I will tell a teacher or my parent, immediately that they can help me handle it. |

| | |
|----|---|
| 6 | I will not give out my Internet passwords to anyone (even my best friends) other than my parents. |
| 7 | I will check with my teachers before downloading or installing apps. |
| 8 | I will be a responsible online citizen and not do anything that could hurt other people or is against the law. |
| 9 | I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology. |
| 10 | I understand that if I don't act responsibly with my device, I am at risk of not earning all of my points for the week. |
| | <p><u>I agree to the above statements :</u></p> <p><u>Student's Name</u></p> <p><u>(Printed):</u> _____</p> <p><u>Student Signature:</u></p> <p>_____</p> <p>I will help my child follow this agreement and will allow reasonable use of the Internet in accordance with these rules.</p> <p><u>Parent Signature:</u></p> <p>_____</p> |

Parent/Student Device User Agreement

| <u>Terms of Agreement</u> | |
|----------------------------------|--|
| 1 | Parent & Student have reviewed and agree to comply with the policies necessary for <u>participation in the One-to-One Laptop Initiative.</u> Parents consent to their child's participation in the program |
| 2 | Parent & Student have reviewed & agree with the " <u>Acceptable Use Policy</u> ". This document can be found on our Website www.craigschool.org |
| 3 | Parent & Student have reviewed and agree with the " <u>Responsible Use of Devices</u> " terms of this document. |
| 4 | Parent & Student have reviewed and agree to the terms and conditions of the " <u>Digital Citizen</u> " portion of this document. |
| 5 | Parent & Student understand and agree that the <u>Device is the property of The Craig School,</u> which has been loaned to them for 1 academic year and must surrender it whenever requested by school personnel. |
| 6 | Parent & Student understand that appropriate Craig staff may, at their discretion, <u>review computer activity logs and Internet history</u> on all devices to insure compliance with Craig School's Acceptable Use Policy. |
| 7 | Parent & Student understand that The Craig School has made reasonable and prudent attempts to ensure students <u>use the Internet in a safe way</u> as stated in the Acceptable Use" Policy found on the Craig School Website www.craigschool.org . However, our ability to filter content and access off of our school property is limited. Parents must be cognizant of this and can consult or technology department with any concerns. |
| 8 | Parent & Student understand that <u>all lost or stolen</u> tech equipment will be <u>reported to police and</u> tracing capabilities will be utilized to track and attempt to recover the device. |
| 9. | Parent & Student consent to use of all web-based educational services utilized by The Craig School, including but not limited to Google Apps for Education, Learning Ally, Read & Write, Scholastic Student Reading Inventory and Lexia. I recognize that Craig is permitted to consent on my behalf for the collection of my child's personal information for the use and benefit of the school, and for no other commercial purposes." |
| 10. | Parent & Student are aware that the audiobooks downloaded to their <u>Learning Ally accounts</u> must be school appropriate. |

We have read and agree to the terms of the Parent/Student User Agreement.

PARENT/GUARDIAN

| | | |
|--------------------|-----------|--------------------------|
| | | |
| Print Name Clearly | Signature | Date (MM/DD/Y YYY) |

STUDENT

| | | |
|--------------------|-----------|--------------------------|
| | | |
| Print Name Clearly | Signature | Date (MM/DD/Y YYY) |

Please submit a separate application for each child to the private school

SCHOOL YEAR 2023-2024

RESIDENT DISTRICT BOARD OF EDUCATION _____

STUDENT'S NAME _____ DATE OF BIRTH _____
LAST FIRST MIDDLE MONTH DAY YEAR

GENDER _____ PARENT/GUARDIAN NAME _____ DAYTIME PHONE _____
M or F AREA CODE + NUMBER

HOME ADDRESS _____ CITY or TWP _____ ZIP _____

NEAREST INTERSECTION TO STUDENT'S RESIDENCE _____

MAILING ADDRESS _____ ZIP _____

FULL NAME OF SCHOOL TO BE ATTENDED _____ PHONE _____

ADDRESS OF SCHOOL _____

STUDENT'S GRADE FOR THE COMING YEAR _____ SHORTEST ONE-WAY MILEAGE BETWEEN HOME AND SCHOOL _____
(MEASURED VIA THE SHORTEST ROUTE ALONG PUBLIC ROADWAYS OR WALKWAYS IN MILES AND TENTHS)

DATE SCHOOL OPENS 9/5/2023 CLOSES 6/14/2024 SCHOOL HOURS FROM 8:20 MILES TENTHS AM TO 3:05 PM

NAME AND ADDRESS OF SCHOOL OF ATTENDANCE IN PRIOR YEAR _____

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE * FOR PUBLIC SCHOOL USE ONLY

YOUR APPLICATION HAS BEEN REVIEWED BY THE RESIDENT DISTRICT BOARD OF EDUCATION. THE FOLLOWING DETERMINATION HAS BEEN MADE:

_____ TRANSPORTATION WILL BE PROVIDED _____ YOU ARE ELIGIBLE FOR PAYMENT IN LIEU OF TRANSPORTATION
_____ INELIGIBLE _____ (REASON)

DATE _____ SIGNATURE _____ TITLE _____

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION (B6T) N.J.A.C. 6A:27-2.5

1. IT IS THE OBLIGATION OF THE PARENT OR GUARDIAN OF PRIVATE SCHOOL STUDENTS TO:

- ANNUALLY OBTAIN THE APPLICATION FOR PRIVATE SCHOOL TRANSPORTATION FROM THE ADMINISTRATIVE OFFICE OF THE PRIVATE SCHOOL FOR EACH STUDENT FOR WHICH TRANSPORTATION SERVICES ARE BEING REQUESTED. SUBMIT A SEPARATE APPLICATION FOR EACH STUDENT.

NOTE:

- IF THERE IS A CHANGE OF HOME ADDRESS, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.
- IF THERE IS A CHANGE IN THE NONPUBLIC SCHOOL OF ATTENDANCE, A NEW APPLICATION SHALL BE SUBMITTED TO THE PUBLIC SCHOOL DISTRICT OF RESIDENCE.

- COMPLETE THIS APPLICATION AND RETURN IT TO THE PRIVATE SCHOOL ON OR BEFORE MARCH 10TH PRECEDING THE SCHOOL YEAR IN WHICH TRANSPORTATION IS BEING REQUESTED.

LATE APPLICATIONS – ANY APPLICATION RECEIVED AFTER MARCH 10TH WILL BE A LATE APPLICATION AND MUST BE ACCOMPANIED BY A STATEMENT OF THE REASON FOR LATENESS. ELIGIBLE STUDENTS WILL RECEIVE TRANSPORTATION OR AID IN LIEU OF TRANSPORTATION BASED ON THE DATE THE APPLICATION IS RECEIVED BY THE PUBLIC SCHOOL.

2. IT IS THE OBLIGATION OF THE NONPUBLIC SCHOOL ADMINISTRATOR TO ANNUALLY COLLECT THE APPLICATION AND SUBMIT IT TO THE PUBLIC SCHOOL FROM WHICH TRANSPORTATION IS BEING REQUESTED PRIOR TO MARCH 15TH.

3. IT IS THE OBLIGATION OF THE PUBLIC SCHOOL ADMINISTRATOR TO NOTIFY THE PARENT OR GUARDIAN AS TO THE DETERMINATION OF EACH APPLICATION BY AUGUST 1ST.

A DISTRICT BOARD OF EDUCATION SHALL PAY AID IN LIEU OF TRANSPORTATION TO THE PARENT OR GUARDIAN OF AN ELIGIBLE STUDENT ONLY AFTER RECEIVING A SIGNED "REQUEST FOR PAYMENT OF TRANSPORTATION AID" VOUCHER AS PRESCRIBED BY THE COMMISSIONER OF EDUCATION.



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Seeking Grade Parents 2023-2024

Grades 2 - 8

Grade Parents act as the key liaison between teachers, parents, and the PACS. The tasks performed by a Grade Parent are determined by each teacher's needs and the needs of the classroom. The PACS also requires Grade Parents to help in passing along information to families in your class. All communication is done via e-mail.

Your participation is appreciated! If you are interested in becoming a Grade Parent for the 2023-2024 school year, please email:

pacs@craigschool.org

and include your full name, your students name, and grade in September.

Two grade parents will be selected from each class in grades 2 - 8

Thank you for your anticipated assistance in the
2023-2024 school year!



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Badger Soccer 2023

Boys and Girls Grades 5th, 6th, 7th , and 8th

*Welcome to our **22nd** season of Soccer at The Craig School!*

We are very excited to get the ball rolling again!

The format for Soccer is as follows:

1. Practices are Tuesdays and Thursdays from 3:05 pm to 4:30 pm
2. Games days may vary.
3. Student-athletes are required to commit two days a week to our program. We are flexible with this commitment.
4. All students must have a current academic year physical on file with the health office to participate.
5. Students must also maintain satisfactory grades in the classroom to be eligible to compete on the team. Academics must come first.
6. All players are required to order a jersey. The jerseys will come from SquadLocker (see link below) All other gear is optional.
7. Email Mr. Furlong **before ordering** to receive your jersey number at NFurlong@craigschool.org

Please click on the link provided to order: [Soccer Jersey Order Link](#)

Sign up for the team using this [Soccer Sign up 2023](#)

Players will provide the following:

- Black or dark shorts
- Soccer Socks/Shin guards
- *Cleats are optional*

The first three practices will be on **September 12, 14, and 19** from **3:00 pm to 4:30 pm**.

Go Badgers!



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July 17, 2023

Dear Craig School Parents,

The Craig School is proud to extend to your child the opportunity to attend our Badger Homework Support program, which is for after-school homework assistance. The focus of this program is to provide an opportunity for all of our students to develop greater independence of skills, feel less anxious about homework, and lessen any nightly homework tension that may weigh on family time. We strive to provide our students with a positive and supportive work environment that allows them to continue to build their executive functioning skills with effective study habits.

In Badger Homework Support, students will have the opportunity to receive the following assistance:

- Help with questions about specific homework assignments
- Review for quizzes and tests
- Organize their materials so that they can effectively complete an assignment
- Utilize Google Classroom efficiently and effectively
- Plan and prioritize assignments
- Structured work when homework is completed

This year, **Badger Homework Support will begin on Wednesday, September 27th, starting at 3:05 p.m. and ending promptly at 3:55 p.m.** Each student who attends will be assigned a Craig School teacher and a room that your child will report to at regular dismissal. At times, there could be a change in the faculty member that will be helping your child to best suit their academic needs.

Badger Homework Support is an extension of the school day and a great place to get homework started and maybe even finished. The program is designed for Craig students to receive academic support, but it is not set up to be a tutoring session with your child's teachers. Each teacher is assigned to work with a group of students and will monitor and assist all of those students. The Badger Homework Support teacher will check the work that is done during the program time, but it is the parent's responsibility to ensure their child's assignments are completed each night. If homework is completed before 3:55, additional work, activities, organizational time, etc. will be provided to ensure a structured work environment for the duration of the time.

Enclosed you will find information about our **BADGER HOMEWORK SUPPORT CODE OF CONDUCT**. In order for our students and teachers to maximize the work time we have together, it is important that the focus of our program stays on academics. We cannot allow our academic environment to be disrupted. It is not fair to our students or our teachers. Please read through the Badger Homework

Support Code of Conduct with your child so that they understand their responsibilities while participating in the program. After they have read the code, **students and parents must sign and return the attached Badger Homework Support Code of Conduct form**. No student will be allowed to attend the program if these forms have not been signed by both the student and their parent or guardian.

To enroll your child in the program, please complete the two attached forms and return them to school ***no later than Wednesday, September 20th***. Space is limited, so in order to ensure your child has a spot, please sign-up as soon as possible. **We will do our best to make sure each child can have a place in the program**. We are looking forward to another successful year. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Stephen Vaporis
Badger Homework Support Coordinator

2023-2024 Badger Homework Support Schedule

MARK YOUR CALENDARS...Badger Homework Support will be held on the following days*

The dismissal time is 3:55 pm with a 4:00 sharp pick-up time and there is no aftercare available.

The Badger HW Support Direct Cell Phone # 1-862-207-9863 (brief calls and text messages accepted)

September

- o 27th – (First Day) - Wednesday
- o 28th – Thursday

October

- o 9th – Monday
- o 11th – Wednesday
- o 16th – Monday
- o 18th – Wednesday
- o 19th – Thursday
- o 23rd – Monday
- o 25th – Wednesday
- o 26th – Thursday
- o 30th - Monday

November

- o 1st – Wednesday
- o 2nd – Thursday
- o 6th - Monday
- o 13th – Monday
- o 15th – Wednesday
- o 16th – Thursday
- o 27th - Monday
- o 29th - Wednesday
- o 30th - Thursday

December

- o 4th – Monday
- o 6th – Wednesday
- o 7th – Thursday
- o 11th – Monday
- o 13th – Wednesday

January

- o 3rd – Wednesday
- o 4th – Thursday
- o 8th – Monday
- o 10th – Wednesday
- o 11th – Thursday
- o 17th – Wednesday
- o 18th – Thursday
- o 22nd – Monday
- o 24th – Wednesday
- o 25th – Thursday
- o 29th – Monday
- o 31st - Wednesday

February

- o 1st – Thursday

- o 5th – Monday
- o 7th – Wednesday
- o 12th - Monday
- o 14th - Wednesday
- o 15th – Thursday
- o 21st – Wednesday
- o 22nd – Thursday
- o 26th – Monday
- o 28th - Wednesday
- o 29th - Thursday

March

- o 4th - Monday
- o 6th – Wednesday
- o 7th – Thursday
- o 11th - Monday
- o 13th - Wednesday
- o 14th - Thursday
- o 25th - Monday
- o 27th - Wednesday

April

- o 8th – Monday
- o 10th – Wednesday
- o 11th – Thursday
- o 15th – Monday
- o 17th – Wednesday
- o 18th – Thursday
- o 22nd – Monday
- o 24th – Wednesday
- o 25th – Thursday
- o 29th - Monday

May

- o 1st – Wednesday
- o 2nd - Thursday
- o 6th - Monday
- o 8th - Wednesday
- o 9th - Thursday
- o 20th – Monday
- o 22nd – Wednesday
- o 29th - Wednesday (Last Day of BHWH)

June

None

*** Please Note - Dates are subject to change and notifications will be sent via email to addresses that are currently on file.**

(Return to The Craig School by Wednesday, September 20th, 2023

Badger Homework Support Code of Conduct

The focus of this program is to provide a positive and supportive work environment so our students can build effective study habits and utilize the organizational skills that they have learned. Badger Homework Support can be thought of as an extension of their school day where expectations of the regular day are still in place. Our goal is that all of our students develop greater independence of skills and feel less anxious about homework. In order to provide our students with this type of learning environment, students in the classroom will need to behave in a way that is conducive to our philosophy. The following guidelines have been established to help foster this learning environment.

- **Respect for Yourself**
 - Come to class prepared
 - Work to the best of your ability
 - Ask for help when needed
- **Respect for Others**
 - Allow students in the classroom the opportunity to work without being disturbed
 - Follow the guidelines of the school in general
 - Follow the guidelines of the teacher in charge
- **Respect for the Environment**
 - Proper care of all school property
 - Proper care of classmate's property

1st Offense- BHWS Teacher Sends Home a Behavior Sheet Explaining the Incident and Notifies the BHWS coordinator

2nd Offense- BHWS Teacher Sends Home a Behavior Sheet Explaining the Incident and Notifies the BHWS coordinator

3rd Offense- BHWS Teacher Sends Home a Behavior Sheet Explaining the Incident and Notifies the BHWS coordinator - Child is placed on a consecutive 6-day BHWS suspension

4th Offense- Student will be permanently removed from the BHWS program

Each level of infractions will be looked at on an individual basis and if necessary there will be a consequence assigned.

I, the parent/guardian of _____ have read the Badger Homework Support Code of Conduct with my child, and we understand what is expected. We understand that attending this program is a privilege. We also understand that by not following the rules, our child can be suspended or removed from the program.

Parent/Guardian's Signature

Student Signature

Badger Homework Support Sign-Up Form 2023-2024

(Return Deadline: Wednesday, September 20th)

Child's Full Name: _____

Grade: _____

Please check which day or days your child will be attending the program:

_____ Monday

_____ Wednesday

_____ Thursday

Please check how your child will be going home:

_____ Bus/Van

_____ Car

_____ Carpool (please list the other students, first and last names) in your carpool)

Additional Comments:



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REQUISITION FOR ACADEMIC AND/OR HEALTH RECORDS

**** NEW FAMILIES ONLY ****

School Prior to Craig (include address and phone number)

Please send all available **academic, child study team (IEP) and/or health records** for the following student who is currently enrolled at The Craig School:

Student's Name

Date of Birth

I authorize release of all records for my child to The Craig School office.

Please send all records GRADES 2 TO 8 to:

**Attn: records@craigschool.org
The Craig School
15 Tower Hill Road
Mountain Lakes, NJ 07046**

Signature of Parent/Guardian: _____

Date: _____



The Craig School Lower/Middle School Calendar 2023-2024

August/September

Thursday, August 31st
Monday, September 4th
Tuesday, September 5th
Friday, September 22nd
Monday, September 25th

New Parent Orientation (10:00 am)/Schoolwide Back to School Celebration (11:00 am)
School CLOSED: Labor Day
Opening Day: Classes Begin
Parent Information Lunch and Learn (12:30pm)
School CLOSED: Yom Kippur

October-Dyslexia Awareness Month

Monday-Thursday, October 2nd-5th
Thursday, October 12th
Saturday, October 14th
Tuesday, October 17th
Wednesday-Friday, October 18th-20th
Friday, October 27th

MAP Testing in Reading and Math Classes
12:00 PM Dismissal: Faculty Forum/Back-to-School Night (7:00pm)
ALL School Annual Drive-In Movie Night
School Picture Day
Frost Valley Trip
Trunk-or-Treat/Halloween Parade (1:00pm)

November

Friday, November 3rd
Thursday-Friday, November 9th-10th
Tuesday, November 14th
Tuesday, November 21st
Wednesday-Friday, November 22nd-24th

12:00 PM Dismissal: Faculty Forum
School CLOSED: Parent-Teacher Conferences - All Divisions
Picture Retakes
12:00 PM Dismissal: GrandFriends' Day (9am-12pm)
School CLOSED: Thanksgiving Break

December

Friday, December 1st
Friday, December 14th
Friday, December 15th
Monday, December 18th-Tuesday, January 2nd

12:00 PM Dismissal: Faculty Forum/Trimester 1 Ends
Objectives/Report Cards Emailed Home & to Districts
12:00 PM Dismissal: Gingerbread STEM Day
School CLOSED: Holiday Break

January

Monday, January 1st
Tuesday, January 2nd
Wednesday, January 3rd
Friday, January 5th
Monday, January 15th

School CLOSED: New Years Day
School CLOSED: Faculty Forum
Classes Resume for Students
Alumni Reception Grade 8 (6pm-8pm)
School CLOSED: Martin Luther King Jr. Day

February

Wednesday, February 7th
Thursday, February 8th
Friday, February 16th
Monday-Tuesday, February 19th-20th

World Read Aloud Day
Family STEM Night/Pizza Dinner (6:30-8:30)
12:00 PM Dismissal: Faculty Forum
School CLOSED: Mid-Winter Break

March

Friday, March 1st
Wednesday, March 13th
Monday-Friday, March 18th-22nd
Thursday, March 21st
Saturday, March 23rd
Friday, March 29th

Read Across America (Peer Leaders and PACS)
Trimester 2 Ends
12:00 PM Dismissal: Parent-Teacher Conferences/Faculty Forum Friday
Trimester 2 Goals & Objectives/Report Cards Emailed Home & to Districts
ALL School Annual Chili Cook-Off
School CLOSED: Good Friday

April

Monday-Friday, April 1st-5th
Monday, April 8th
Friday, April 19th

School CLOSED: Spring Break
Classes Resume
12:00 PM Dismissal: Faculty Forum

May

Monday-Sunday, May 6th-12th
Tuesday-Thursday, May 14th-16th
Friday, May 17th
Thursday, May 23rd
Monday, May 27th
Thursday, May 30th

Screen-Free Week
MAP Testing in Reading and Math Classes
12:00 PM Dismissal: Faculty Forum
Red Nose Day (Peer Leaders)
School CLOSED: Memorial Day
Craig Expo/Talent Show (6:00pm)

June

Tuesday-Thursday, June 4th-6th
Friday, June 7th
Wednesday, June 12th
Thursday, June 13th
Friday, June 14th
Wednesday, June 19th
Monday, June 17th

8th Grade Day Trips
12:00 PM Dismissal: Faculty Forum
Badger Community Day
12:00 PM Dismissal: Awards Assembly/Last Day for grades 2-7
Graduation (9:00am)
Juneteenth National Independence Day (Offices Closed)
Goals & Objectives/Report cards Emailed Home & to Districts

July/August

Thursday-Friday, July 4th-5th
Monday, July 8th
Thursday, August 1st
Friday, August 2nd

Fourth of July Holiday (Offices Closed)
First day of Summer Academy and Enrichment Programs
Summer Academy ends
Enrichment Program ends



THE CRAIG SCHOOL

LOWER SCHOOL • MIDDLE SCHOOL

15 Tower Hill Road • Mountain Lakes, NJ 07046 • 973-334-1234 • www.craigschool.org

Craig Lower/Middle School Parent-Teacher Communication Ladder 2023-2024

The Craig School Communication Ladder provides to you, our parents, the most direct and efficient way to address concerns, gather information, and facilitate dialogues between home and school. Please do not hesitate to touch base with us. We are a team of parents and educators who share one goal, the success of your child. So if there is a question, we want to be part of the answer.

| Division | Title/Department | Faculty Name & Email |
|--|--|--|
| Administration | Head of School Director | Ms. Susan Schmitt (sschmitt@craigschool.org) Mrs. Jennifer Guthrie (jguthrie@craigschool.org) |
| Special Programming | LDTC Director of Student Affairs & Athletics Director of Orton Gillingham | Mrs. Michele Olinto (molinto@craigschool.org) Mr. Niles Furlong (nfurlong@craigschool.org) Mrs. Jennifer Schilling (jschilling@craigschool.org) |
| Social Clinicians | School Clinician School Clinician | Ms. Alessandra Edwards (aedwards@craigschool.org) Ms. Arielle Berkley (aberkley@craigschool.org) |
| Nurse | Lower Middle School Nurse | Mrs. Ellen Meisenbacher (emeisenbacher@craigschool.org) |
| Main Office (973) 334-1234 | x 100 General School Info/Front Desk x 101 Assistant to the Director and LDTC | Ms. Gabriella Beck (gbeck@craigschool.org) Ms. Amanda Hecht (ahecht@craigschool.org) |
| <i>Academic concerns/questions specific to a class, subject, or grade</i> Email: Classroom Teacher CC: Mrs. Guthrie | | |
| <i>Academic Program concerns/questions in a content area</i> Mrs. Guthrie <i>IEP/ISP questions and concerns email:</i> Mrs. Olinto | | |
| <i>Social concerns/question specific to a classroom setting</i> Email: Classroom Teacher CC: Ms. Berkley (Lower School) or Ms. Edwards (Middle School) and Mrs. Guthrie | | |
| <p>General Communication Guidelines</p> <ul style="list-style-type: none"> • By CC'ing designated Craig faculty and administration, we will be better able to collaboratively address questions/concerns effectively and follow up more thoroughly. • Please allow a 24 hour window for responses to emails during the school week. Weekend/Vacation emails will be responded to after the first day of our return. • If your email begins to exceed the three to five paragraph range, use the email communication ladder to set up a phone conversation/follow up. • See full faculty listing below | | |

Lower Middle School Faculty
Listing

| | | |
|----------------------------|--|---------------------------------|
| Ms. Nikki Arena | narena@craigschool.org | Science |
| Mrs. Jessica Bollenbach | jbollenbach@craigschool.org | Lower School Math Department |
| Chair Mrs. Lauren Charniga | lcharniga@craigschool.org | Language Arts Department Chair |
| Ms. Alyssa Chartier | achartier@craigschool.org | Language Arts |
| Ms. Sarah Clark | sclark@craigschool.org | OT |
| Ms. Rebecca Cristino | rcristino@craigschool.org | Speech Language Pathologist |
| Mrs. Gretchen Cuccio | gcuccio@craigschool.org | Math |
| Ms. Cara Di Ubaldi | cdiubaldi@craigschool.org | Reading/Orton |
| Mrs. Eileen Dolan | edolan@craigschool.org | Language Arts |
| Mrs. Ellen Flayderman | eflayderman@craigschool.org | Photography |
| Mr. Niles Furlong | nfurlong@craigschool.org | Social Studies |
| Mrs. Laura Given | lgiven@craigschool.org | Reading/Orton/Peer Leaders |
| Mrs. Patricia Gordon | pgordon@craigschool.org | Reading/Orton |
| Mrs. Lynn Imperatore | limperatore@craigschool.org | Reading/Orton |
| Ms. Cheryl Kaplan | ckaplan@craigschool.org | Speech Language Pathologist |
| Mr. Casey Kirkpatrick | ckirkptrick@craigschool.org | Social Studies/Language Arts |
| Ms. Suzy Kutcher | skutcher@craigschool.org | Art |
| Ms. Micaela Lancaster | mlancaster@craigschool.org | Science |
| Mrs. Karyn Martin | kmartin@craigschool.org | OT |
| Mrs. Ivette Matejko | imatejko@craigschool.org | Orton |
| Mrs. Brielle Miller | bmiller@craigschool.org | Language Arts |
| Ms. Beth Perry | bperry@craigschool.org | Orton |
| Mrs. Karen Pompilio | kpompilio@craigschool.org | Reading/Orton |
| Mrs. Laurie Restieri | lrestieri@craigschool.org | Science/Math |
| Ms. Anastasia St. Peter | astpeter@craigschool.org | Math |
| Mrs. Heather Santiago | hsantiago@craigschool.org | Reading/Orton |
| Mrs. Jennifer Schilling | jschilling@craigschool.org | Reading/Orton |
| Mr. Terry Snowdon | tsnowdon@craigschool.org | Physical Education/Music Middle |
| Mrs. Amy Stickley | astickley@craigschool.org | School Math Department Chair |
| Mr. Stephen Vaporis | svaporis@craigschool.org | Social Studies |



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The Mountain Lakes Police Department recommends the following procedures

Morning drop-off and Afternoon pick-up

- ❖ All vehicles enter Laurel Hill Road from *Martin's Lane* and travel south on Laurel to the School.
- ❖ All vehicles turn left onto Tower Hill Road when exiting the school driveway.
- ❖ Buses may drop off in school driveway, but they must pick up at Island Beach.
- ❖ Numbered parking spaces are for Craig employees only.
- ❖ Visitor parking is for up to one hour. If you are staying at the school longer, please park across the street at the beach.
- ❖ Tower Hill Road is off limits on both sides of the street for parking, stopping and standing.
- ❖ Laurel Hill Road is off limits for parking, stopping and standing.
- ❖ Due to the congestion of the parking lot, we ask that you do not leave your car unattended.
- ❖ Please make every effort to keep the car line moving.
- ❖ Please continue using *Martin's Lane* traffic pattern. Tower Hill Road is a one-way (out) between 2:20 PM and 3:20 PM. This is enforced by the *Mountain Lakes Police Department*.
- ❖ ***Please do not line up for pick-up before 2:50 PM. (If you are early, please park across the street at the beach while waiting.)***
- ❖ ***Please do not block our neighbor's driveways.***

Please Note:

- ❖ Our driveway/parking is ONE WAY ONLY





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Lower/Middle School Supply List 2023-2024

The Craig School provides students with binders that are a part of our school wide organizational system.

Please have your child bring the following items on the first day of school:

- **Earbuds/headphones**
- Pencils
- Extra eraser tops
- Highlighters: orange, blue, purple, yellow
- Colored pencils (10 pack)
- **Laptop compatible backpack for books/laptop** (**example link below*)

[Sample Laptop compatible backpack for books/binders & laptop](#)

Must have for home: Ruler (centimeter & inches) Calculators for 7th & 8th grade – Texas Instrument #15 or Math Explorer

Please note: We ask that children **NOT** bring in any toys, trading cards, fidget spinners, hand-held electronic games, etc. unless otherwise notified. We find these items very distracting to our children in the classroom. Classrooms are supplied with fidgets for students to use should they be beneficial to learning.

All students will be provided a locker near their homeroom, where they can store their backpacks, lunch, and coats. We do not use locks on our lockers.

Electronic Devices/Cell Phones: When students arrive at school their cell phones **MUST** remain in their backpacks. Once they arrive at homeroom, faculty will ask students to place 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 in to their homeroom teacher before the start of their day.

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

MEDIA CONSENT AND RELEASE

I hereby give The Craig School, their employees, representatives, successors, and assignees the right to record the image and/or voice and use the artwork and/or written work of my child on videotape, film, photographs, digital media, and any other electronic or print medium and to edit such recording at their discretion.

I waive any right to inspect and/or approve the finished product and do release The Craig School from any liability by virtue of distortion by processing. I further agree that these items may be used for publication, broadcast or reproduction without limitation or reservation or any fee.

I hereby release The Craig School, their Board of Trustees, employees, representatives, successors, assignees, and any using my child's image and/or voice, artwork, and/or written work pursuant to this media release from any and all claims, damages, liabilities, costs, and expenses which my child or I now have or may hereafter have by reason of use thereof.

I understand that my child's full name, address, and biographical information **will not** be made public.

I certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions. I understand that the provisions of this release are legally binding.

Please check one:

I consent _____

I do not consent _____

Print Name of Parent/Guardian: _____

Parent/Guardian Signature: _____

Date: _____

Student' Name: _____

Student's Grade: _____