



THE CRAIG LOWER-MIDDLE SCHOOL STUDENT/PARENT HANDBOOK

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

Table of Contents

MISSION STATEMENT	3
Core Values	3
School History and Philosophy	3
EDUCATIONAL PROGRAM	3
Curriculum	3
Class Organization	3
Physical Education	4
Homework	4
General Homework Guidelines	4
Organizational Strategies	5
Assessment	5
CHARACTER DEVELOPMENT PROGRAM	6
Friday Clubs	6
Honor Roll	7
Peer Leaders	7
SUPPLEMENTAL SERVICES	7
Social Support Staff	7
Speech and Language	7
Occupational Therapy	7
GENERAL INFORMATION	8
School Hours	8
Dress Code	8
Snack	8
Lunch	9
School Phones	9
Student Cell Phones	9
Technology/Computer Access/Acceptable Use Policy	9
Weekly Communication	9
Student Lockers	9
Transportation	9
Snow Days/School Closing	9
MEDICAL MATTERS	10
Health Records	10
Medication	10
School Absences	10
School Physicals	10
ADMINISTRATION	10
Admissions Policy	10
Tuition and Fees	11
Accreditation	11
SCHOOL EVENTS AND ACTIVITIES	11
Athletic Program	11
Performing Arts	11
Afternoon Activities	11

Field Trips and Assemblies	11
Community Outreach	11
School Pictures	11
Back-To-School Night	12
Frost Valley	12
Halloween Celebration	12
Parent Conferences	12
Winter Ski Program	12
Spring Benefit Auction	12
Annual Stem and Expo	12
Teacher Appreciation	12
Eighth Grade Trip	12
Field Day	12
Graduation	13
SCHOOL POLICIES	13
Student Decorum: General Expectations	13
Damage to School Property	13
Fighting	13
Firearms, Weapons, and Related Language	13
Harassment Policy	13
Smoking/Vaping	14
Substance Abuse	14
Theft	14
Suspension or Expulsion	14
PARENTS' ASSOCIATION	15

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. Craig's objective is to prepare students for successful re-entry into the mainstream of education.

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 task 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 class work, 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

It is important that parents 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:

Grades 2-5:

O = Outstanding

G = Good

S = Satisfactory

I = Improving

SI=Satisfactory and making progress

N = Not meeting requirements

Grades 6-8

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Failure

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

O=Outstanding

G=Good

S=Satisfactory

SI=Satisfactory and making progress

N= Not meeting requirements

NI= Needs improvement but is making progress

NA- Not applicable

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 is comprised of 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, class work, 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 month 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, on a regular basis. 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 student, 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

- Boys
 - Shirts can be collared, dress crew, v-neck, or turtleneck
 - All pictures and logos should be school appropriate
 - No sleeveless shirts
- Girls
 - Shirts can be collared, dress crew, v-neck, or turtleneck
 - All pictures and logos should be school appropriate
 - 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 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 a 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. 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 wilfully 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. Depending on the seriousness of the breach of policy and protocol, 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.

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 the school. The school is willing to provide names of students who live in similar geographical areas in order to help work out a carpool. When transportation arrangements have been made, the school must be notified of the child's schedule.

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 prior to 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 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.

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.

All students who are absent *must bring a written excuse*, signed by a parent, to school on the day that they return. A telephone call by the parent is not acceptable. 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 prior to 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 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 are forwarded to other schools.

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 (NJ AIS), 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 a number of 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

Craig 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

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 the 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 curriculum and answer questions about class content.

Frost Valley

For three days and two nights in October, all 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 Craig 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 class work 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.

Field Day

During the last week of school, Field Day is held at Tourne Park in Boonton Township. This event includes lunch and a variety of games. Parents are invited to attend.

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 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.

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.

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. 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 school work assigned that day. If a student receives two in-school suspensions in one month, he / she will be suspended out of school for a period of 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 in a timely manner 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-admission conference. Failure to return within that time period will be regarded as 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.

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 in order 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 to purpose 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.

The Craig Lower School
15 Tower Hill Road
Mountain Lakes, NJ 07046
(973) 334-4375
Fax: (973) 334-2861

The Craig School is a nonprofit, tax exempt corporation
Under section 501(c) (3) of the internal revenue code.