



THE CRAIG HIGH SCHOOL

STUDENT/PARENT HANDBOOK*

2024-2025

***All policies and procedures are subject to change. Updates are posted to parents.**



**THE
CRAIG
SCHOOL**
HIGH SCHOOL

24 Changebridge Road • Montville, NJ 07045 • 973-334-1234 • www.craigschool.org

**The Craig High School
Student-Parent Handbook
2024-2025**

High School Phone & School Address:

Main Office: (973)334-1234
24 Changebridge Road, Montville, NJ 07045

Contact Us:

info@craigschool.org
Website: craigschool.org
Instagram: @craigbadgers
Twitter: @Thecraigschool
Facebook: The Craig School

Head of School

Susan Schmitt, sschmitt@craigschool.org
973-334-1234 ext. 211

Director of High School

Dr. Eric Caparulo, ecaparulo@craigschool.org, (973) 334-1234 x306

To report your student absent or tardy, please call or email by 8:20 AM
(973) 334-1234 x300 or email DMershimer@craigschool.org

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CRAIG HIGH SCHOOL STUDENT HANDBOOK

SCHOOL HOURS

School Hours, M-F	8:00 AM-3:00 PM
Student Arrivals Begin	7:30 AM
Classes Begin	8:20 AM
Dismissal	3:00 PM

ABSENCES AND MISSED ASSIGNMENTS

The maximum allowable number of unexcused absences in one school year is sixteen (16). Any student, whose absences exceed eighteen (16) days of school, *or that of a particular course*, may be denied credit for that course. Students who are absent will be responsible for making up all missed work (tests, homework, notes, etc.) at the discretion of their teachers. If a student will be absent, please contact the main office before 9:00 am. If we are not notified, the office will phone the student's home and/or the parent or guardian's place of employment to check on the status of the student.

DELAYED OPENINGS, EARLY DISMISSALS AND CLOSINGS

Craig High uses a multi-tiered communication system. As a collective, our tiers provide us with the highest level of probability that any change in school status and any vital safety information gets to you.

- *School Phone Notification System*
- *Email Blast*
- *News12*
- *Twitter and Facebook*

ACADEMIC POLICIES

The curriculum at Craig High is based on New Jersey State graduation requirements (credits):

- English Language Arts 20
- Math 15
- Social Studies 15
- World Language 5
- Science 15
- Health/PE 20
- Visual/Performing Arts 5
- Financial and Business Literacy 2.5
- 21st Century and Careers 5

GRADE POINT AVERAGES

We utilize the following system for computing GPA's:

<u>Letter</u>	<u>GPA</u>	<u>Numerical</u>	<u>Letter</u>	<u>GPA</u>	<u>Numerical</u>
A	4.0	93+	C	2.0	74-76
A-	3.7	90-93	C-	1.7	70-73
B+	3.3	87-89	D+	1.3	67-69
B	3.0	84-86	D	1.0	64-66
B-	2.7	80-83	D-	0.7	60-63
C+	2.3	77-79	F	0.0	59

TRIMESTER HONOR ROLL

Grade Average of 88-92 must be maintained for a student to earn *Honor Roll*.

Grade Average of 93+ and above must be maintained for a student to earn *High Honor Roll*.

ACADEMIC PROGRESS REPORTS

Progress Reports are a form of Teacher-Student-Parent communication and are distributed in each course that meets 5 days a week. These are sent at the midway point of each trimester (Fall-Oct, Winter-Feb, and Spring-April).

REPORT CARDS

Report cards are provided 3 times a year. Parent-teacher conferences are held twice a year (December and March).

ATHLETICS

Students must have a current physical examination on file in order to participate. Current co-curricular activities and organizations include:

- o Cross Country, Fall (September to November)
- o Soccer, Fall (November to December)
- o Basketball, Winter (January to March)
- o Bowling, Winter (January to March)

TEXTBOOKS

Students are provided with hard copies of textbooks for the school year where appropriate. These books are school property and it is expected that they will be returned at the close of the school year. Failure to do so will result in a replacement fee of \$80 per textbook.

PARKING PERMITS

Any student who wishes to drive a car to school must have a valid NJ driver's license and fill out a CHS Parking Permit. They can request the permit from the main office and once it is approved they will receive a CHS parking emblem that must be visible in the car's front window and a designated numbered parking space specific to CHS.

COMMUNITY SERVICE

Each student is required to complete 10 hours of community service (CS) each year. This can be done in and outside of school as well as over the summer. In order to receive credit for Community Service, a signed CS Form must be submitted and approved by the Director. Each month there will be opportunities for students to sign up for various internal community service opportunities.

WEEKLY STUDENT EMAIL

During the course of the school year, students will receive a weekly student email (CHS Weekly Badger Report) that conveys upcoming school events, celebrates student and CHS accomplishments, and asks for student feedback on relevant CHS topics. It is a weekly mandatory read.

CHS ADMINISTRATION AND TEACHER EMAILS

Mrs. Gallagher (*English*) SGallagher@craigschool.org

Ms. Knutsen (*English*) TKnutsen@craigschool.org

Mrs. Bhakta (*Science*) MBhakta@craigschool.org

Ms. Crum (*Math*) JCrum@craigschool.org

Mr. Spangler (*History*) CSpangler@craigschool.org

Mrs. Tartaglia (*Art/History*) KTartaglia@craigschool.org

Mr. Simpson (*Science/Math*) JSimpson@craigschool.org

Mr. Norton (*PE/Health*) SNorton@craigschool.org

Mrs. Blount (*Reading Specialist*) KBlount@craigschool.org

Mrs. Henry (*Speech Pathologist*) MHenry@craigschool.org

Mrs. Brown (*School Psychologist*) TBrown@craigschool.org

Mrs. Skerker (*College Counseling*) LSkerker@craigschool.org

Mrs. Mershimer (*Main Office/School Nurse*) DMershimer@craigschool.org

Dr. Cap (*Director*) ECaparulo@craigschool.org (973)534-9054 Dr. Cap's Cell Phone

Ms. Schmitt (*Head of School*) SSchmitt@craigschool.org

STUDENT CODE OF CONDUCT

ACCOUNTABILITY AND RESPONSIBILITY

Our code of conduct follows a three-tiered approach. The first tier is a student opportunity to address the situation. Second is parental awareness and involvement. The third and final tier is potential consequences including detention and potential suspension. Each offense is specific to one teacher/one class.

Tardiness for Class:

- 1st offense: Teacher Warning
- 2nd offense: In-school detention TBD with that teacher
- 3rd offense: Follow Up with Parents

Disregarding teacher requests:

- 1st offense: Removal from class. Follow up conversation with the teacher at a time designated by that teacher
- 2nd offense: Removal from class, Administrative follow-up
- 3rd offense: Removal from class, In-School Suspension, parent meeting

ACADEMIC INTEGRITY

To ensure the integrity of Craig High's educational program, strict adherence to our academic integrity policies will be enforced. A student, whether cheating alone or helping another person to cheat, will be subject to potential disciplinary action. Any student found to be in violation of this policy will receive an automatic F for the assignment. No makeup work will be permitted. The administration will determine if further discipline is necessary on a case-by-case basis.

DRESS CODE

School is a student's place of business so we expect our students to dress "neat and appropriate" during our school day as well as at designated school functions. Extremes in clothing and appearance that are deemed immodest, distracting, or inappropriate will not be allowed. The CHS Administration will make final determinations about the appropriateness of student attire. The simple rule of thumb is when in doubt, don't wear it. Appropriate tops include:

- o T-shirts with moderate, appropriate writing
- o collared shirt with either long or short sleeves
- o turtlenecks and mock turtlenecks
- o sweaters including v-cuts
- o vests with appropriate shirt underneath
- o Young ladies may wear appropriate shirts and blouses
- o No Tank Tops or sleeveless UNLESS wearing a shirt underneath
- o NO REVEALING (midriff, butt, or cleavage) or BELLY SHIRTS, BACKLESS or STRAPLESS tops

Pants should be in good condition (NO EXTREME RIPS), worn at waist level/No sag, and not drag on the ground. Skirts or Kilts must not be shorter than the tips of the student's fingers when their arms are straight by their side. Leggings must be covered by a shirt, skirt, or dress.

NOT ALLOWED include:

- o Mesh, sheer, or see-through clothing is not allowed.
- o No Flip-flops or slides
- o No pajama pants are allowed
- o No sweatpants are allowed
- o Hats or Hoods may not be worn in the building except at times designated by the administration.
- o Distracting piercings are not allowed.
- o Shorts are based on weather but the general rule of thumb is:
 - o Shorts may be worn up until Oct. 15th and after April 15th. Either date could change based on the discretion of the administration.
 - o Shorts must be mid-thigh to knee length.

Exceptions may be announced for special school events. On any designated "dress theme" day, the following rules apply:

- o No Clothing with offensive messages that reference sex, violence, drugs, or alcohol will be allowed
- o No revealing, immodest, or sheer clothing is permitted
- o No excessively ripped or torn clothes will be allowed

Response to Dress Code Violations

1st offense: Warning

2nd offense: Parent contacted

3rd offense: Discretion of Administration

OTHER VIOLATIONS AND CONSEQUENCES

Threatening, bullying, cyber-bullying or harassment, harassment, or intimidating another student

1st offense: Administrative Meeting, Parents Contacted

2nd offense: Out-of-School Suspension

Sexual Harassment or Sexual Assault

Out-of-School Suspension (1 - 10 days)/Notify Police and follow their recommendations (Harassment)

Dismissal from Craig High (Assault)/Notify Police

Fighting

Automatic suspension (1-3 days)

Possession, use, distribution, or being under the influence of alcohol or any controlled substance on school grounds or while participating in a school activity

1st Offense: Out-of-School Suspension (1 - 10 days)/Meet with Counselor/Notify Police

2nd Offense: Dismissal from Craig High

Smoking or Vaping on school grounds

Out-of-School Suspension

Criminal Conduct

Dismissal from Craig High/Notify Police

Inappropriate Public Displays of Affection

1st offense: Warning

2nd offense: Parent called

Vandalism, property damage or theft

1st Offense: Out-of-School Suspension (1 - 10 days)/Notify Police and follow their recommendations

2nd Offense: Dismissal from Craig High

ELECTRONIC DEVICES

As technology advances so too do the educational benefits of many electronic devices. Because of this, we have defined a list of acceptable devices and appropriate time frames for students. IPODS, IPADS, Kindles/Electronic Books, and personal laptops may be used during Morning Arrival and in the classroom when authorized by a teacher. Cell phones are a different story. Although students may possess cell phones, THEY ARE NOT TO BE USED during the school day with the exception of MORNING, BREAK, and LUNCH periods. They can be used for planning and organization purposes but only with teacher permission. If a student uses/pulls out their cell phone during the school day without permission, it may be confiscated. *Teachers MAY request cell phones be deposited prior to using the restroom facilities.*

Response to abuse of cell phone/unauthorized electronic devices during the school day

1st offense: Warning

2nd offense: Item confiscated, Parent Notified

3rd offense: Students will place electronic devices in the main office upon arrival at school and pick them up at the end of the school day for a one-week period.

HARASSMENT POLICY

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 that occurs at school-sponsored events, through social media, through electronic communication, 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, whether made in person, in writing or electronically
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 which violates this policy, should immediately bring such concerns to the attention of the Director of The Craig School High School, Dr. Cap.

The School encourages students who observe acts of discrimination, harassment, sexual harassment, intimidation, and bullying to report them to the appropriate authorities. 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.

PARENT CODE OF CONDUCT

The School is fortunate to have a supportive parent/guardian body. Parents and guardians recognize that educating children is a process that involves a partnership between parents, guardians, teachers, and the school community. Parents and guardians shall understand the importance of a good working relationship to equip children with the necessary skills for adulthood. This is so that we can continue to flourish, progress, and achieve in an atmosphere of mutual understanding and respect.

The School expects parents and guardians to:

- Respect the values of the School.
- Understand that teachers, staff, and parents/guardians need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- The School will not tolerate parents and guardians who exhibit the following:
 - Disruptive behavior that interferes or threatens to interfere with the operation of a classroom, an employee's office, office area, or any other area of the campus, including athletic fields.
 - Use of loud or offensive language, swearing, cursing, using profane language, or displaying temper toward a member of school staff, visitor, fellow parent/guardian, or student.
 - Threatening to do actual bodily harm to a member of school staff, visitor, fellow parent/guardian, or student regardless of whether or not the behavior constitutes a criminal offense.
 - Damaging or destroying school property.
 - Abusive, threatening, or otherwise disrespectful communication including e-mails, text messages, voicemails, or other verbal or written communication to a member of school staff, visitor, fellow parent/guardian, or student.
 - Defamatory, offensive, or derogatory comments regarding the School, or any of the students/parent/staff, on Facebook, Instagram, Twitter, or other social media sites.
 - The use of physical aggression towards a member of school staff, visitor, fellow parent/guardian, or student.
 - Disruptive behavior at school-sponsored events, regardless of the location.

Should any parent or guardian violate this policy, the School reserves the right to (1) contact the appropriate authorities; (2) ban the offending parent or guardian from entering the School's campus and attending school events; and/or (3) discharge the student of the parent or guardian from the School.

HATE SPEECH AND BIAS INCIDENTS

As a member of the community, you are expected to adhere to the school's character standards. In keeping with those standards, bias incidents including hate speech are prohibited. Bias incidents are defined as behaviors, communication, or physical expression explicitly or implicitly motivated by intolerance, prejudice, or stereotypes against someone's perceived or actual identity. Hate speech is defined as demeaning speech, imagery, gestures, or conduct regarding a person's perceived or actual race, ethnicity, national origin, religion, gender, gender identity, social position, physical or intellectual disability, or sexual orientation. Hate speech can also be directed towards a person because that person associates with an individual who falls within any of the aforementioned categories. Hate speech directed at an individual or a group, and that creates or contributes to an intimidating, hostile, or offensive educational environment or intentionally inflicts emotional distress, will not be tolerated. Students and parents/guardians are required to comply with this policy.

TECHNOLOGY/COMPUTER ACCESS/USE POLICY

Access to and use of computers and other technology at the School is considered a privilege. Any student who willfully violates this privilege by compromising the guidelines for access and use of computers and other technology at the School will lose the privilege of access and use. See Appendix A below for more information.

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 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.

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 the administration any potentially communicable disease that the individual may have contracted. During an epidemic, pandemic, or similar health crisis, the School further instructs any student who possesses symptoms of a communicable disease or has a fever, to 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 extracurricular activities, for a designated period of time. The School will work with students and parents/guardians 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 prior to 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 extracurricular activities, for a designated period of 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 that 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 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.

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 a violation of the Acceptable Use Policy.
2. All users are responsible for the appropriate use of the Craig School's technological resources including 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 the 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 administrators.

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 compete with academic uses of network resources and are prohibited on school or personal-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, and social networking sites (Facebook, MySpace, LinkedIn, Instagram, Snapchat, Twitter, and others), 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 email is to be used for educational purposes; however, school email 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, emails, 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 taglines 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 they 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, and 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 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;
- Students 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. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring, or misdelivery; and
- Restrict the material accessed and not permit computers to be used for commercial purposes or for accessing inappropriate sites.

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The Craig School is a nonprofit, tax-exempt corporation
Under section 501(c) (3) of the Internal Revenue Code.