



# **CRAIG HIGH SCHOOL**

## **STUDENT/PARENT HANDBOOK\*** **2026-2027**

**\*All policies and procedures are subject to change. Updates are posted to Parent Portal.**



**THE  
CRAIG  
SCHOOL**  
HIGH SCHOOL

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24 Changebridge Road • Montville, NJ 07045 • 973-334-1234 • [www.craigschool.org](http://www.craigschool.org)

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**Craig High School  
Student-Parent Handbook  
2026-2027**

**High School Phone & School Address:**

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

**Contact Us:**

info@craigschool.org  
Website: [craigschool.org](http://craigschool.org)  
Instagram: @craigbadgers  
Twitter: @Thecraigschool  
Facebook: The Craig School

**Head of School**

Ms. Susan Schmitt, [sschmitt@craigschool.org](mailto:sschmitt@craigschool.org)  
973-334-1234 ext. 211

**Director of High School**

Dr. Eric Caparulo, [ecaparulo@craigschool.org](mailto: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](mailto:DMershimer@craigschool.org)

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# CRAIG HIGH SCHOOL STUDENT HANDBOOK

## SCHOOL HOURS

School Hours, M-F	8:00 AM-2:50 PM
Student Arrivals Begin	7:30 AM
Classes Begin	8:25 AM
Dismissal	2:50 PM

## ABSENCES AND MISSED ASSIGNMENTS

The maximum allowable number of unexcused absences in one school year is eighteen (18). Any student whose absences exceed eighteen (18) days of school, *or for 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 Outreach*
- *School SMS System*
- *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
- 21<sup>st</sup> 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 84-86 must be maintained for a student to earn 2nd *Honor Roll*.

Grade Average of 87-92 must be maintained for a student to earn 1st *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, Winter, and Spring).

## **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, Soccer (FALL)
- o Esports, Basketball, Bowling (WINTER)
- o Volleyball, Softball, Running Club (SPRING)

## **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 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. Once it is approved, students will receive a CHS parking tag 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](mailto:SGallagher@craigschool.org)

**Mrs. Barnet** (*English*) [TBarnet@craigschool.org](mailto:TBarnet@craigschool.org)

**Mrs. Bhakta** (*Science*) [MBhakta@craigschool.org](mailto:MBhakta@craigschool.org)

**Ms. Crum** (*Math*) [JCrum@craigschool.org](mailto:JCrum@craigschool.org)

**Mr. Rooney** (*History*) [PROoney@craigschool.org](mailto:PROoney@craigschool.org)

**Mr. Simpson** (*Science/Math*) [JSimpson@craigschool.org](mailto:JSimpson@craigschool.org)

**Mr. Norton** (*PE/Health*) [SNorton@craigschool.org](mailto:SNorton@craigschool.org)

**Mrs. Blount** (*Reading Specialist*) [KBlount@craigschool.org](mailto:KBlount@craigschool.org)

**Mrs. Henry** (*Speech Pathologist*) [MHenry@craigschool.org](mailto:MHenry@craigschool.org)

**Mrs. Brown** (*School Psychologist*) [TBrown@craigschool.org](mailto:TBrown@craigschool.org)

**Dr. Skerker** (*College Counseling*) [LSkerker@craigschool.org](mailto:LSkerker@craigschool.org)

**Mrs. Mershimer** (*Main Office/School Nurse*) [DMershimer@craigschool.org](mailto:DMershimer@craigschool.org)

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

**Ms. Schmitt** (*Head of School*) [SSchmitt@craigschool.org](mailto:SSchmitt@craigschool.org)

**Mr. Furlong** (*Director of Student Affairs*) [NFurlong@craigschool.org](mailto:NFurlong@craigschool.org)

## **STUDENT CODE OF CONDUCT**

The Craig School is committed to supporting students with documented disabilities. Disciplinary decisions will be made in a manner consistent with applicable federal and state law, including IDEA and Section 504. When behavior may be related to a student's disability, the School will consider the student's IEP, 504 Plan, or documented accommodations when determining appropriate responses.

## **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 the possibility of detention or suspension. Each offense is specific to one teacher/one class.

### **Tardiness for Class:**

1<sup>st</sup> offense: Teacher Warning

2<sup>nd</sup> offense: Follow Up with Parents

3<sup>rd</sup> offense: Could result in In-school detention TBD with that teacher

### **Disregarding teacher requests:**

1<sup>st</sup> offense: Removal from class. Follow-up conversation with the teacher at a time designated by that teacher

2<sup>nd</sup> offense: Removal from class, Administrative follow-up

3<sup>rd</sup> offense: Removal from class, could result in In-School Suspension, parent meeting

*Removal from class is intended as a short-term response and will not be used in a manner that denies a student meaningful access to instruction or required services.*

## **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 may receive a failing grade for the assignment or assessment in question. Additional academic or disciplinary consequences may apply. The administration will review each incident on a case-by-case basis and determine appropriate consequences, which may include loss of credit for the assignment and/or required remediation.

## **CRAIG SCHOOL DRESS CODE**

At The Craig School, we believe in allowing students to express themselves while ensuring comfort and safety. As much flexibility as we do allow, we do need to set some boundaries with extremes in both clothing and appearance that might be deemed immodest, distracting, or inappropriate for a school setting. To create a positive, secure, and inclusive learning environment, we have established some guidelines regarding clothing and accessories to achieve this. All Craig students are expected to observe the following:

- Students may not wear any clothing or accessories that contain language, images, or references to: violence or weapons, racism, anti-religious references, profanity, nudity or sexual connotation, tobacco, alcohol or drugs, or gang affiliation.
- Please partner with us in encouraging attire that promotes an atmosphere focused on education, respect, and comfort. The administration reserves the right to discuss the clothing or accessory choices with parents.
- For health and safety reasons, footwear must be worn at all times and may not include flip-flops or slides (all shoes need a backing).

### **Response to Dress Code Violations**

On a first offense, parents will be notified, and the student will be given an opportunity to correct the situation, including replacing the item or reversing it. If this is not possible, we may ask a parent to bring an appropriate garment to school. Repeated violations of the dress code may lead to other disciplinary actions. Dress code expectations will be enforced in a manner that is respectful, non-discriminatory, and sensitive to individual student needs. The Craig Administration will make all final determinations about the appropriateness of student attire.

## **OTHER VIOLATIONS AND CONSEQUENCES**

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

1<sup>st</sup> offense: Administrative Meeting, Parents Contacted

2<sup>nd</sup> offense: Could result in Out-of-School Suspension

### **Sexual Harassment or Sexual Assault**

Could result in Out-of-School Suspension (1 - 10 days) or dismissal from Craig High. The School may notify law enforcement when required by law or when student conduct presents a credible safety concern. In determining disciplinary outcomes, the School will follow appropriate investigative procedures and consider all relevant information, including the student's age, developmental level, and documented support needs.

### **Fighting**

Could result in 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**

1<sup>st</sup> Offense: Could result in Out-of-School Suspension (1 - 10 days)/Meet with Counselor/Notify Police

2<sup>nd</sup> Offense: Could result in Dismissal from Craig High

### **Smoking or Vaping on school grounds**

Could result in Out-of-School Suspension

### **Criminal Conduct**

Could result in Dismissal from Craig High. The School may notify law enforcement when required by law or when student conduct presents a credible safety concern.

### **Inappropriate Public Displays of Affection**

1<sup>st</sup> offense: Warning

2<sup>nd</sup> offense: Parent called

### **Vandalism, property damage, or theft**

Could result in Out-of-School Suspension (1 - 10 days) or dismissal from Craig High. The School may notify law enforcement when required by law or when student conduct presents a credible safety concern.

### **Suspensions**

Suspension may be in-school or out-of-school and may range from one (1) to ten (10) school days. Prior to an out-of-school suspension, the student will be informed of the reason for the suspension and given an opportunity to respond. Parents/guardians will be notified promptly. During a suspension, the School will make reasonable efforts to provide academic continuity, including assignments or instructional materials, when appropriate.

### **Dismissal**

Dismissal from Craig High School is reserved for serious or repeated violations of the Code of Conduct. Prior to dismissal, the School will meet with parents/guardians to review the concerns, prior interventions, and the basis for dismissal. The School reserves the right to dismiss a student immediately if the student conduct poses a serious risk to safety or the orderly operation of the School.

## **Code of Conduct Review**

The Craig School's Code of Student Conduct is reviewed annually and applies to all students in a fair, consistent, and non-discriminatory manner. Disciplinary responses are designed to be developmentally appropriate, corrective in nature, and aligned with the individual needs of students.

When disciplinary action is considered, students will be provided with notice of the concern and an opportunity to respond. Parents/guardians will be notified as appropriate. The School reserves the right to exercise professional judgment in determining appropriate responses based on the circumstances of each situation.

## **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. 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. Confiscated devices will be handled respectfully and returned in accordance with School procedures. The School is not responsible for loss or damage to personal electronic devices brought to campus.*

## **Response to abuse of cell phones/unauthorized electronic devices during the school day**

1<sup>st</sup> offense: Warning

2<sup>nd</sup> offense: Could result in the Item being confiscated, Parent Notified

3<sup>rd</sup> offense: Could result in Students placing electronic devices in the main office upon arrival at school and picking them up at the end of the school day for a one-week period.

*Confiscation procedures will not interfere with a student's documented accommodations or assistive technology needs.*

## **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 is 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.

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.

Upon receipt of a report, the School will promptly initiate an investigation, which may include interviews with involved parties and witnesses. The School may implement interim measures to ensure student safety while the investigation is ongoing. Findings will be addressed through appropriate corrective action, which may include disciplinary consequences and/or supportive interventions. 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. Enforcement of this policy will be determined by the School in its sole discretion and will be implemented in a manner consistent with the School's obligation to maintain a safe and respectful environment. Any such decision will be made with careful consideration of the student's best interests and educational needs.

## **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 & COVID-19 PROTOCOLS**

The School is committed to maintaining a healthy and safe learning environment for students, staff, and families. In accordance with guidance from the New Jersey Department of Health and local health authorities, the School maintains protocols to address communicable diseases, including COVID-19, influenza, and other respiratory illnesses.

### **ILLNESS and ATTENDANCE**

Students who exhibit symptoms of illness, including fever, cough, sore throat, vomiting, diarrhea, or other signs of a contagious condition, should remain home. Students may return to school when they have been fever-free for at least **24 hours without the use of fever-reducing medication** and symptoms are improving.

Parents/guardians are expected to notify the School when a student is diagnosed with a communicable disease so that appropriate health precautions may be taken.

### **COVID-19–SPECIFIC GUIDANCE**

COVID-19 is treated as a communicable respiratory illness consistent with current public health guidance.

- Students who test positive for COVID-19 should remain home while symptomatic.
- Upon return to school following a positive test, students are **encouraged** to take additional precautions, such as masking indoors for a short period, particularly if symptoms persist.
- Testing and masking are **not universally required**, but may be recommended based on symptoms, exposure, or public health guidance at the time.

### **HEALTH and SAFETY MEASURES**

The School promotes preventive health practices, including:

- Handwashing and respiratory hygiene
- Routine cleaning of facilities
- Improved ventilation where feasible
- Staying home when ill

The School may implement temporary health measures in response to increased illness activity or guidance from public health authorities.

### **SCHOOL OPERATIONS DURING HEALTH CONCERNS**

If the School determines that a student’s attendance presents a risk to the health of the community, the School may require the student to remain home for a designated period. The School will work with families to support continuity of learning when appropriate. In the event of a public health concern, outbreak, or emergency, the School reserves the right to modify operations, cancel activities, or implement temporary alternative instructional arrangements as necessary to ensure the safety of the community.

### **POLICY REVIEW**

Health and safety protocols may be updated as guidance evolves. The School reserves the right to modify or supplement this policy in response to changing public health conditions.

### **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 (“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 CRAIG SCHOOL STUDENT TECHNOLOGY & ACCEPTABLE USE GUIDELINES**

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### **Purpose**

Technology at The Craig School supports learning, communication, and collaboration. Access to school technology resources is a **privilege, not a right**.

All students are expected to use technology in ways that reflect the values of the Craig Honor Code and Code of Conduct—both on and off campus.

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### **Scope**

This policy applies whenever students use:

- School-issued devices
- School Wi-Fi or network access
- School email accounts
- Learning platforms (Google Workspace, LMS, etc.)
- Personal devices connected to the School network
- Any digital system provided by the School

This policy also applies to off-campus online behavior when it impacts the school community.

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### **EXPECTATIONS FOR RESPONSIBLE USE**

Students are expected to:

- Use technology for educational purposes
  - Follow teacher instructions regarding device use
  - Communicate respectfully and appropriately
  - Protect passwords and account information
  - Report suspicious messages, threats, or security concerns
  - Follow academic honesty guidelines
- 

### **ACADEMIC INTEGRITY & ARTIFICIAL INTELLIGENCE (AI)**

Students may not:

- Submit AI-generated work as their own unless explicitly permitted by a teacher

- Copy, plagiarize, or misuse online content
- Use AI or digital tools to cheat

The creation or distribution of harmful, deceptive, or fake content (including AI-generated images, videos, or impersonations) is strictly prohibited.

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### **ONLINE CONDUCT & DIGITAL CITIZENSHIP**

Students may not:

- Harass, bully, threaten, or intimidate others online
- Post or share inappropriate, offensive, or hateful content
- Spread rumors or harmful messages
- Create fake accounts or impersonate others

Off-campus digital behavior that disrupts the educational environment or harms a member of the Craig community may result in disciplinary action.

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### **PRIVACY & MONITORING**

Students should understand:

- There is **no expectation of privacy** when using school devices, accounts, or networks.
  - The School reserves the right to monitor, access, and review communications and files when necessary.
  - School accounts are intended for school use.
- 

### **STUDENT DATA PRIVACY AND THIRD-PARTY EDUCATIONAL TECHNOLOGY**

Craig High School uses a variety of digital tools and online platforms to support instruction, communication, and student learning. Some of these services are provided by third-party educational technology companies. In order for these platforms to function, limited student information may be shared with the provider. This information may include a student's name, school email address, course enrollment, assignment submissions, and basic usage information.

In some cases, digital tools may support assistive technology or specialized learning supports such as text-to-speech, speech-to-text, reading assistance, or other accommodations that help students access the curriculum.

Craig High School carefully reviews digital tools before they are used with students. Approved providers are expected to maintain appropriate security practices and to use student information only for educational purposes. Student data may not be sold or used for advertising or marketing.

Student educational records, including information related to learning needs or accommodations, are treated as confidential and protected in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), and other applicable student privacy laws.

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### **SAFETY & PERSONAL INFORMATION**

Students should:

- Keep passwords secure and never share them
- Avoid sharing personal information online
- Immediately report threatening or unsafe communications

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## **PROHIBITED ACTIVITIES**

Students may not:

- Access illegal or inappropriate content
- Attempt to bypass internet filters or security systems
- Install unauthorized software
- Damage or tamper with school equipment
- Use school technology for commercial or political purposes
- Use another person's account

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## **PERSONAL DEVICES (BYOD)**

Students bringing personal devices to school must:

- Follow all school technology rules
- Use devices responsibly and appropriately
- Accept responsibility for any damage caused to school equipment

The School may restrict devices that pose a security or operational risk.

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## **CONSEQUENCES**

Violations of this policy may result in:

- Loss of technology privileges
- Disciplinary action
- Financial responsibility for damages
- Suspension or dismissal
- Referral to law enforcement when appropriate

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## **STUDENT RESPONSIBILITY**

Students are responsible for:

- Activity conducted under their account
- Devices left unattended
- Compliance with all school policies

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## **REMEMBER**

Your digital behavior reflects on you and The Craig School.

**Think before you post, share, or send.**

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The Craig School is a nonprofit, tax-exempt corporation  
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