

## 2016-2017 Lower School Quick Reference for Families

**Activities:** St. Croix Prep offers 15 MSHSL sponsored athletic programs and over 10 co-curricular programs that range from club level participation to competitive league participation. Our Activities Department strives to embody the “Lion Way.” Lion Activities has a tradition of excellence serving a wide range of student interests with a particular focus on academic success, leadership, character, and service. The activities program at St. Croix Preparatory Academy is student-centered and an integral part of the student’s total educational experience. For additional information on these programs please visit the following link (<http://stcroixpreactivities.org/>) or contact Rich Dippel, Activities Director at 651-395-5904.

**Administrator Contact Information:**

Title	Name	Phone	Email
Principal	Joann Karetov	651-395-5921	<a href="mailto:jkaretov@stcroixprep.org">jkaretov@stcroixprep.org</a>
Office Manager	Sara Bodin	651-395-5920	<a href="mailto:sbodin@stcroixprep.org">sbodin@stcroixprep.org</a>
Parent Group	Kelly Gutierrez	651-395-5902	<a href="mailto:kgutierrez@stcroixprep.org">kgutierrez@stcroixprep.org</a>
School Nurse	Candace Westlund	651-395-5906	<a href="mailto:nurse@stcroixprep.org">nurse@stcroixprep.org</a>
Lunch Coordinator	Marianne Thole	651-395-5945	<a href="mailto:mailto:lunch@stcroixprep.org">mailto:lunch@stcroixprep.org</a>
Special Ed Director/504 Coordinator	Cori Wahl	651-395-5907	<a href="mailto:cwahl@stcroixprep.org">cwahl@stcroixprep.org</a>

**Anti-bullying Policy:** St. Croix Prep does not tolerate bullying, cyber bullying, hazing, or harassment. Specific policies and procedures are noted in the Family Handbook. St. Croix Prep is committed to maintaining a safe environment for students to attain high academic standards and to promote healthy relationships.

**Attendance Line (Lower School) - 651-395-5991:** For absences and late school day arrivals, please call this number by 9:00am. Parents are reminded to walk your student into the main office and sign in for late arrivals or to sign out for early release.

**Bus/Transportation:** ISD 834 provides transportation. For specific questions and requests about bus routing please contact ISD 834 Bus Transportation at 651-351-8377. For specific questions about bus incidents please contact St. Croix Prep AND MN Central School Bus at 651-430-3311.

**Communication Process with Faculty:**

The communication procedure for issues with teachers is as follows:

1. Direct communication with the teacher.
2. Direct communication with the division principal if the matter remains unresolved.
3. Direct communication with the Executive Director if the matter remains unresolved.

**Concert Dates:** Music department staff will communicate concert dates throughout the school year. Dates can also be found on the SCPA Calendar by visiting the following link [http://www.mcaaconference.org/g5-bin/client.cgi?G5genie=40&school\\_id=2898](http://www.mcaaconference.org/g5-bin/client.cgi?G5genie=40&school_id=2898). Concert attire must be appropriate for a more formal event and adhere to the modesty guidelines as outlined in the SCPA Uniform Policy. Trousers, dress shirts, polo t-shirts, and dresses are all acceptable choices for concert attire. Please be sure attire is clean and in like-new condition. We ask that your child does not wear jeans, graphic t-shirts, shorts, short skirts, cut-off tops, heels, or flip-flops for these events.

**Conferences:**

- November 10, 2016, from 4:30pm - 7:30pm and November 11, 2016, from 9:30am - 3:45pm
- February 16, 2017, from 4:30 - 7:30pm and February 17, 2017, from 9:30am - 3:45 pm

**Development:** St. Croix Prep hosts three annual events that provide families the opportunity to financially support school programs in academics, arts, and athletics. The **St. Croix Prep Marathon** (<http://stcroixprep.org/marathon/>) will be held on Wednesday, October 19, 2016. **Heart of the Arts** (<http://stcroixprep.org/heart-of-the-arts/>) will be held Saturday, February 18, 2017. The **Lions Golf Open** (<http://stcroixprep.org/lions-open/>) is scheduled for Wednesday, June 14, 2017. For more information regarding these events, please contact, Amanda Jamison at [ajamison@stcroixprep.org](mailto:ajamison@stcroixprep.org) or 651-395-5918.

**Homework Expectations:** SCPA curriculum is an academically rigorous and content-rich language based program. The homework is independent practice of concepts previously learned. Through students’ independent completion of their homework, teachers get valuable insight into concepts that need review. Please do not “correct” homework for your child, rather re-direct attention back to what should be reviewed. Approximate homework times per day are as follows:

Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade
10 minutes/day	20-30 minutes/day	30-40 minutes/day	40-50 minutes/day	50-60 minutes/day

\* If your child exceeds these recommended times, please speak with your child’s teacher so that adjustments may be made.

**Inclement Weather & School Closing:** St. Croix Prep is dependent upon ISD 834 (Stillwater) for bus transportation. As such, St. Croix Prep will close when Stillwater closes their schools. St. Croix Prep and Stillwater currently provide WCCO-4, KSTP-5 and KARE-11 with school closing information. We recommend tuning to these TV stations and their websites ([www.wcco.com](http://www.wcco.com); [www.kstp.com](http://www.kstp.com); [www.kare11.com](http://www.kare11.com)) for school alert information. We will also post our school closing information on our website.

**Non-Uniform Days:** On Non-Uniform day's students may wear clothes other than their standard uniform. We ask that students be respectful, appropriate and demonstrate neatness, cleanliness, and modesty in their appearance on non-uniform days. No hats allowed. Non-uniform days for the year are:

November 23 *	December 22	January 31 *	March 17	April 28 *
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\* Indicates Coupon Non-Uniform days and will require a student to have earned a coupon which can be redeemed on this day!

**Spirit Wear Days:** To enhance school spirit and build a closer community, St. Croix Prep will have days when students may wear Spirit Wear in lieu of their uniform. Jeans may be worn on these days. Students may wear all previously issued St. Croix Prep Spirit Wear attire, athletic participation shirts, and event clothing and all items noted in the Spirit Wear school store (<http://design.hedusa.com/SCP>). Spirit wear days for this school year are:

September 23	October 19	December 6	February 10	May 19	June 1
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**School Hours:** The school doors open at 9:00am. Students will be allowed to enter the building at that time. Any Lower School student arriving prior to 9:00 am will be required to attend the YMCA before-care program. All fees will apply in the event your child attends the YMCA program. All Lower School students MUST be supervised. Students with Middle/Upper School siblings are allowed to wait in the atrium with an older sibling if the older sibling is providing supervision. All other students need to be supervised in the cafeteria from 9:00am - 9:15am. Unless students have after school activities, they will not be allowed building access after 4:15pm. Classes operate from 9:30am - 4:00pm. Any Lower School student who remains after school without supervision will be required to attend the YMCA after-care program beginning at 4:15 pm. All fees will apply in the event your child attends the YMCA program.

**School Newsletter/Parent Updates:** An electronic copy of the Paw Print, which contains important Lower School information and highlights will be published on the Lower School website page (<http://stcroixprep.org/lower-school-homepage/> under Additional Resources) the second Tuesday of each month. Parent Updates are sent every Friday and contain important information regarding the entire school. ***Please note: if you opt out of receiving the Parent Update, you are opting out of the entire communication system for all division, weather, events, and school notices. We highly encourage that you do not opt out.***

**School Pictures:** School pictures will be taken on Monday, October 3<sup>rd</sup>. Picture retakes will be Tuesday, November 1<sup>st</sup>.

**ParentVUE/FeePay:** St. Croix Prep utilizes Synergy ParentVUE as its Student Information System. This system allows a parent to view attendance, homework, grades, and much more. Please contact Sara Bodin if you have questions about your access to Synergy ParentVUE.

FeePay is the school's electronic payment system that allows a parent to electronically pay for school fees (e.g. lunch, field trips, and participation fees). Please contact Nancy Reistad at [nreistad@stcroixprep.org](mailto:nreistad@stcroixprep.org) or 651-395-5994 if you have questions about your access to FeePay.

**Technology Access:** St. Croix Preparatory Academy supports the use of school-provided technology assets and services (e.g. computers, mobile labs, laptops, access to the Internet, electronic information, programs, textbooks, services and networks). SCPA's goals in providing the SCPA Technology Assets and Services to students are to stimulate creativity and innovation; encourage communication and collaboration; promote research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship. Access to the SCPA Technology Assets and Services is a privilege and not a right. Any inappropriate, unauthorized or illegal use of the SCPA Technology Assets and Services may result in cancellation of some or all privileges and will result in appropriate disciplinary action, up to and including expulsion and possible referral to law enforcement.

**Use of Cellular Phones, iPods & Other Technology Devices:** SCPA Lower School DOES NOT allow students to have cell phones, iPods and other technology devices. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action and confiscation of their phones/devices. St. Croix Prep shall not assume responsibility for theft, loss, damage or unauthorized use of a cell phone or other technology devices. **Use of camera features on cell phones and other devices is prohibited without administrative approval.**

**Website:** For updated school information please regularly check the School's homepage (<http://stcroixprep.org/>) and the Lower School's homepage (<http://stcroixprep.org/lower-school-homepage/>).