

## 2018-2019 Upper School Quick Reference for Families

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**Activities:** St. Croix Prep offers 17 MSHSL sponsored athletic programs and over 11 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	Andrew Sachariason	651-395-5971	asachariason@stcroixprep.org
Office Manager	Diane Runge	651-395-5970	dianerunge@stcroixprep.org
College Counselor	Mathew Williams	651-395-5926	mwilliams@stcroixprep.org
Attendance Clerk	Theresa Seichter	651-395-5701	tseichter@stcroixprep.org
Parent Group	Susan Peterson	651-395-5994	susanpeterson@stcroixprep.org
School Nurse	Candace Westlund	651-395-5906	nurse@stcroixprep.org
Lunch Coordinator	Marianne Thole	651-395-5945	lunch@stcroixprep.org
Activities Director	Rich Dippel	651-395-5904	rdippel@stcroixprep.org
Special Ed Director / 504 Coordinator	Cori Wahl	651-395-5918	cwahl@stcroixprep.org

**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 - 651-395-5993:** For absences and late school day arrivals, please call this number by 9:00am. All upper school students must sign in/out in the main office if they arrive late or leave school early. Parents are not required to walk their upper school student into the main office and sign them in/out if they have a note signed by you or if you call or email the upper school office with your permission and reason.

**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)

**Conferences:** November 20, 2018, from 4:30pm-8:30pm

**Homework Expectations:** SCPA curriculum is an academically rigorous and content rich language based program. Students should expect daily homework. Unless the syllabus for the course states differently, late work on daily assignments will not be accepted.

**Inclement Weather & School Closing:** St. Croix Prep is dependent upon ISD 834 (Stillwater) for bus transportation. Because of this, St. Croix Prep will close when the 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 21st	December 21st	March 8th
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**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. Blue or black 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 4th	September 28th	February 8th	April 12th	May 31st
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**School Hours:** The school will open its doors at 9:00 am. Upper school students will be allowed to enter the building at 7:30 am. Earlier arrivals will need permission from their teacher or organization leader to access hallways prior to this time. Also, unless students have after school activities, they will not be allowed building access after 4:15pm. Zero hour begins at 8:30 am and the last hour ends at 4:00 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 **Lions Marathon** (<http://stcroixprep.org/marathon/>) **Heart of the Arts** (<http://stcroixprep.org/heart-of-the-arts/>), and the **Lions Golf Open** (<http://stcroixprep.org/lions-open/>). For more information regarding these events, please contact, Heather Thorson at [hthorson@stcroixprep.org](mailto:hthorson@stcroixprep.org) or 651-395-5918.

**School Newsletter/Parent Updates:** An electronic copy of our Upper School Monthly Newsletter, which contains important Upper School information and highlights will be emailed to all upper school families on 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 Tuesday, September 11<sup>th</sup>. Picture retakes will be Tuesday, October 17<sup>th</sup>.

**Synergy/FeePay:** St. Croix Prep utilizes Synergy as its Student Information System. ParentVUE, within this system, allows a parent to view attendance, homework, grades, and much more. Please contact Diane Runge in the upper school office if you have questions about your access to 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 Susan Peterson at [susanpeterson@stcroixprep.org](mailto:susanpeterson@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:** St. Croix Prep allows students to have cell phones, iPods and other technology devices, but they are not to be visible, turned on, or in use during regular school hours. Students may use their phones/devices before/after regular school hours. 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 during the school day.**

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