



st. croix preparatory academy

MIDDLE SCHOOL HANDBOOK

2020-2021

TABLE OF CONTENTS

ACADEMICS, HOMEWORK, HOMEWORK POLICY	3
ACADEMIC PROBATION POLICY, ACADEMIC INTEGRITY	4
CHARACTER AND LEADERSHIP	5
CYBER BULLYING, HARRASSMENT, SEXUAL HARRASSMENT	6
HAZING, ATTENDANCE	7
TARDIES, SCHOOL DAY, LOCKERS	8
MIDDLE SCHOOL DRESS CODE, DRESS CODE NOTES	9
PHY ED UNIFORMS	10
SPIRIT WEAR DAYS, NON-UNIFORM DAYS, MODESTY GUIDELINES	11
DRESS CODE VIOLATIONS, ELECTRONICS POLICY	12
TECHNOLOGY USE, PARENT PICK UP, BUS TRANSPORTATION, HOT LUNCH & A LA CARTE, NEGATIVE LUNCH BALANCE	13
CONCERT & PERFORMANCE EXPECTATIONS, MIDDLE SCHOOL CONCERT DRESS CODE, EXPECTATIONS FOR ACTIVITIES/ ATHLETIC EVENTS & PEPFESTS	14
ST. CROIX PREP SCHOOL SONG	15

ACADEMICS

Middle School helps you to become a more independent learner, and to develop the organization, study skills, and self-discipline to be successful in high school, college, and the future.

Work hard in your classes and ask your teachers for help. We want you to be successful. Each teacher will explain the requirements and grading policies for his/her individual classes. To be promoted to the next grade level, you must successfully complete the required curriculum with a passing grade of C- or higher.

HOMEWORK

Teachers will assign homework regularly. Write the assignment in your planner, along with instructions and due dates. Ask your teacher for help on assignments you do not understand or are having difficulty completing. Keeping up with your homework will help you earn good grades and develop excellent study habits.

MIDDLE SCHOOL HOMEWORK POLICY

- Homework is important and must to be done on time.
- SCPA Middle School understands the importance of developing good organizational methods, diligent work habits, and self-discipline through homework and preparation for tests. These are more than just policy; they are real world, life skills necessary for success.
- Plan ahead and use your time well. Teachers will assign homework on nights that you may be involved in other school activities. Check the SCPA district calendar found on the SCPA website often and develop a plan for completing work when you have a busy schedule.
- When completing assignments for any SCPA class, you will be expected to turn in your best-quality work. Written assignments must be legible and contain proper grammar, capitalization, punctuation, and sentence structure. If teachers feel your work does not meet these standards, they may ask you to redo assignments, or they may not accept it for credit.
- Late daily assignments receive zero credit.
- “OOPS” Policy: Two opportunities per Quarter will be granted for one extra day to complete a daily homework assignment, and no penalty will be given. “OOPS” passes may not be used on large projects, papers, or tests. Homework for A/B classes will be due the next day even if the class does not meet. After you have used two “OOPS” Passes in a Quarter, the regular homework policy applies, and the late work will not receive credit. “OOPS” Passes

will be recorded by the teacher and in your planner. The teacher's record on "OOPS" Passes is final.

- Late homework on large projects or papers may be accepted at teacher discretion. If accepted, grades will be lowered by one letter grade or 10% for every day that it is late. The maximum grade you may earn for work after 5 days is 50%.

ACADEMIC PROBATION POLICY FOR STUDENTS IN GRADES 5-8

- A student who has a D or F in any class will not be eligible to participate in SCPA co-curricular and extracurricular activities competitions and public performances until grades have improved to C- or higher in all classes.
- A student's grades, behavior and class conduct and effort, will be reviewed following the two-week probationary period to regain participation in the co-curricular or extracurricular activity. Sufficient academic progress and appropriate student conduct will need to be evident for participation to be regained. Activity coaches and advisors may have standards and consequences in addition to this academic probation policy.
- A student's conduct, participation/effort and academic grades below a C- may impact a student's participation in middle school events and activities such as field trips, Valley Fair and educational travel opportunities including Washington, D.C.
- A student who receives a "D" or an "F" in Math for two or more quarters will be required to retake the course the following year.
- A student who receives a "D" or an "F" in two or more of the core classes for two or more quarters will be required to repeat the grade level. Core classes include courses in the areas of English, Reading/Language Arts, Math, Social Studies, Science, and Latin/Logic.
- Exceptions may be made for extenuating circumstances such as extended absence from school due to illness/injury, family emergency, and/or an Individual Education Plan for a student.

ACADEMIC INTEGRITY

SCPA is committed to providing an atmosphere that values Academics, Character, and Leadership. We want to promote an academically honest environment.

- Do your own work. Studying or working together is not a problem unless the expectations from your teacher are that the assignment be completed individually.
- Plagiarism means that you used someone else's thoughts, ideas and writings, including computer programs, drawings, artwork, or music without giving credit. Remember to use appropriate citations,

footnotes, and sources in bibliographies and documents if you want to use someone else's work.

- Do not copy, or let others do the work for you. While it is okay to get help from tutors, friends, and parents on assignments you do not understand, "helpers" should not do the assignment for you.
- No Cheating. Cheating on tests or assignments is not allowed and will result in disciplinary action.

Consequences for Academic Dishonesty may include one or more of the following:

- The teacher and/or principal will notify your parents.
- You may have a conference with your parent(s), teacher, and principal.
- The teacher may require you to redo the assignment or test.
- You may earn reduced or zero credit for the assignment.
- You may be suspended from school.
- You may be considered for Expulsion/Removal from SCPA.

CHARACTER AND LEADERSHIP

You should demonstrate respectful and appropriate behavior at all times. Respectful behavior at SCPA includes being polite in crowded hallways and stairwells. It also includes treating your belongings, and SCPA property with respect so items are not damaged, lost, or misused. We want to keep our school looking beautiful: pick up your things and throw garbage away. Act appropriately at all times by keeping your hands and feet to yourself and respect other's personal space. No inappropriate public displays of affection should be demonstrated at school or school events.

You are responsible for your actions, including the choices you make.

BE NICE

This means that you do not use words or actions that are disrespectful, rude, or mean to others. You will not be allowed to bully, tease, haze, or harass other students.

BULLYING is inappropriate behavior that has three common features:

1. It is deliberate and hurtful.
2. It is repeated.
3. It is difficult for those being bullied to defend themselves.

There are three main types of bullying:

1. Physical: hitting, kicking, pushing, taking belongings, intimidating, etc.
2. Verbal: name-calling, teasing, threatening, insulting, inappropriate remarks, etc.
3. Indirect/Emotional: gossip, note writing, excluding from groups, etc.

CYBER BULLYING is misuse of technology to send or post e-mail messages, text messages, digital pictures, and website postings, (including blogs and social media) that tease, intimidate, defame, threaten or terrorize others. It may be considered an act of bullying, even if the acts are committed off school district property and/or without the use of school equipment.

If you think you or someone else is being bullied;

- Tell the person to stop the behavior immediately. Be specific: “I don’t like it when you do “insert description of specific action,” and I want you to stop it now!”
- If the person does not stop, tell someone, including your parents, your teacher, your coach, or your principal. If that person does not help you, tell someone else.
- If you see someone else being bullied, help him or her and do not participate in the bullying. Include students who are left out.
- Tell bullies to stop, and report them to your teacher or principal. This is not tattling; this is showing Character and Leadership.

HARASSMENT is unwelcome verbal or physical conduct, contact, or statements that are motivated by, or related to, an individual’s race, national origin, gender, economic status, disability, religion, religious affiliation, or sexual orientation that creates an intimidating, hostile, or offensive environment. To prevent harassment;

- Do not direct name-calling, derogatory or hurtful comments, jokes, or gestures toward others.
- Do not display inappropriate pictures, notes, graffiti, objects, and/or symbols.
- Do not use physical intimidation such as blocking, pushing, and/or hitting.

SEXUAL HARASSMENT includes unwelcome and continued attention toward someone else; spreading of rumors or gossip; inappropriate notes, pictures, jokes or statements of a sexual nature; aggressive and unwanted physical contact such as kissing, touching or pulling at clothing in a sexual way; and/or sexual advances or requests for sexual favors.

- If you suspect that you or someone else is being sexually harassed, tell someone right away, including your parents, teachers, coach, activities director, and principal. If they do not help you, tell someone else.

HAZING is any act that subjects a student to physical or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, or demeaning activity committed by an individual student or group of students for the purpose of initiation, maintaining membership, or holding an office in any organization, club, or athletic team.

- If you suspect that you or someone else is being hazed, tell someone right away, including your parents, teachers, coach, activities director, and principal. If they do not help you, tell someone else.

Bullying, Harassment, Hazing and other mean and inappropriate behaviors such as fighting or assaulting someone will not be tolerated at SCPA. Consequences will include any or all of the following:

- Conference with principal and your parents
- Detention
- Suspension from school and activities
- Recommendation for Expulsion/Removal from SCPA
- Referral to law enforcement

ATTENDANCE

It is important for students to attend school every day. Absences make it more difficult for students to be successful, since they miss important content, instruction, and application.

- Excused Absences include illness, medical, dental, mental health appointments, religious holidays, and family emergencies/funerals.
- Unexcused Absences include family vacations; activities and events not sponsored by SCPA, sleeping in or needing to rest, missing the bus, babysitting, and not wanting to attend school.
- The Administration has the right to determine the status/classification of all absences.

If you are absent, your parent(s)/guardian(s) should follow the following procedures:

- Call the attendance line to report the absence: 651-395-5992
- Get a doctor's note for illness/injury absences beyond 3 days. You should give this note to the school nurse.
- Let your teachers and the Middle School Office know the dates you will be gone.
- School Activities Absences include sports, music, field trips, and other school activities. Please see your teacher(s) the day before you miss class due to a school activity. All missed work will be made up at the direction of the teacher.

- Students with Excused and Unexcused Absences, will receive homework when you return to school. Please do not request work from teachers before or during the absence.
- You must see your teachers the day you return to school to pick up your work and make arrangements to make up tests, labs, and/or presentations.
- You must complete missing work when designated by teachers. You will have no more than 5 days to complete missing work for unexcused absences.
- You are responsible for learning all the content missed during the absence.
- You must take responsibility to get a friend to take notes for you on content covered in class while you are gone.
- Grading of on time assignments is a priority. Grading of late work will be completed at the teachers discretion.
- Activities like Paideia Seminars, class presentations/discussions or labs that have been missed cannot be easily replicated. You will be able to make them up only at the teacher's discretion, and you may receive zero or reduced credit.

TARDIES

It is important that you are on time and prepared for class. An unexcused tardy will be assigned if you come to class unprepared and need to go back to your locker. Teachers may take participation points away for unexcused tardies.

Students who have more than 3 unexcused tardies in a quarter may be assigned additional consequences including a Tardy Notice, parent conference, detention, not participating in extracurricular competition/events and in or out of school suspension.

SCHOOL DAY

The school day begins at 9:30 a.m. and ends at 4:00 p.m. Students who arrive early must sign-in at the table in the front of the atrium and then report to your activity or remain in the atrium until 9:00 a.m. You will not be allowed up stairs before 9:00 a.m., unless you have a pass from a teacher for a pre-arranged event or tutoring time. If you are staying after school, you need to be with a teacher or in a supervised activity by 4:15 p.m. If you are waiting for a parent, you must wait in the assigned area in the atrium by the Main Office.

LOCKERS are available for your use during the year. Do not use anything on your locker that will damage it. Items that damage your locker include, but are not limited to stickers, paint, markers, tape or other permanent adhesive items. Command products or magnetic items are

okay. Locker shelves or organizational items must be removed at the end of the year and cannot damage your locker. Do not use or display inappropriate, distasteful, or offensive items, pictures or language in or on your locker. Keep your locker neat and clean. Do not store large items (band instruments, duffle bags, etc.) inside; they will jam or dent the door. Any signs posted for events such as birthdays must be taken down within one week. Do not kick or pound on your locker. Do not share lockers with your friends or give out your combination. Do not keep money or valuable items in your locker. SCPA is NOT responsible for lost/stolen items. All students are required to keep backpacks in their lockers during school hours. Lockers are school property and can be searched by school administration if there is reason to believe items not allowed on school property are in your locker. Report any problems with your locker to the Middle School Office.

MIDDLE SCHOOL DRESS CODE

The Dress Code and uniforms of St. Croix Preparatory Academy (SCPA) build community and diminish the importance of external factors related to clothing. SCPA students are expected to dress in a way that aligns with our mission of maintaining a learning environment that focuses on the development of each student's academic potential, personal character and leadership qualities.

All SCPA students are expected to be in school uniform each day, except for the designated non-uniform days or spirit wear days. Neatness, cleanliness, and modesty should be observed at all times. Please see the modesty guidelines detailed below. SCPA reserves the right to determine appropriateness of attire. Questions related to the appropriateness of a student's dress will be determined by the administration of SCPA.

DRESS CODE NOTES

All 5th-8th grade uniform items must be purchased through Tommy Hilfiger School Uniform website or the Donald's Uniform store/website.

Shirts

- All shirts must have a St. Croix Prep logo
- All shirts must be buttoned modestly at all times. Only top button may be undone.
- Uniform shirts do not need to be tucked in. Uniform shirts may hang out under the uniform sweatshirt, sweater or fleece jacket and vests.
- No long-sleeve shirts may be worn underneath short-sleeve shirts.

- Undershirts under uniform collared shirts must be white with no print, lace, or frayed edges.
- Undershirts may not hang below the uniform shirt.

Sweatshirts/Fleece/Jackets

- Current dress code sweatshirts and polar fleece only - no athletic or spirit wear tops except on designated days.
- Must have uniform shirt underneath sweatshirt if sweatshirt is removed during school hours.

Skirts

- Length, no shorter than 2" above the knees. Skirts may not be rolled.
- Bike shorts, leggings or tights **MUST BE WORN** under skirts in grades K-12.
- Skorts are not allowed in grades 5-12. Skorts are defined as:
 - A skirt with a pair of integral shorts hidden underneath.
 - 5th-12th grade only can wear the plaid skirt.
 - Leg Coverings (tights, socks, leggings)
 - Solid and opaque colors only: navy, black, gray or white.
 - Tights or capri leggings.
 - No fishnets or full-lace tights/leggings.
 - No pajama pants under jumpers/skirts.

Socks

- Plain colored in navy, black, gray, or white are only colors permitted.

Pants/Shorts

- All K-8th grade pants and shorts must be purchased through Tommy Hilfiger or Donald's School Uniform.
- No like-style pants are permitted in middle school
- K-8th grade pants and shorts must be navy and have no more than 4 pockets.
- Inseams on shorts must be between 8"-10".
- No skin or underwear showing.
- No rolling/cuffing waistband or bottom hems.

PHY ED UNIFORMS

Students in 5th-12th are required to wear a SCPA gym uniform. The uniform consists of a t-shirt and mesh shorts. The gym uniform is available at Tommy Hilfiger only. Donald's Uniform does not carry our gym uniforms. Students are required to have tennis shoes for class in all grade levels.

- Inseams on shorts must be between 8"-10".

SPIRIT WEAR DAYS

To enhance school spirit and build a closer community throughout the year, SCPA will schedule Spirit Wear Days during which students are allowed to wear spirit wear in lieu of their uniform.

The following guidelines apply to scheduled Spirit Wear Days:

- All previously issued SCPA spirit wear shirts, athletic participation shirts, and event shirts may be worn.
- SCPA issued athletic uniform shorts and warm-up pants are permitted.
- Blue or black jeans and/or school uniform bottoms are permitted.

SPORTS TEAM DRESS UP DAYS

- Sports uniform tops/jerseys may be worn on game days after approval from the activities department.
- Sleeveless uniform tops must have a t-shirt underneath.
- School uniform bottoms must be worn

NON-UNIFORM DAYS will be scheduled throughout the year. Students will be informed of non-uniform days prior to their occurrence. Students must demonstrate neatness, cleanliness, and modesty in their appearance on non-uniform days. Clothing on a non-uniform day should not be a distraction to teaching and learning. SCPA reserves the right to determine appropriateness of attire. The appropriateness of a student's dress will be determined by the administration of SCPA.

MODESTY GUIDELINES

Modesty is defined as reserve in dress to prevent unintentional exposure of the body. There are varied opinions as to what constitutes modesty, therefore, the following guidelines define the expectations for SCPA students.

- Skirts, dresses, and skorts Must be no shorter than 2" above the knee. Leggings (regular or capri length), compression shorts, and/or opaque tights under skirts are **REQUIRED**.
- Shirts/tops/dresses must have sleeves or must have another shirt over the top and be modestly buttoned. Only the top button may be undone. No underwear, bra straps, cleavage, or midriff may be exposed.
- All non-uniform shorts must have an 8"-10" inseam. Examples of shorts with an 8"-10" inseam include, but are not limited to, bermuda shorts, trouser shorts and/or athletic/basketball shorts.
- Outfits that are too tight and/or revealing, including leggings, jeggings, yoga pants, and other tight fitting spandex pants cannot be worn.
- The latest fashion or fad may not fit this dress code.

ADDITIONAL NOTES:

- Worn, damaged, faded, or outgrown uniforms should be repaired and/or replaced.
- Students cannot write on their arms, legs, faces, or uniforms.
- Hats, sunglasses, or hoods cannot be worn inside the school building.
- Specifically excluded accessories include clothing ornaments such as scarves and pins, and bandanas or patches.
- Shirts cannot be tied in the back or to the side.
- No gloves or mittens may be worn during school hours, except for during outdoor recess.
- Coats, Non-SCPA sweaters/sweatshirts, Spirit Wear, or Athletics tops cannot be worn during school hours - including indoor recess.
- Middle school students should have appropriate clothing for outdoor recess on cold weather days, including hats, mittens, jackets, snow/fleece pants, and boots. No bare legs allowed on days with below freezing temps.
- SCPA may host special “dress up” events at various times throughout the year. Students should follow the guidelines set for the activity and should make sure that their attire is in good taste and is appropriate.

DRESS CODE VIOLATIONS

Students and parents/guardians will be informed of dress code violations. Dress code violations will result in disciplinary actions, which may include but may not be limited to or in any particular order:

- Parents may be contacted to bring an appropriate uniform.
- Student may be sent home for the day.
- Reoccurring uniform violations may result in further disciplinary actions.

ELECTRONICS POLICY

Electronic items such as, phones, tablets, smart watches, and other technology items may not be used during the school day. These devices need to be turned off and stored in your locker. Violations of the electronics policy will result in disciplinary actions, which may include, but are not limited to:

- 1st Offense: Your device will be confiscated and turned into the principal. You may pick it up at the end of the day.
- 2nd Offense: Your device will be confiscated and turned into the principal and a detention will be issued. You may pick up your device at the end of the day.

- 3rd Offense: Your device will be confiscated and the principal will meet with you and your parent(s). Student may also have additional disciplinary consequences including dismissal from school.

TECHNOLOGY USE

Internet use is only allowed for classroom projects and lessons and must be supervised by an adult. Games, social media, downloading of music, etc. is not permitted. Violations of this policy will result in loss of access, and may also result in other disciplinary and/or legal actions.

PARENT PICK UP

You must have written parent permission if you need to ride home with anyone other than your parent for any reason. Get the note signed by the Middle School Principal or Office Manager. You must show this note to the staff member supervising parent pick up.

BUS TRANSPORTATION

You must have written parent permission if you need to ride a different bus for any reason. Get the note signed by the Middle School Principal or Office Manager. You must give this note to the bus driver. Students without notes will not be permitted to ride a different bus.

SCPA HOT LUNCH & A LA CARTE FOOD ITEMS are available for purchase. See the website for menus and ordering information. You may bring your own lunch items to school. Please help keep the cafeteria and school grounds clean. Return your lunch items to appropriate bins, pick up garbage, and place trash in the appropriate receptacles.

NEGATIVE LUNCH BALANCE

- All students will be served a reimbursable lunch regardless of fund availability
- Students are NOT allowed to purchase milk or a la carte if the purchase causes a negative balance in their meal account.

Pop, coffee, energy drinks, and candy are not permitted during the school day. Exceptions for candy may be granted for appropriate classroom/event use and testing.

Gum will be approved and monitored by individual classroom teachers.

Misuse will result in banning of gum.

Healthy snack choices are encouraged for class celebrations.

CONCERT AND PERFORMANCE EXPECTATIONS

All SCPA students must participate in music and the arts, as these are a significant part of a Classical Education model. It is important that you learn the etiquette and expectations for the respectful behavior demonstrated at music and art events, both as a performer and as an audience.

- On concert days, wear black and white concert attire. Follow all dress code guidelines.
- Report to the music room to warm up and prepare for the concert.
- Participants should enter the performance area quietly, follow the director's instructions, and remember that your performance begins the minute you leave the music room.
- When not performing you will sit quietly and attentively in assigned seats. No talking during the performance — be a good listener.
- Restroom or water breaks should be done only during transitions between groups. Do not enter the PAC during songs. Please wait until the doors open and/or you hear applause and return to your seat.
- Clap politely at appropriate times. No whistling, yelling or "cat calls". You may politely clap for soloists. Do not use cell phones or other electronic devices.

MIDDLE SCHOOL CONCERT DRESS CODE:

7th/8th Grade Choir:

- Black top, black dress slacks or skirt (black dress is acceptable), and black shoes (NO jeans or leggings).
- Shirts/tops must have sleeves or be worn with a sweater/jacket.
- Boys must wear a collared shirt (polos are acceptable, but no t-shirts).
- Girls' skirts must be longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.

All Other Middle School Ensembles (Including 7th/8th Orchestra & Band)

- White top, black dress slacks or skirt, and black shoes (NO jeans or leggings).
- Shirts/tops must have sleeves or be worn with a sweater/jacket.
- Boys must wear a collared shirt (polos are acceptable, but no t-shirts).
- Girls' skirts must be longer than the knees while sitting or wear solid opaque black or white leggings or tights under skirts/dresses.

EXPECTATIONS FOR ACTIVITIES/ATHLETIC EVENTS & PEPFESTS:

- Represent yourself and SCPA in a positive manner at all times.
- Be respectful and treat participants, coaches, referees/umpires, and other fans with dignity.

- Be positive and use appropriate language when cheering. Profanity, negative chants, booing, trash talk, name-calling, personal attacks, and any other acts of disrespect will not be allowed.
- Display only positive signs and do not use noisemakers.
- Respect the American flag and the National Anthem. Stand at attention and face the flag. Remove your hat. Sing the national anthem, or listen quietly.
- Show your Lion Pride! Wear SCPA colors or Spirit Wear; stand up during the school song; and cheer with the Pom Squad, Pep Band, and Mascot.
- Be a true fan: watch the game/event. Know, understand, and appreciate the rules of the contest. Show support for your Lions!
- Respect the game/event. Do not enter the playing area or interfere with the game.
- Throw away trash and help clean up the stands and fields.

**St. Croix Preparatory Academy
School Song**

On, St. Croix Prep, we hail to thee

Strive forward; face the fight

Our blue and gold be near at hand;

Glance neither left nor right.

Shout, St. Croix Prep, all hail to thee!

Let "vict'ry!" be our cheer.

The blue and gold shine, lifted high--

Our triumph now is near.