



SCPA LOWER SCHOOL EXPECTATIONS

Welcome to St. Croix Preparatory Academy!

“Inspiring Great Thinkers” is St. Croix Preparatory Academy’s educational philosophy. We develop *Academic* potential using a focus on classical education to provide students with lifelong educational tools to think and learn for themselves. We develop *Character*, including respect, responsibility, self-control, honesty, integrity, perseverance, cooperation, courage, and citizenship. We develop *Leadership* from character, including the ability to think, reason, and act with integrity and responsibility.

SCPA approaches learning as a partnership between the faculty and staff, your family, and you. Your role is to do a great job of being a student.

SCPA is our school, and we are responsible for making it the best school it can be. Thank you in advance for your cooperation in making the 2022-2023 school year great.

As a Student, I will:

- Follow St. Croix Prep’s core virtues of honesty, integrity, respect, responsibility, self-control, perseverance, courage, citizenship, and service.
- Follow the Golden Rule.
- Challenge myself to learn what I do not know, give my best effort, and find opportunities for leadership in everything I attempt to do.
- Pass all of my subjects with a C- or better.
- Ask questions when I do not understand and ask for help when I need it.
- Be respectful of St. Croix Prep faculty and staff members, students, and myself.
- Be respectful of personal, school, and community property.
- Refrain from using profane or vulgar language.
- Arrive on time and prepared for class.
- Follow St. Croix Prep’s rules regarding technology.
- Follow St. Croix Prep’s rules and dress code, as set forth in the St. Croix Preparatory Academy Family Handbook.

I have read, understand, and agree to uphold these SCPA expectations. I also know that I am responsible for understanding and knowing the information contained in this planner.

Signature of Student

Date

Academics

SCPA Lower School helps you become a more independent learner and develop the organization, study skills, and self-discipline to be successful in middle school, high school, college, and the future. Work hard in your classes and ask your teachers for help. We want you to be successful! Your teacher will explain the requirements of every assignment.

To be promoted to the next grade, successfully complete the required work with a passing grade of 3/C- or better, as reflected in the running grades, on assignments, and on quarter report cards. D, F 2, or 1 on more than 2 quarter report cards in the same core subject (reading/language arts, writing, math, science, and history/geography) may result in you repeating your grade. Final decisions will be made prior to the end of the year by the principal.

Homework

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

Homework Guidelines for Lower School

- Homework is important and must be completed on-time!
- SCPA understands the importance of developing good organizational methods, strong work habits, and self-discipline through homework and preparation for tests. These are more than just a policy; they are real-world, life skills necessary for your future success!
- Plan ahead and use your time wisely. Teachers will assign homework on nights that you may be involved in other activities. Use this planner as a calendar for your other events so that you know when you will be busy and may need to do work ahead of time.
- 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. TTQA!
- Late daily assignments receive zero credit!
- OOPS! Policy: Two opportunities per quarter will be granted for one extra day to complete a daily assignment without penalty (not valid on large projects/essays/speeches/etc.). After you have used two OOPS! Passes in a quarter, the regular homework policy applies and you will receive a zero. OOPS passes will be recorded by the teacher and in your planner. The teacher's record on OOPS passes is final.
- Large projects and assignments that are late may be turned in at your teacher's discretion. If accepted late, your grade will be reduced by one letter grade or by 10% of the points. A maximum of 5 days at a reduction of 50% will be accepted before becoming a zero. Larger projects completed over time may not be accepted late.

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 must 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. Do not give your assignments to another to copy. This is considered cheating.
- No Cheating. Cheating on tests or assignments is not allowed and will result in disciplinary actions.

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

- You may receive a Golden Rule Form.
- The teacher and/or principal will notify your parents.
- You may have a conference with your parents, teacher, and principal.
- The teacher may require you to redo the assignment or test.
- You may earn reduced or zero credit for the assignment.

Character and Leadership

You should demonstrate respectful and appropriate behavior at all times. Respectful behavior at SCPA includes following the *Golden Rule* and 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 after yourself 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. You may not choose your consequences.

- **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 email messages, text messages, digital pictures, and website postings (including social media) that tease, intimidate, defame, threaten or terrorize other students. It may be considered an act of bullying, even if the acts are committed off school property and/or without the use of school equipment.

If you think you or someone you know is being bullied:

- Tell the person to stop the behavior immediately. Be specific: "I don't like it when you do _____, and I want you to stop now!"
 - If the person does not stop, tell someone, including your EA, teacher, principal, parents, or coach. If that person does not help you, tell someone else.
 - If you see someone else being bullied, help him/her and do not participate in the bullying. Include students who are left out of groups.
 - Tell bullies to stop and report them to your EA, 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 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 EA, teacher, principal, parents, coach, etc. 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 EA, teacher, principal, parents, coach, etc. 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
- Suspension from school and activities
- Recommendation for expulsion and/or 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.
- **School Activities Absences** include SCPA-sponsored sports, music, field trips, and other school activities.
- The Administration has the right to determine the status/classification of all absences.
- **Unexcused Tardies** include anytime you are not present in the classroom when the bell rings. Classes begin promptly at 9:30 a.m. Tardies also occur if you leave after 3:45 p.m.

It is the practice of the Lower School that for extended trips/family vacations, teachers will not provide the work to the student prior to the trip. It is the student's responsibility to ask the teacher for all missed work and take any incomplete tests upon returning to school. Students may maintain their reading logs while on extended unexcused absences.

If you are absent, your parents should follow the following procedures:

- Call the attendance line to report the absence: (651) 395-5991
- Get a doctor's note for illness/injury absences beyond 3 days. You should give the doctor's note to the school nurse. Excessive absenteeism may also result in required doctor's notes.
- Let your teachers and the Lower School Office know the dates you will be gone if you have a planned event, including vacations and school activities.
- **For Excused and Unexcused Absences, you will receive homework when you return to school.**
- **You must speak with your teacher the day you return to school to pick up your work and make arrangements to make up tests, presentations, etc.**
- Activities like Paideia Seminar, class presentations/discussions, and group work missed cannot be easily replicated. You will be able to make them up at the teacher's discretion.

School Day

The school day begins at 9:30 and ends at 4:00. Students who arrive before 9:00 a.m. **must** attend the programming provided for students in grades K-4 (currently Y-Care). Students may not be unattended in the atrium before 9:00 a.m. unless they are **with and being supervised** by a parent or an older sibling. Students who are not picked up by a parent by 4:15 p.m. will also be signed into the after-school programming provided for students in grades K-4 by 4:30 p.m. at your parent's expense.

Lockers are available for your use during the year (3rd and 4th grade). Do not use anything on your locker doors/walls that will damage it. Items that damage lockers include, but are not limited to, stickers, paint, markers, tape or other permanent adhesive items. Command™ products or magnetic items are acceptable. Locker shelves or organizational items must be removed at the end of the year and cannot damage the 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 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 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 Lower School Office.

Dress Code

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. Questions related to the appropriateness of a student's dress will be determined by the administration of SCPA. **Please see the family handbook for specific details of acceptable uniforms for grades K-4.**

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 not be limited to:

- A verbal warning and/or parent notification
- A written warning and/or parent notification
- Loss of non-uniform day and parent notification
- Conference between parents/guardians, student, and principal

Additional Notes

- Colored leggings and socks may be worn in the Lower School. Only leggings (not pants, sweats, or any baggy bottom may be worn under the skirt.
- Worn, damaged, faded or outgrown uniforms should be repaired and/or replaced.
- Hats and sunglasses are not allowed to be worn in school except for special event days that specifically allow for these to be worn.
- Excluded accessories include: arm warmers, bandanas, or clothing ornamentation such as scarves and pins.
- Only approved bow ties and neck ties are allowed.
- Belts are acceptable only with bottoms that have belt loops and belts must be worn through the belt loops.
- No tying shirts in the front, side, or back.
- No gloves or mittens may be worn during school hours except for recess. No coats and non-SCPA sweaters/sweatshirts may be worn during school hours except for recess.
- No writing on arms, legs, faces or uniforms.

Technology Use

At school, students utilizing SCPA Technology Assets and Services must first have the permission of and be supervised by SCPA's faculty and staff. Students are responsible for appropriate behavior with technology, just as they are in a classroom or any other area of the school. The same general rules for behavior and communications apply.

The following uses of SCPA Technology Assets and Services **are not** permitted. This list is not exclusive and should be used as a guideline for appropriate use:

- To access, upload, download or distribute pornographic, obscene or sexually explicit material;
- To vandalize, damage or disable the property of SCPA
- To access another individual's materials, information or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- To attempt to gain access to server information not open to the public;
- To use private or free e-mail services, except for approved use as directed by the faculty or administration;
- To use chat rooms or instant messaging, except for approved use as directed by the faculty or administration;
- To use access for political or commercial purposes;
- To allow any person other than the account holder to use the student's SCPA account;
- To reveal identifying information (name, age, address, phone #, photo, parents' names) for yourself or another without your teacher's permission;
- To engage in any use that disrupts the educational or administrative goals of SCPA.

Student Use of Personal Technology – Cell Phones, Game Consoles, Tablets, Watches, and Other/All Technology Devices

Students in the Lower School are not to have any technology visible during school hours for any reason. It is recommended that Lower School students do not bring any devices to school since there are no secure locations to store them during the school day. SCPA shall not assume responsibility for theft, loss, damage, or unauthorized use of a cell phone or other technology devices. The use of headphones is prohibited unless authorized by SCPA faculty. **The use of camera and recording features on cell phones and other devices is prohibited without administrative approval.** Lower School students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to confiscation of their device and/or the following consequences.

- 1st Offense: The cell phone or other technology device being used without permission will be confiscated and turned into the principal's office. The student must retrieve the device. A character notice may be issued, and parents will be notified.
- 2nd Offense: The cell phone or other technology device being used without permission will be confiscated and turned into the principal's office. The parent must retrieve the device. A Golden Rule Form may be issued, and parents will be notified.
- 3rd Offense: The parents and student will have a meeting with the classroom teacher and the principal. Appropriate consequences will be determined.

Negative Lunch Balance

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