

2024-2025 Lower School Quick Reference for Families

Activities: St. Croix Prep offers 24 MSHSL sponsored athletic programs and over 11 co-curricular programs that range from club level participation to competitive league participation. 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 contact Keven Seim, Activities Director Keven Seim at 651-395-5944.

Administrator Contact Information:

Title	Name	Phone	Email
Principal	Joann Karetov	651-395-5921	jkaretov@stcroixprep.org
Office Manager	Christine Mehlhorn	651-395-5920	cmehlhorn@stcroixprep.org
Parent Group			parentgroup@stcroixprep.org
School Nurse	Jessica Skilling	651-395-5906	jessicaskilling@stcroixprep.org
Lunch Coordinator	Marianne Thole	651-395-5945	lunch@stcroixprep.org
Student Services Director	Peggy Rosell	651-395-5907	prosell@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/Student Absences – 651-395-5991: For student absences and late school day arrivals, please call this number by 9:00 am or complete the Attendance Reporting Form ([link here](#)) Parents are reminded to walk your student into the main office and sign in for late arrivals. IF you are picking up your student early, the parent/guardian must complete the Attendance Reporting Form ([link here](#)) online detailing the student's early dismissal and the reason. Parent or approved guardian MUST come into the Main Office to sign out their Lower School student.

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 Schmitt & Sons at 651-351-8377.

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 if the matter remains unresolved.
3. Direct communication with the Executive Director if the matter remains unresolved.

Concert Dates: Fine Arts Showcase will be held on May 14th, 2025, for 1st-4th grade students and on May 29th, 2025, for kindergarten students. Dates can also be found on the SCPA website www.stcroixprep.org

Conferences:

- August 26th- August 31st, 2024, 9:15am.-4:00pm.
- November 14th, 2024, from 4:30pm.-7:00pm. November 15th, 2024, from 9:30am.-3:45pm.
- January 31st, 2025, from 9:30am.-3:45pm.

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.

3rd & 4th Grade MCA Testing Dates:

- Reading 4/22/25
- Math 4/23/25
- Make Up (Reading & Math) 4/24/25

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; www.kstp.com; www.kare11.com) for school alert information. We will also post our school closing information on our website.

*November 26 th	*February 21 st
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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 Spirit wear days for this school year are:

September 27 th	October 4 th	November 8 th	December 20 th	January 24 th
March 20 th	April 11 th	Field Day: May 16 th	Last Day of School: June 3 rd	

School Hours: The school doors open at 9:15am. Students will be allowed to enter the building at that time. Any Lower School student arriving prior to 9:15 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. Unless students have after school activities, they will not be allowed building access after 4:30pm. 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.

Development: St. Croix Prep hosts annual events that provide families the opportunity to financially support school programs in academics, arts, and athletics. The Prep Marathon will be held on Friday, September 27th, 2024. The Prep Gala will be held on Saturday, February 8th, 2025. The Lions Golf Open will be held on Monday, June 16th, 2025. For more information regarding these events, please contact, Susan Peterson, at susanpeterson@stcroixprep.org.

School Newsletter/Prep Weekly: 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) approximately the second Tuesday of each month. The Prep Weekly is sent out every Friday and contain important information regarding the entire school. Please note: if you opt out of receiving the Prep Weekly, 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:

Tuesday, September 10th, 2024

Picture retakes will be Wednesday, October 9th, 2024.

Synergy/SchoolPay: 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 Christine Mehlhorn in the lower school office if you have questions about your access to ParentVUE. SchoolPay 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 Beth Grubisch, at bgrubisch@stcroixprep.org or 651-395-5706 if you have questions about your access to SchoolPay.

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 or 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 website www.stcroixprep.org