



## 2024-2025 Middle 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. Prep 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 at 651-395-5944. [https://www.stcroixprep.org/athletics\\_and\\_activities/](https://www.stcroixprep.org/athletics_and_activities/)

**Administrator Contact Information:**

Title	Name	Phone	Email
Principal	Amy Kleinboehl	651-395-5951	akleinboehl@stcroixprep.org
Office Manager	Kelly Vossen	651-395-5950	kvossen@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:** For student absences and late school day arrivals, please call this number, 651-395-5992, by 9:00am or complete the Attendance Reporting Form ([link here](#)). Parents **must** walk your student(s) 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. A parent or approved guardian **must** come into the Main Office to sign out their Middle School student(s).

**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 651-309-4601.

**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:** Music department staff will communicate concert dates throughout the school year. Dates can also be found on the SCPA website [www.stcroixprep.org](http://www.stcroixprep.org).

**Conferences:** November 14, 2024, from time TBD

**Homework Expectations:** SCPA curriculum is an academically rigorous and content rich language-based program. Homework is important and must be done on time. Late daily assignments receive zero credit. When completing assignments for any SCPA class, you will be expected to turn in your best-quality work. A student may be placed on Academic Probation for the Quarter if they receive a D or an F in one or more quarters in a core classes. Core classes include Math, Social Studies, Science, Language Arts, Reading and, Logic/Latin. If a student receives two or more D’s or F’s as Quarter grades, in two or more core classes, he or she will be required to repeat the grade level.

**MCA Testing Dates – Spring 2025:**

5 <sup>th</sup> Grade	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Reading – 04/14/25	Reading – 04/14/25	Reading – 04/14/25	Reading – 04/14/25
Math – 04/16/25	Math – 04/16/25	Math – 04/16/25	Math – 04/16/25
Science – 04/17/25	Science – N/A	Science – N/A	Science – 04/17/25

**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](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.

**Coupon Required 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 2024-25 school year are:

* November 26th	* February 21st	* Go Green Coupon Required to participate
-----------------	-----------------	---

**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 27th	October 4th	November 8th	December 20th	January 24th	March 20th
	April 11th	May 16 <sup>th</sup>	June 3rd		

**School Hours:** The main doors open at 7:30am. Students will be allowed to enter the building at this time but must remain in the Atrium until 9:15am. Students arriving prior to 7:30am will need permission from a staff member to access hallways prior to this time. Unless students have after school activities, they will not be allowed building access after 4:30pm. Classes operate from 9:30am to 4:00pm.

**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 27, 2024. Charting the Course Gala will be held on Saturday, February 8<sup>th</sup>, 2025. The Prep Open will be held on Monday, June 16, 2025. For more information regarding these events, please contact, [Susan Peterson](#).

**Prep Weekly:** The Prep Weekly is sent every Friday and contains 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 or unsubscribe from our email communication systems.***

**School Pictures:** School pictures will be taken on Tuesday, September 10<sup>th</sup>. Picture retakes will be Wednesday, October 9<sup>th</sup>.

**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, Kelly Vossen, in the middle 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](mailto: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 Middle School students ***must*** keep cell phones, iPods, smartwatches, and other technology devices, in their lockers and powered off during regular school hours. Students may use their 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 and/or technology 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](http://www.stcroixprep.org).