

# Kindergarten Addendum

## Student-Parent Handbook 2020-2021: K4 & K5 Policies & Procedures

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“Start children off on the way they should go,  
and even when they are old they will not turn from it.”

- P R O V E R B S 22:6



St. Marcus School

[www.stmarcus.org/school](http://www.stmarcus.org/school)



# Kindergarten Addendum

2020/2021

## **IMPORTANT COVID-19 RESPONSE NOTICE:**

While our sincere hope and prayer is to carry out everything outlined in the current handbooks and addendum, please be aware that existing services, policies and procedures are each subject to change as a result of the pandemic. We are researching options and best practices to keep the students, families and employees of St. Marcus healthy and safe.

Please watch for the **COVID-19 ADDENDUM TO THE STUDENT-PARENT HANDBOOK** to come out before the first day of school where necessary changes will be outlined.

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*Please see the K3 Childcare Handbook for policies specific to the K3 Program at the North Campus.*



# I. Kindergarten Directory

Visit [stmarcus.org](http://stmarcus.org) for most recent and accurate contact information.  
Faculty and Staff Emails are [FirstName.LastName@stmarcus.org](mailto:FirstName.LastName@stmarcus.org).

## School Contact Information

### Main Campus

K4 - 8th Grade  
Principal: Erin Johnson (414) 267-8363  
2215 N. Palmer Street, Milwaukee, WI 53212  
Phone (414) 562-3163 | Fax (414) 562-9188  
*Kindergarten Office: Enter Door #17 on 1st Street*

### North Campus

K3 - 6th Grade  
Principal: April Richter (414) 336-5567  
2669 N. Richards Street, Milwaukee, WI 53212  
Phone (414) 539-4843 | Fax (414) 562-9188  
*Front Office: Main Doors facing Richards Street*



## Kindergarten - Primary Grades Administration & Office Staff

North Campus	Name	Phone
North Campus Principal	April Richter	336-5567
North Campus Academic Dean (K4 - 4th Grades)	Lisa Rouse	(262) 844-3007
North Campus Director of Operations	Rasheed Vinson	405-6687
K3 Program Director	Rachel Guenther	403-8959
North Campus Front Office Manager	Angela Hunt	539-4843
Main Campus	Name	Phone
Director of Kindergarten	Kristy Wegner	255-4657
Assistant Director of Kindergarten	Charita Harvey	550-9019
Main Campus Kindergarten & Primary Grades Office Manager	Jackie Wilder	562-3163

## II. K4 & K5 Uniform Policy

### REQUIRED DRESS ITEMS

Per the St. Marcus Covenant, parents/guardians are expected to ensure that their child arrives at school in a clean, proper school uniform. When there are chronic uniform concerns, parents will be required to meet with an administrator.

Boys	Girls
<p><u>Required</u></p>  <ul style="list-style-type: none"> <li>• Plain white button down dress shirt (long or short sleeves)</li> <li>• Plain white t-shirt must be worn under dress shirt</li> <li>• Navy blue uniform tie</li> <li>• Navy blue uniform dress pants* *Navy blue uniform shorts permitted May-September</li> <li>• Plain white, red, navy blue, or black socks</li> <li>• All-black flat dress or tennis shoes that cover heel, have all black soles, and have all black laces and/or a black strap.</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>• Plain, solid black belt</li> <li>• Plain navy blue uniform sweater or vest</li> </ul>	<p><u>Required</u></p>  <ul style="list-style-type: none"> <li>• Plain white button down blouse, can have straight or round collar (long or short sleeves)</li> <li>• Plain white t-shirt must be worn under blouse</li> <li>• Red cross-over tie</li> <li>• Navy blue dress pants OR</li> <li>• Navy blue skirt (pleated or plain)* OR</li> <li>• Navy blue jumper (<i>navy blue shorts must be worn under jumpers and skirts</i>)</li> <li>• Plain red, white, black or navy blue ankle socks, knee socks or tights</li> <li>• All-black flat dress or tennis shoes that cover heel, have all black soles, and have all black laces and/or a black strap.</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>• Plain, solid black belt</li> <li>• Plain red, white, or navy blue uniform sweater or vest</li> </ul>

### PROHIBITED DRESS ITEMS - NO EXCEPTIONS

#### Tops

- Blouse with color, ruffles, straps or decoration
- Polo shirts, short or long sleeved
- Long sleeves under a short sleeved dress shirt/blouse
- Sweatshirts, pullovers, hoodies or zip-ups

#### Bottoms/Tights

- Tight/stretch/skinny pants
- Leggings or footless tights
- Cargo pants or Capris
- Skorts or shorts for girls
- Colored belts; large or decorative buckles

#### Socks/Shoes

- Printed socks or colors other than black on shoes
- Boots and Heels
- Open-backed shoes

#### Accessories/Hair

- Lip Gloss
- Fake (non-prescription) eyeglasses or sunglasses
- Unnatural hair color (i.e. blue, green, purple, pink, etc.)
- Earrings larger than a quarter
- Excessive jewelry
- Boys: NO EARRINGS OF ANY TYPE, VISIBLE OR COVERED

### III. Drop Off

Thank you for your diligence in getting your scholars to school on time for learning! Our staff offers before care as an option for families starting at 6:30 am. Scholars can be dropped off in the Middle School parking lot anytime between 6:30-7:30 a.m. for before care. If you have a primary scholar that is dropped off after 7:30 a.m., he or she may enter through either the Middle School doors or the Primary doors. The school day begins promptly at 8:00 am. More details are available in the School-Wide Student-Parent Handbook.

### IV. Homework

Thorough homework completion is an expectation for St. Marcus scholars. Homework is assigned because it provides lesson practice and reinforces learning done in the classroom. We teach students that in order to be great they have to ...*PRACTICE, PRACTICE, PRACTICE!*

#### The Process

1. Students will hand in their homework at the start of each school day.
2. Teachers will collect and sort student work and record any missing or incomplete homework assignments.
3. Teachers will send home missing and/or incomplete work which should be completed and returned the next school day.

#### Homework Superstars

Each teacher will track homework completion for their classroom. We are proud of our hard work! Daily homework completion percentages will be posted in the classrooms. Students/Classrooms will earn various rewards. Students who have outstanding homework completion will receive special recognition at the quarterly award ceremonies.

#### Missing Homework

Missing homework is assigned work that is not handed in at the start of the school day.

1. Incomplete work is homework that does not have the necessary requirements: all questions answered on each page, all directions followed, child's name is on each assignment, not returning reading books and/or not signing your child's assignment sheet.
2. When a student has had numerous missing or incomplete homework assignments in a quarter a strategy for improvement will be put in place. The student may be required to complete missing homework during recess or after school.

#### Communication

Once a student has reached several missing assignments, the director will contact the family to schedule a meeting. If you have any questions or concerns about the homework assignments or if an assignment is missing from your child's folder, PLEASE call your child's teacher right away!

## V. Behavior Programs, Policies & Procedures

St. Marcus is driven by its mission to disciple children for Christ, now and for all eternity, and to train them in excellence for their roles in their family, church, community, workplace and country. A wonderful Bible verse that represents our behavioral philosophy is “Train a child in the way he should go and when he is old he will not turn from it.” Proverbs 22:6. In order to achieve our mission, school leaders and teachers establish routines and procedures with high behavioral expectations that result in a secure, respectful and productive learning environment.

The behavioral programs and parent communication plans will be appropriately unique to the student’s age groups as follows: Early Childhood (K3), Kindergarten (K4-K5), Primary Grades (1st-4th Grades), and Middle School (5th-8th Grades). Occasionally we review, evaluate and tweak the behavioral programs in order to ensure we are doing our job to uphold our mission and do what is best for our students. Behavioral programs and their supporting policies and procedures will be rolled out each school year during home visits or parent meetings and may be reiterated throughout the year via written school communications.

Please pay close attention to the St. Marcus Weekly Messenger and emails from your child's administrators and teachers for more information!