

Primary Grades Addendum

Student-Parent Handbook 2021-2022: Grades 1-4 Policies & Procedures

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.”

- J E R E M I A H 29:11



St. Marcus School

www.stmarcus.org/school



Primary Grades Addendum

2021/2022

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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Welcome to Primary Grades!

Hello Primary Families,

We are excited to start the school year together! Whether you are a returning family or brand new to St. Marcus, we look forward to working as a team to ensure your scholar grows academically as well as spiritually this year! Your first interaction with your scholar's teacher will be at home visits. Your scholar's teacher will be contacting you this summer to set up a time to meet your scholar and your family and go over important information about the school year. Please watch for your summer communication prior to school starting as it contains important information regarding home visits. If you do not hear from your scholar's teacher by the week prior to school starting, please contact the school office as we may have an incorrect phone number.

As we prepare for the school year, there are a few items that are important to look over as we always strive to have clear communication with our families. Please look over the following items and contact us if you have any questions!

Sincerely,
Your Primary Grades Faculty and Staff

I. Primary Grades Directory

Visit stmarcus.org for the most recent and accurate contact information.
Faculty and Staff Emails are FirstName.LastName@stmarcus.org.

School Contact Information

Main Campus

K4 - 8th Grade
Principal: Erin Johnson (414) 416-7541
2215 N. Palmer Street, Milwaukee, WI 53212
Phone (414) 562-3163 | Fax (414) 562-9188
Primary Grades Office: Enter Door #17 on 1st Street

North Campus

K3 - 7th 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

Harambee Campus

K4 - 2nd Grade
Principal: Tracy Eastburn (262) 313-7240
110 W. Burleigh, Milwaukee, WI 53212
| Fax (414) 562-9188
School Office: Enter via 2nd Street parking lot door

Primary Grades Administration & Office Staff

North Campus	Name	Phone
North Campus Principal	April Richter	336-5567
North Campus K4-4th Grades Director	Hannah Aderman	(262)389-6221
North Campus Assistant Dean	Letriana Neal	217-9789
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 Primary Grades	Maria Smessaert	550-1327
Behavioral Dean of Students	Val Young	550-7802
Primary Grades & Kindergarten Front Office Manager	Jackie Wilder	562-3163

Harambee Campus	Name	Phone
Director of Primary & Kindergarten Grades	Laura Tyson	491-0620
Behavioral Dean of Students	Jomoni Haynes	837-8210
Primary Grades & Kindergarten Front Office Manager	Kennea Leech	
Harambee Campus Operations Manager	Patrick Wilson	

II. Primary Grades Uniform Policy

Must be clean, proper and free of wrinkles. Students not dressed appropriately will not be permitted to participate in school events, including those not meeting the expectations for given “dressdown” days.

	REQUIRED UNIFORM ITEMS	PROHIBITED - NO EXCEPTIONS
TOPS	<ul style="list-style-type: none"> - ALL: PLAIN button-down short or long-sleeve dress shirt with white undershirt. - GIRLS may use a straight or rounded collar. - OPTIONAL: Plain navy blue, white or red uniform sweater or vest 	<ul style="list-style-type: none"> - Blouses that have any colors or decorative accents on white blouses - Polo shirts of any type - Long-sleeved shirts under short-sleeved shirts - Sweatshirts, pullovers, hoodies, zip-ups
BOTTOMS	<ul style="list-style-type: none"> - Navy blue uniform dress pants (navy blue uniform dress shorts for boys are permitted May through September) - GIRLS: PLAIN navy blue straight or pleated dress skirt or jumper (matching navy blue shorts permitted underneath) 	<ul style="list-style-type: none"> - capri, tight, stretch, cargo or skinny-style pants (tight at ankle) - Leggings or footless tights - Skorts or shorts for girls
TIE	<ul style="list-style-type: none"> - BOYS: navy-blue uniform tie - GIRLS: red crossover uniform tie - 4TH GRADE HONOR ROLL (GPA > 3.5): striped Red/Blue/Gold/Silver tie that is issued at awards ceremony 	<ul style="list-style-type: none"> - Non-Awarded ties (anything other than a blue uniform tie must be awarded at quarterly awards ceremony)
SOCKS	<ul style="list-style-type: none"> - PLAIN white, navy blue, red or black socks. - GIRLS: PLAIN white, navy blue, red, or black ankle or knee-high socks or tights 	<ul style="list-style-type: none"> - Colors other than what was indicated as approved uniform pieces
SHOES	<ul style="list-style-type: none"> - PLAIN all-black flat dress or tennis shoes *that cover heel, have all black soles, and have all black laces and/or a black strap. - Tennis shoes must be all black, including soles. Logos or markings that are a different color but less than the size of a quarter (any shape), will be permitted. 	<ul style="list-style-type: none"> - Girls heeled or open-back dress shoes or boots
BELT	<ul style="list-style-type: none"> - PLAIN solid-black dress belt required for all boys and optional for girls 	<ul style="list-style-type: none"> - Colors or large decorative belts
EXTRAS	<ul style="list-style-type: none"> - GIRLS: May wear navy blue, red, white or black accessories to match the uniform (patterned or solid), such as headbands and hair pieces. 	<ul style="list-style-type: none"> - Fake glasses or sunglasses - unnatural hair colors (red, blue, green, pink, purple, etc.) - BOYS: piercings other than studs (including hoops, spacers, or dangling earrings) or studs larger than a pencil eraser. No more than 1 per ear.

GIRLS: PROHIBITED ACCESSORIES

- **PIERCINGS:** more than one piercing is not permitted; no chains, connectors, clip-on/fake earrings; no hoop earrings larger than a quarter
- **JEWELRY:** no excessive jewelry, choker necklaces, or wearing lip gloss
- **HAIR:** No distracting hair accessories; must be less than 3” thick, nothing across forehead or raised/protruding ;

III. Homework Policy

Homework is a very important part of the instruction at St. Marcus. The homework is given to help reinforce skills, concepts, and ideas learned in class. In addition, it can prepare the students for further investigation and upcoming lessons.

The Process

Teachers will assign homework and/or mandatory corrections. Homework will reflect the student's learning and practice what was covered in class.

1. Students will complete homework with excellence. Neatness, completeness, and a commitment to learning should be evident in all homework assignments.
2. Parents/Guardians should review all homework and sign in the appropriate spots provided. The signature tells the teacher that parents/guardians have reviewed the homework to see if everything is finished. It also tells us that you checked to make sure your child is reading each evening.
3. Students will hand in their homework at the start of each day.
4. Teachers will collect and sort student work the day it was due and record any missing homework assignments by marking it on the student missing log in the folder AND in a teacher binder. The missing log will stay in the folder at all times. Please check it daily.
5. Teachers will update the digital records to record missing homework.
6. Teachers will correct work and hand it back to students if they have mandatory corrections or teachers sort the work into a student's assigned folder to be passed back.

Corrections

Note: This is 2nd - 4th grades only (not applicable to 1st grade)

Teachers may assign students to do corrections. The corrections are considered a homework assignment. Corrections are due one week from the day which they were passed back. Corrections are an invaluable opportunity for students to practice concepts again. Teachers will grade corrections and update Skyward. A student can receive up to full credit on corrections.

Missing or Late Homework

Missing homework is homework that was not handed in at the appropriate time, more than $\frac{1}{4}$ not finished, is not legible, does not show work or follow directions. Please note if the Renaissance book is missing, it will also count as a missing assignment (*Note: not applicable to 1st grade*). As stated above, parent signatures are an important piece to ensure our scholars' success. At each grade level, teachers will be looking for these signatures in designated spots. Please note that scholars will receive 3 oops opportunities each quarter.

Students have the opportunity to receive full credit on missing or late assignments if it is turned in by 8:00 am the following day. If it is turned in later than 8:00 am, the highest grade a student will receive is an 80%. If the missing or late work is never turned in to be graded, scholars will receive a zero in the grade book.

Absent Work

If a scholar is absent from school, he or she will have a week to turn in any make-up work in order to receive full credit.

Home & School Communication

It is important that parents, teachers, and students work together as a unit.

1. Each night in the folder the Missing Homework Log will appear. Parents should be checking this sheet on a regular basis.
2. If homework is not being completed it is up to the teacher to communicate this with the family.
3. If homework is difficult or unclear it is up to the student or parent to communicate with the teacher the night before the homework is due via the phone or in person.
4. If patterns are developing in homework habits that are inhibiting learning or causing concern, it is up to the parent to communicate with the child's teacher.

IV. 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!