

# Primary Grades Addendum

Student-Parent Handbook 2016 / 2017

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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 packet 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*

### Primary Grades 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).
- > Please refer to 2016/2017 Faculty & Staff Directory for a full list of faculty and staff.

#### I. CAMPUS INFORMATION

<b>Main Campus</b> <i>K4 - 8th Grade</i>	2215 N. Palmer Street, Milwaukee, WI 53212 Phone (414) 562-3163   Fax (414) 562-9188
<b>North Campus</b> <i>K3 (Early Childhood) - 3rd Grade</i>	243 E. Center Street, Milwaukee, WI 53212 Phone (414) 539-4843   Fax (414) 562-9188

#### II. PRIMARY GRADES ADMINISTRATION AND OFFICE STAFF

<i>Position</i>	<i>Name</i>	<i>Phone</i>
North Campus Principal	April Richter	336-5567
North Campus Director of Operations	Rasheed Vinson	405-6687
North Campus Front Office Manager	Taryn Webb	712-8373
Director of Primary Grades	Maria Smessaert	550-1327
Primary Grades Parent Support Coordinator	Val Young	550-7802
Primary Grades Front Office	Jackie Wilder	562-3163

# Primary Grades Uniform Policy

Primary Grades Uniform	
Boys	Girls
<p><u>Required</u></p> <ul style="list-style-type: none"> <li>• <u>PLAIN</u> white button down dress shirt (long or short sleeves)</li> <li>• <u>PLAIN</u> white t-shirt must be worn under dress shirt</li> <li>• Navy blue uniform tie</li> <li>• Navy blue uniform dress pants               <ul style="list-style-type: none"> <li>○ navy blue uniform shorts permitted May-September</li> </ul> </li> <li>• Plain, solid black belt</li> <li>• Plain white, navy blue, or black socks</li> <li>• Black dress shoes</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <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 (navy blue shorts can be worn under jumper)</li> <li>• Plain red, white, black or navy blue ankle socks, knee socks or tights</li> <li>• Black dress shoes – must be flats with a strap (buckle OR Velcro)</li> </ul> <p><u>Optional</u></p> <ul style="list-style-type: none"> <li>• Plain, solid black belt</li> <li>• Plain red or navy blue uniform sweater or vest</li> </ul>

Prohibited Items	
<ul style="list-style-type: none"> <li>• Ruffles on collars or blouses</li> <li>• White blouse with color, ruffles, straps or any decoration</li> <li>• Polo shirt, short or long sleeved</li> <li>• Shoes with heels</li> <li>• Long sleeves under a short sleeved dress shirt/blouse</li> <li>• Sweatshirts, pullovers, hoodies or zip-ups</li> <li>• Tight/stretch/skinny pants</li> <li>• Cargo pants</li> <li>• Capris</li> <li>• Leggings</li> <li>• Skorts or shorts for girls</li> <li>• Colored belts; large or decorative buckles</li> <li>• Lip gloss</li> </ul>	<ul style="list-style-type: none"> <li>• Footless tights</li> <li>• Printed socks</li> <li>• Fake eye glasses (non-prescription)</li> <li>• Sunglasses</li> <li>• Bright hair color</li> <li>• Any kind of tennis shoes</li> <li>• Chunky or high heeled shoes</li> <li>• Open backed shoes</li> <li>• Boots</li> <li>• Toms</li> <li>• Sporty looking dress shoes (example: bowling shoes style)</li> <li>• Hoop earrings larger than a quarter</li> <li>• Excessive jewelry</li> <li>• Boys earrings (visible or covered) - NO EXCEPTIONS</li> </ul>

## 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.

## 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.

### I. THE PROCESS

- A. Teachers will assign homework and/or mandatory corrections. Homework will reflect the student learning and practice what was covered in class.
- B. Students will complete homework with excellence. Neatness, completeness, and a commitment to learning should be evident in all homework assignments.
- C. 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.
- D. Students will hand in their homework at the start of each day.
- E. 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.
- F. Teachers will update the digital records to record missing homework.
- G. 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.

### II. CORRECTIONS

*Note: 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.

### III. MISSING/ LATE HOMEWORK

Missing homework is homework that was not handed in at the appropriate time, more than ¼ 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.

If your scholar does not include their name on their homework assignments, it will not be counted as a missing assignment. Instead, scholars will practice writing their name a set number of times. (1<sup>st</sup> grade- 25, 2<sup>nd</sup> grade- 50, 3<sup>rd</sup> grade- 75, 4<sup>th</sup> grade- 100) This is a logical consequence as we want scholars to get in the habit of taking ownership of their hard work.

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.

#### **IV. 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.

#### **V. COMMUNICATION**

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

- A. Each night in the folder the Missing Homework Log will appear. Parents should be checking this sheet on a regular basis.
- B. If homework is not being completed it is up to the teacher to communicate this with the family.
- C. 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.
- D. 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.

### **Discipline**

Consistency is important in any well-managed classroom. The following system will allow for all teachers to be more consistent which will result over time in fewer corrections. This will create happier teachers and happier scholars. It is particularly effective when all students are corrected for minor misbehavior which is part of our high expectations philosophy. The transparency of this system gives students control as they are crystal clear on the process by which they will move down on the behavior chart and receive the correlated consequence.

#### **I. THE PROCESS**

- A. Teachers will hold students accountable for their behavior. St. Marcus is a high expectations school and believes in having a high standard for behavior.
- B. Students will receive tally marks for unsuccessful choices. However, students can receive stars for going above and beyond at St. Marcus.
- C. Students will be moved up and down the chart based on behavior. (The chart in descending order is star, STRONG, warning, check, and double check.)
- D. The chart will be displayed on the whiteboard in the front of the room.
- E. Teachers will communicate with parents daily about student behavior. This communication will be on the homework sheet.
- F. A meeting with the parent, teacher, and administrator will be necessary if the child is with the Dean of Students a designated number of times.

## **II. THE PROGRAM**

- A. All students will start out at STRONG level each day. The students will move up or down based on behavior. At each level either a positive or negative consequence will occur.
- B. If the child ends the day on STRONG, he or she will be able to participate in the daily incentive and all of recess/fitness.
- C. If the child is on star, the student will be able to participate in the daily incentive, receive a positive note home, and possibly be the scholar of the afternoon.
- D. If the child is on warning, he/she will be able to participate in the daily incentive. However, he/she may be asked to move away from the class to refocus. This is an opportunity to quickly turn around his/her choices.
- E. If the child is on check, a phone call home will be made to inform parents. The scholar will be having silent lunch, not participating in the daily incentive, and losing out on all of the extra activity.
- F. If the child is on double check, he/she will be having a silent lunch, not participating in daily incentive, and not participating in extra activities. If the scholar is able to stay in the classroom, he/she will be asked to move away from the family. If the child is not able to stay in the classroom due to safety concerns or disruption of learning, he/she will be with the Dean of Students in the office for the rest of the day.

## **III. THE POSITIVES**

Students will receive stars for exemplary behavior. If a child earns a star he/she will be able to potentially move up a level. The only time that a child cannot move up is if the child is on double check. Students who stay on STRONG or star all week will have the opportunity to earn treasure box on Friday. The contents of the treasure box will be determined by the teachers. Additionally, the students who are on STRONG or star at the end of the day will have the opportunity to participate in the daily incentive.

## **IV. COMMUNICATION**

It is important that parents, teachers, and students clearly communicate with this management system.

- A. The homework sheet will be colored each day to indicate how the student did behaviorally during the day.
- B. The parent should check the color earned each day and have necessary conversations with the child.
- C. The parent will be asked to meet with an administrator if the child is removed from class after a designated number of times.

Parents should communicate with teachers and administrators if they have questions regarding specific behaviors.

## **V. FIELD TRIPS**

At every grade level, St. Marcus provides scholars with many exciting, enriching opportunities to learn and grow outside of our school building. Scholars that exhibit trustworthy behavior inside the school building will attend field trips outside the school building. Please refer to the School-Wide Student-Parent Handbook for more details on Field trips and the parent/guardian chaperoning opportunity.

## The Color Chart

Can earn treasure chest		Daily Incentive
Positive note home		Could be scholar of the morning/afternoon!
<b>Wow! I went above and beyond!</b>		
Can earn treasure chest	<b>STRONG</b>	Daily Incentive
		ALL of Choice Time/Fitness/Recess
<b><u>Fresh start:</u> This is where I start EVERY day!</b>		
Daily Incentive	<b>W</b>	Loss of some recess time
<b>OOPS! I needed just a few reminders today <u>OR</u> I was not in my full uniform.</b>		
Silent Lunch		Loss of all Choice Time/Fitness/Recess
Phone call home		No Daily Incentive
<b>Yikes! I've needed quite a lot of reminders!</b>		
Silent Lunch		Loss of all Choice Time/Fitness/Recess
Phone call home		If in class, I will be asked to work away from the family
No Daily Incentive		