

Primary Grades Addendum

Student-Parent Handbook 2019-2020: 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



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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

I. Primary Grades Directory

Visit stmarcus.org for most recent and accurate contact information.

Faculty and Staff Emails are FirstName.LastName@stmarcus.org.

School Contact Information

Main Campus

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

North Campus

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

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 Primary Grades	Maria Smessaert	550-1327
Primary Grades Parent Support Coordinator	Val Young	550-7802
Primary Grades & Kindergarten Front Office Manager	Jackie Wilder	562-3163

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

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

PROHIBITED 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. 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 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 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.

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!