



St. Marcus School

2018-2019 School Year - Alumni Visitor Welcome & Expectations

Dear St. Marcus Alumni,

THANK YOU for choosing to spend your day off school back at your old school. We are glad that you are here! We would be happy to have you help us move our mission forward. In order to do so, we have a few expectations for you:

BEFORE YOUR VISIT

- (1) **Plan Ahead:** Please let us know ahead of time when you would like to come for a visit. That way we can be ready for you!
- (2) **Be Purposeful:** In order to be in the St. Marcus building, we would like you to work directly with a current staff member on a project or task that benefits the current scholars or staff.
- (3) **Be Aware:** If you are asking to use St. Marcus campus as a place to study: Alumni on campus must be productive. Wherever you work must first be cleared by those using or in charge of the space, so you must work this out ahead of time with your supervisor.
- (4) **Be Understanding:** If you did not prearrange a visit and we cannot get a hold of a staff member to work with you, unfortunately you will need to come back another time.

WHILE YOU ARE HERE

- (5) **Dress Code & Electronics:** Dress as if you are coming to work here: wear business casual clothing (no jeans, no hats, no visible tattoos, piercings should not be showing if you are male, and please be modest with your jewelry and accessories if you are female). Do not wear headphones and do not use your cell phone or any other electronic device while you are inside or outside on campus.
- (6) **Check In's:** Upon arrival, check in with one of the front desk staff for a visitor's pass. Then, check in with Mr. Datka, the Director of Graduate & Spiritual Support, Room 110C. Finally, check in with your supervisor - whomever you contacted to arrange your visit, to receive your assignment for the day or to be directed to your pre-approved workspace.
- (7) **Be a Leader:** Remember to model our Core Values when you are here: Christ First, Biblical Discipleship, Sacrificial Love and Radical Expectations.
- (8) **Be Impressive:** Our current students look up to you - do not forget this! Be excellent. You must follow the current scholar expectations in whichever environment in which you are working (i.e. if you are in a silent lunchroom, please remain silent as well, etc.).
- (9) **Work Hard:** If you are working on a special assignment, be focused and see the task all the way through. Have your supervisor check out your work before leaving the building.
- (10) **Check Out:** Check out with your supervisor and return your visitor's pass to the front desk.

Thanks again for visiting! May God bless you in high school, college and beyond, and may you continue to be a blessing to the St. Marcus family!

Sincerely,

Mr. Tyson Superintendent
Mrs. Johnson Main Campus Principal
Mrs. Richter North Campus Principal