

# Middle School Addendum

2022/2023

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# I. Middle School Directory

Visit [www.stmarcus.org](http://www.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 - 8th 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 - 3rd Grade

Principal: Tracy Eastburn (262) 313-7240

110 W. Burleigh, Milwaukee, WI 53212

Phone (414) 267-8340 | Fax (414) 562-9188

*School Office: Enter via 2nd Street parking lot door*

## Middle School Administration & Office Staff

Position	Name	Phone
Main Campus Director of Middle School	Garrett Mandeville	414 507-4825
Main Campus 5th & 6th Academic Dean	Kurt Stielow	414 333-9781
Main Campus 5th & 6th Behavioral Dean	Jessica Luehring	414 345-0288
Main Campus 7th & 8th Academic Dean	Andrew Becker	414 550-9058
Main Campus 7th & 8th Behavioral Dean	Alli Becker	414 416-7532
Main Campus Middle School Front Office Manager	Stephanie Bell	414 562-3163
North Campus Director of Middle School	Brittany Toliver	414 312-3467
North Campus 7th Grade Behavioral Dean	Patrick Wilson	414 255 4423

Please watch for your "Meet the Middle School" list to come out upon returning to school! This will list all of the teachers and leaders who will guide and support your scholar this school year.

## II. Advisory Groups

Students at St. Marcus Middle School each have an assigned Advisor. The Advisor is responsible for checking in daily with students and helping students achieve their best. While students should feel free to speak with any of their teachers about difficulties or challenges they encounter in or out of class, their Advisor is the person who is most aware of their particular needs. The Advisor also speaks with parents or guardians periodically to report on specific academic and behavioral progress. Families are strongly encouraged to call their child's Advisor when calling with any questions or family information. During afternoon advisory, students double check their agendas, listen to announcements, review Passport Points, file flyers and letters into their family correspondence folder.

## III. Behavior Programs, Policies & Procedures

The goal of the middle school's disciplinary model is to equip students to develop the 5 social and emotional competencies for success so that they can be successful at school and as adults. Whenever a student is struggling academically or behaviorally, it is almost always a result of a deficit in one of the 5 competencies.

### The 5 Social and Emotional Competencies for Success

1. Self-Awareness
2. Self-Management
3. Social Awareness
4. Relationship Skills
5. Responsible Decision Making

### Passport Points

Passport Points is a system used to track student achievement. Passport Points are tracked in the following categories:

1. Character In Action (CIA)
2. Demerits
3. Homework Completion
4. Covenant (Tardies, Absences, Uniform, etc.)
5. GPA

These categories help students, parents, and teachers better understand areas in which a student is excelling and areas where the student needs more support. Passport Points are communicated weekly to parents on the Scholar Communication Report ("SCR" sheet). Parents are encouraged to review Passport Points weekly with their scholars.

Passport Points is the system St. Marcus Middle School uses to help determine whether or not a student has earned the privilege to participate in extra activities including but not limited to school events, Discover America, and field/college trips. The number of Passport Points necessary for all extra activities will be communicated to students and parents in advance of the activities. For more details on eligibility to participate in athletics, please see the "Middle School Eligibility" section of the School-Wide Student Parent Handbook (under "Athletics & Extracurricular Activities").

# Disciplinary & Restorative Justice System

St. Marcus staff are trained to reduce disciplinary issues with the following strategies:

- Build strong and healthy relationships with students.
- Teach students the 5 social and emotional competencies for success.
- Develop a school culture where students and parents are so focused on growth and academic achievement that there is no time for disciplinary issues.

When these strategies are unsuccessful and disciplinary action is necessary, a 3 tier disciplinary system is employed:

- TIER 1: Demerits, detentions and other minor disciplinary strategies.
- TIER 2: SATIS, goal setting, increased communication with parents, etc.
- TIER 3: More intensive restorative and disciplinary strategies for students who have not responded to tier 1 and tier 2.

Starting in the 3rd week of school, every Monday, parents receive a weekly Student Communication Report that provides parents with a weekly overview of a student's academic and behavioral standing. This is an essential document for parents to review to understand their child's progress.

## 1. SCR (Student Communication Report)

Student Communication Reports provides a snapshot of how a student is doing in the following areas:

- a. Covenant Issues (attendance, timeliness, uniform)
- b. Character in Action points (tracking GOOD behavior)
- c. Demerits (failure to meet behavioral expectations)
- d. Grade Point Average
- e. Homework turn in

Parents should discuss the SCR sheet with their child every Monday evening, SIGN THE SHEET, and identify a goal for improvement.

When a student misbehaves, an escalating system of interventions has been developed in order to meet the needs of all students.

## 2. CIA (Character in Action)

- a. Teachers assign CIA's when they observe above and beyond good behavior.
- b. Students should aim to receive at least 2 CIAs each week.
- c. The total number of CIAs shows up on the students' SCR sheet.

## 3. Demerits (Tier 1)

- a. Demerits are assigned when a student fails to meet expectations.
- b. Minor infractions like talking in class (TC) or being tardy for class (T) result in one demerit.
- c. Moderate infractions like being in the wrong place without a pass (NP) result in two demerits.
- d. Serious infractions like disrespect to a student (DS) or disrespect to an adult (DA) result in 4 demerits and result in an automatic detention.
- e. There is no immediate consequence for the first THREE demerits earned in a week.
- f. Students earn a detention for the 4th, 8th, and 12th demerit earned in a week.

- g. Parents will be informed of a detention if:
  - i. A student is assigned an automatic detention (the teacher assigning it will call).
  - ii. A student earns 8 or more demerits in a week (the Dean will call or email).
  - iii. A student has a detention to complete over the weekend. Parents should check their email for this information.
  - iv. Advisors of 5th and 6th grade students will also inform parents when a child receives their 4th demerit of the week.

#### 4. Detentions (Tier 1)




- a. The first detention earned is handed out on the day it is earned and may be completed at home. Detentions may only be submitted to the Dean before 8am.
- b. All detentions are to be written in pencil only and signed by a parent to be considered completed.
- c. Students who do not complete their 1st detention by 8am on Friday will serve the detention on Friday afternoon 2:40pm to 3:25pm.
- d. Students who earn a 2nd or 3rd detention must serve the detention on Friday 2:40pm to 3:25pm.
- e. Students are expected to be silent and focused in detention. Students who cause a distraction, talk, or fail to meet expectations are likely to face additional discipline.
- f. The final deadline for all detentions is Monday at 8am.
- g. Students who do not submit detentions by Monday at 8am or as soon as they arrive at school (if they are tardy-late), will receive additional consequences which could include a pink suspension notice.
- h. Students who receive a pink suspension notice are suspended until their detentions have been successfully submitted.
- i. In order to prioritize academic instruction and appropriate social interactions, students may not work on detentions between 8am and 3:30pm unless with specific permission from an adult.

#### 5. SATIS (Tier 2)

- a. SATIS is Latin for "enough!" It is a behavioral improvement plan designed for students who need an added level of support.
- b. Students go on SATIS when they earn 12 or more demerits in a week.
- c. SATIS is a relatively complicated process and will be fully explained to parents and students when a child goes on SATIS.
- d. Typically, when a student starts level 4 Satis, he or she will also receive Tier 3 interventions. e. Students receive a Tier 3 Intervention Plan when they have failed to respond to SATIS and other support plans. Students typically receive a Tier 3 Intervention Plan after they have moved through three levels of SATIS.
- f. Tier 3 Interventions generally include increased communication between parents and the school, other support processes such as counseling and tight boundaries within which students must perform in order to remain a student at St. Marcus.

## IV. Middle School - Uniform Policy

Clothing should be clean, proper and free of wrinkles. Students not dressed appropriately will receive uniform violations and may not be permitted to participate in special school events, including dress down days.

	 <b>REQUIRED UNIFORM ITEMS</b>	 <b>PROHIBITED - NO EXCEPTIONS</b>
<b>TOPS</b>	<ul style="list-style-type: none"> <li>- ALL: Plain button-down short-sleeved or long-sleeved dress shirt.</li> <li>- ALL: Plain white undershirt or t-shirt must be worn under the dress shirt. Long-sleeved white shirts are allowed.</li> <li>- GIRLS: Dress shirts may have straight or rounded collars</li> <li>- OPTIONAL: K4-4th GIRLS may wear a plain navy blue, white, or red uniform sweater or vest; K4-4th BOYS may wear a plain navy blue uniform sweater or vest</li> <li>- 5th-8th: Navy blue dress blazer</li> </ul>	<ul style="list-style-type: none"> <li>- Blouses that have any colors</li> <li>- Decorative accents on white blouses</li> <li>- Polo shirts of any type (long-sleeved or short-sleeved)</li> <li>- Long-sleeved shirts under short-sleeved shirts (except for white undershirts)</li> <li>- Sweatshirts, pullovers, hoodies, zip-ups</li> </ul>
<b>BOTTOMS</b>	<ul style="list-style-type: none"> <li>- ALL: Navy blue uniform dress pants</li> <li>- K4-4th BOYS: Also permitted to wear navy blue uniform dress shorts (only in August, September, &amp; May)</li> <li>- K4-4th GIRLS: <ul style="list-style-type: none"> <li>• Also permitted to wear plain navy blue straight or pleated dress skirt or jumper (with matching knit navy blue shorts worn underneath)</li> <li>• Also permitted to wear Bermuda shorts that are 7-9 inches long</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Capris, cargo, tight, stretch, or skinny-style pants (tight at ankle)</li> <li>- Leggings or footless tights</li> <li>- Skorts or shorts (other than Bermuda) for girls</li> </ul>
<b>TIE</b>	<ul style="list-style-type: none"> <li>- BOYS: navy blue uniform tie</li> <li>- GIRLS: red crossover uniform tie</li> <li>- 4th Honor Roll Tie: red/blue/gold striped tie</li> <li>- 5th-8th Honor Roll Tie: silver &amp; blue thick striped tie</li> <li>- 5th-8th High Honor Roll Tie: red &amp; blue thick striped tie</li> <li>- 5th-8th Leadership Tie: Gold &amp; blue thick striped tie</li> </ul>	<ul style="list-style-type: none"> <li>- 4th-8th grade non-awarded ties; students may only wear blue uniform tie (BOY), red cross over tie (GIRL), OR the tie given at the most recent 4th-8th grade quarterly awards ceremony.</li> </ul>
<b>SOCKS</b>	<ul style="list-style-type: none"> <li>- ALL: plain white, navy blue, red, or black socks</li> <li>- GIRLS: plain white, navy blue, red, or black ankle or knee-high socks or tights</li> </ul>	<ul style="list-style-type: none"> <li>- Sock or tights with colors other than plain white, navy blue, red, or black</li> </ul>
<b>SHOES</b>	<ul style="list-style-type: none"> <li>- ALL: plain all-black flat dress or tennis shoes that cover heel, have all black soles, and have all black laces and/or a back strap</li> <li>- NOTE: Tennis shoes must be all black, including soles. Logos or markings that are a different color but are less than the size of a quarter (any shape) will be permitted</li> </ul>	<ul style="list-style-type: none"> <li>- Girls' heeled or open-back dress shoes</li> <li>- Boots are not permitted to be worn in the classroom. (Snow boots may be worn outside. Students may change into school shoes once indoors.)</li> <li>- Print or colors greater than size of a quarter (any shape)</li> </ul>
<b>BELT</b>	<ul style="list-style-type: none"> <li>- BOYS: plain solid black dress belt required (optional for boys in K4 &amp; K5)</li> <li>- GIRLS: plain solid black dress belt optional</li> </ul>	<ul style="list-style-type: none"> <li>- Colored belts; large or decorative buckles</li> </ul>
<b>HAIR</b>	<p>Streaks, highlights, or accents of color are acceptable.</p> 	<p>A <b>FULL HEAD</b> of <b>UNNATURAL</b> hair colors (red, blue, green, pink, purple, etc.)</p> <ul style="list-style-type: none"> <li>- GIRLS' HAIR: no distracting hair accessories; must be less than 3" thick; nothing across forehead or raised/protruding (e.g., fuzzy balls, cat ears); no words, logos, or symbols (e.g., Nike, Pink)</li> <li>- ALL: Caps or bonnets</li> </ul>
<b>EXTRAS</b>	<ul style="list-style-type: none"> <li>- GIRLS: May wear navy blue, red, white, or black accessories to match the uniform (patterned or solid), such as headbands and hair pieces</li> </ul>	<ul style="list-style-type: none"> <li>- Non-prescription eyeglasses or sunglasses</li> <li>- BOYS: piercings other than studs (including hoops, spacers, or dangling earrings) OR studs larger than a pencil eraser. No more than 1 per ear.</li> <li>- GIRLS' PIERCINGS: more than one piercing is not permitted; no chains, connectors, clip-on/fake earrings; no earrings (including hoops) larger than a quarter</li> <li>- GIRLS' JEWELRY: no excessive jewelry, choker necklaces, or wearing lip gloss</li> </ul>

# V. Academic Policies & Procedures

## Academic Integrity

Academic Integrity requires that each students' work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation of this principle is student academic honesty.

At St. Marcus, students are expected to honor the requirements of the Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations.

### 1. Plagiarism

Using the words and/or ideas of another so they appear to be your work.

### 2. Cheating

Using, or attempting to use unauthorized materials in any academic exercise or having someone else do your required work;; e.g., copying from another's paper, test, and/or homework, copying from online sources (Engage NY online)

### 3. Enabling Academic Dishonesty

Assisting another in committing an act of academic dishonesty.

### 4. Consequences

All of the above instances of academic dishonesty will be disciplined as seen fit by administration. Discipline can include but is not limited to detention, suspension, or expulsion. Note: Multiple offenses of Academic Dishonesty will be dealt with severely.

## Homework

Academic progress requires that learning continues beyond the school day. Completion of homework and time spent studying are consistent indicators of scholastic achievement. Successful members of the community spend extra time working to improve themselves beyond the minimal requirements of a specific task.

Thorough, neat, accurate, prompt and carefully completed homework is the expectation.

All assignments need to be completed by the respective due dates. This includes homework, signatures, and permission slips. Missing, incomplete, or unprofessional homework is unacceptable and may be followed by penalties or mandatory study halls.

Parents / guardians are encouraged to contact their child's teacher if there are questions or concerns about homework assignments.

## Reading

All students, 5<sup>th</sup>-8<sup>th</sup> grade should read EVERY day, including weekends and holidays. During the year, students are out of school for more days than they are in school. Simply put, students who read, succeed.

## Total Range

The “Total Range” calculates an estimated daily time, which includes students’ daily at-home reading and homework assignments. It is a range because it allows for the additional amount of time it may take for students who are behind or may require extra adult assistance and support.

Occasionally, students may need to spend longer than the total range of time provided for under these guidelines. However, if a child is spending more time than this on a regular basis, parents / guardians are encouraged to talk with the child’s teacher first and, if necessary, an administrator.

<b>Days</b>	Monday - Friday
<b>Reading</b>	20 minutes
<b>Homework</b>	60 minutes

<b>Total Range</b>	80 - 120 minutes
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## Quiet Place

We encourage parents / guardians to provide a quiet place to study in order to establish good study habits. Students should be able to complete their homework with minimal interruption. Parents / guardians must commit to checking homework, signing assignment notebook (5<sup>th</sup>- 8<sup>th</sup>), and monitoring grades.

## Grading

Grades will be assigned according to the following percentages:

Grade Mark	High	Low
A+	100	100
A	99	97
A-	96	93
B+	92	90
B	89	88
B-	87	86
C+	85	83
C	82	81
C-	80	79
D+	78	76
D	75	73
D-	72	70
F	69	0

## VI. Graduation Requirements

It is our goal to celebrate 8th Grade students during our Promotion Ceremony. The following must occur for 8th grade students to participate in their Promotion Ceremony:

- A. All 8th Grade students must submit a high school acceptance letter to the Dean of Students
- B. All 8th Grade students must be in good character standing
- C. All 8th Grade students must have a zero balance on their student account 7 days before graduation
- D. All 8th Grade students must complete their ELA and Math Benchmark exams
- E. To receive a St. Marcus diploma, students must have above a cumulative 1.00 GPA for the year. If cumulative GPA is under a 1.00, students will not receive a diploma unless they receive above a 2.0 in the 4th quarter.
- F. To participate in the graduation ceremony, scholars should have a cumulative GPA in every subject at or above a 1.3 and scholars should be passing all 4th quarter classes.