

# Primary Grades Addendum

2022/2023

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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](https://stmarcus.org) for the most recent and accurate contact information.

Faculty and Staff Emails are [FirstName.LastName@stmarcus.org](mailto: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 - 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*

## 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	Dayton Lueck	TBD
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	267-8340

## II. Primary Grades Uniform Policy

Uniforms 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.

	 <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>

### III. Homework Policy

Homework is a very important part of the instruction at St. Marcus. Homework is given to help reinforce skills, concepts, and ideas learned in class. PRACTICE, PRACTICE, PRACTICE! The majority of grades students receive will reflect their mastery of grade-level skills, and is derived from in-class assessments.

If a scholar is absent from school, please allow the teacher at least 24 hours to gather and send work home.

More detailed information on a class's homework policy including information on corrections, missing/late homework, and absent work will be outlined in the class syllabus provided by the lead teacher before the school year begins.

### 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!