



Think ~ Believe ~ Become

## Excellence-No Excuses

### *St. James Episcopal School*

Sharing a Campus with the Episcopal Church of the Good Shepherd  
Rector: The Reverend Milton E. Black, Jr.

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#### SCHOOL MOTTO

Via--Veritas--Vita, found on the School's crest, is Latin for Way-Truth-Life  
"Jesus answered Thomas, 'I am the way, the truth, the life.'" (John 14:6)

#### SCHOOL PRAYER

Bless, O Lord, St. James School, and send your Holy Spirit into our hearts,  
that we'll be led to all goodness and truth; through Jesus Christ, our Lord. Amen

**Scholars Do the Right Thing Because It Is The Right Thing To Do!**

Scholar's Name \_\_\_\_\_ Grade \_\_\_\_\_

**PLEASE BE SURE ALL FAMILY INFORMATION IS ENTERED IN FACTS FAMILY PORTAL!  
(FORMERLY PARENTS WEB)**



## St. James Episcopal School 2022-2023 Student Handbook

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### ORGANIZATIONAL STRUCTURE

St. James Episcopal School [School] is a mission of the Church of the Good Shepherd [COTGS] and operates independently as a 501(c)(3). The Board of Trustees oversees the operation and hires the Head of School. The Head of School hires all other School employees. The parent organizations include the Friends of St. James and the Athletic Booster Club. Parents are communicated with two newsletters: The ARK (weekly), the Jag Spirit (monthly).

### St. James Episcopal School is comprised of three divisions ..... School Day

School begins at 9:00 am on Mondays and 8:00 am Tuesday thru Friday

Primary School-Pre-Primary, Primary, and Pre-Kindergarten ..... 8:00 am - 2:00 pm

Lower School- Junior Kindergarten, 1<sup>st</sup>-4<sup>th</sup> Grades ..... 8:00 am - 3:30 pm

Middle School-5<sup>th</sup> - 8<sup>th</sup> Grades ..... 8:00 am - 3:30 pm

### Mission Statement

The mission of St. James Episcopal School is to develop each child to his or her fullest potential; spiritually, intellectually, and physically, that each may grow in grace, enjoy freedom through knowledge, and lead a healthy, productive and meaningful life.

### Philosophy

The Christian tradition is the foundation upon which St. James Episcopal School builds its educational philosophy. Within this context, the School recognizes learning how to learn is as important for today's society as knowing what to learn. The complexities of life demand each individual be knowledgeable, productive, self-reliant, and responsible.

The St. James educational program is grounded in tradition yet remains flexible and adaptive to individual needs. The School helps each scholar develop the ability to understand, to analyze, to question, and to think creatively and critically while learning to communicate and collaborate.

We strive to assist each scholar's spiritual and intellectual growth. Inherent in the educational process is the obligation to promote the development of positive attitudes and habits and to aid in building sound, sensitive, healthy individuals who will be good citizens in the community. We believe education, both religious and secular, is a continuous process and the attitudes and skills acquired during the years of an individual's formal education advance each individual toward the realization of his or her full potential.

### Profile of a Graduate

#### **THINKS**

- Reads, writes, computes, speaks and thinks critically on all levels
- Is an independent learner and self-advocate who perseveres in the face of academic rigor and is willing to take intellectual risks
- Is media-literate, able to detect bias and distinguish between reliable and unsound information, and applies relevant technologies
- Evaluates, analyzes, and applies creative problem-solving skills
- Communicates well, listens actively, speaks effectively, facilitates discussions, sees different perspectives, forges consensus, works collaboratively, and negotiates outcomes
- Views challenges as opportunities for growth
- Works well as a member of a team
- Appreciates culture and fine arts

#### **BELIEVES**

- Demonstrates an eagerness to serve
- Lives life with an attitude of thankfulness
- Is a caretaker of the environment
- Demonstrates a healthy understanding of self
- Maintains an empathetic and compassionate attitude
- Makes reasoned and ethical decisions
- Values himself or herself as a child of God

#### **BECOMES**

- Exemplifies St. James values and traditions
- Is willing to step up to leadership
- Exhibits courage in advocating for justice and compassion for those with differences
- Demonstrates multicultural fluency
- Comprehends and can converse about global issues
- Works effectively in a climate of diversity
- Sacrifices for the common good

## Core Principles

At St. James, our educational mission, philosophy, and decision-making are rooted in our community's belief in:

- A values-based educational environment rooted in Christian, Episcopal traditions, which fosters intellectual, spiritual, and physical growth.
- The education “intimacy” provided through small class sizes, attention to the individual, and positive parental involvement.
- A curriculum that rewards academic excellence within a challenging, inspiring program that also seeks to address the individual learning differences of average to above average scholars.
- An experiential, integrated curriculum that values STREAM (Science, Technology, Religion, Engineering, the Arts, and Mathematics), sports, and outdoor education as it expands the walls of the traditional classroom.
- A structured class day and leaning environment characterized by clearly defined behavioral standards.
- Inspiring scholars and staff to strive for personal excellence and to work at a level consistent with their personal potential.
- A safe community for scholars, parents, and friends based upon mutual respect and openness of thought.

## ATTENDANCE

School Hours-9:00-3:30 Monday, 8:00-3:30-Tuesday-Friday, Primary School releases at 2:00 PM.

- Before School Care is offered only on Mondays at 7:40 in Munds Hall. Scholars will be walked to class by Instructional Aides supervising Before School Care on Mondays. To help limit the number of scholars, please use Before School Care only if necessary due to work schedule.
- 7:40 AM Teachers on Duty/Scholars admitted to class (8:40 on Mondays)
- 7:55 AM All scholars should be in their classes.
- 8:00 AM Scholars arriving after 8:00 are tardy and must report to the Office.
- 7:40 AM - 4:00 PM Office Hours (3:45 Fridays)

Scholars will value learning and timeliness if families emphasize punctuality and attendance.

**Scholars are expected to be in class in proper uniform by 7:50 AM daily and are tardy at 8:00.**

Scholars who are tardy miss important instruction and interrupt the learning of others. Any scholar who is tardy must check in at the Office for a permit to enter class. Families with excessive tardies will be contacted by the Head of School. Tardies are an inconsiderate burden on Office personnel. Based on the contractual agreement, scholars with excessive tardies or absences may have their contract revoked. In such cases, families are still obligated financially to the terms of the contract.

In the event of an illness or emergency, **parents should call SJES at 883-0835 by 9AM.** Please send a note to your child's teacher when the child returns to school. Parents are asked to work within the parameters of the School holidays for their family trips. **If an absence of over five days is unavoidable, we ask parents to secure prior permission from the Head of School at least one week in advance.** If a scholar misses **more than eight (8) days per semester**, it affects student achievement, and may indicate the need for academic probation and removal from after-school athletics. Parents of scholars who have accumulated eight (8) absences will be notified by letter that the scholar has been excessively absent. Parents are responsible for keeping up with absences and tardies through FACTS Family Portal. **Scholars must be in attendance 90% of the school year to be eligible for promotion.** If a scholar is absent more than 10% of the school year, the Attendance Committee (administrators/classroom teacher) will meet to discuss the scholar's eligibility for promotion. As per the School contract, the Head of School makes the final decision regarding promotion.

## Campus Arrival and Precautionary Procedures

We have come such a long way dealing with the pandemic and much of our success was due to our proper screening and precautionary processes. We strongly encourage those who are eligible to get vaccinated.

The following processes will remain in place for the 2022-2023 School Year.

1. Employees and parents should notify the school if they have come in close contact with any individual who has tested positive or is suspected to be positive with COVID-19, or if they themselves have symptoms of COVID-19.
2. Parents are encouraged to screen scholars before leaving for school, observe for symptoms/illness, and keep scholars home if they have fever of 100.4 or higher, symptoms of COVID-19 or have come in close contact with a person diagnosed with COVID-19.

Ask yourself these questions:

- a. Have you or anyone in your household had any of the following symptoms in the last 10 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
  - b. Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?
  - c. Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19 in the past 10 days? (Except those working in the medical field.)
  - d. To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19 in the past 14 days?
3. Scholars are encouraged to wash their hands before they leave for school.
  4. Please do not mask fever by giving fever reducing medicine prior to school.
  5. **Late arrivals** (after 8:00AM) will need to wait in their vehicles outside the Office, call the Office at 883-0835 to let personnel know you have arrived. Someone will come out to your vehicle to walk your scholar to class.

**Please be respectful of Office Personnel's time and be on time to avoid having to wait for this procedure to take place.**

## Drop Off Locations

**Pre-Primary/Primary** scholars and one parent per scholar will enter through the back door of Foster to sign your scholar in with their teacher. Parents will exit through the glass doors by the courtyard.

**Pre-Kindergarten** teachers and instructional aides will be waiting by the sidewalk leading to the courtyard on Upper Broadway. Parents will drive through the area on the right side of Upper Broadway. Once the scholar exits the vehicle, they will wait with the Pre-Kindergarten staff. They will walk together as a group to their classrooms at 8:00 AM (9:00 am on Mondays).

**Kindergarten and First Grade** will drive through the main parking lot horseshoe area. There will be an adult available to help them get out of the car. They will exit the vehicle and walk through the Primary School door to get to their classroom.

**Second, Third, and Fourth Grades** will drive through the Water Street Parking lot. Scholars will exit the vehicle and walk to their classroom.

**Middle School** scholars will be dropped off in the Middle School horseshoe. They will wait with the Middle School staff in the courtyard until 8:00 AM.

### **Absences and Make-Up work**

If your child is ill and absent for more than two days, please make arrangements with the teacher for make-up assignments. Scholars have one (1) day to make up class assignments for each day absent. Absences due to religious holidays will be counted as excused.

### **ATHLETICS**

All scholars in Grades 4-8 are strongly encouraged to participate in interscholastic teams in basketball, track, volleyball, golf, tennis, soccer, and cross country. Games and meets are held at St. James and other school campuses. 6<sup>th</sup>-8<sup>th</sup> Grades may also participate in sailing and six-man football. Parents provide transportation to and from games on other campuses.

### **Philosophy for Student Athletics**

Scholars at St. James have the opportunity to participate in a variety of team sports. As a vital component of our whole child approach to education, the Athletic Program (grades 4-8) at St. James aims to instill in each child a solid understanding of the basic fundamentals of various sporting activities and emphasize the overall importance of teamwork and good sportsmanship. We encourage every child to participate, even if that child has never played that particular sport. Our goal is to offer scholars an opportunity to be part of a team and to encourage a healthy, active lifestyle. Parents are asked to encourage each child to participate.

### **Athletic competition at St. James Episcopal School is guided by the following ideals:**

**Participants** will be positive St. James ambassadors at all times by behaving appropriately, being good team members, treating fellow teammates and opponents with equality, kindness, compassion, respect, and encouragement. No pass/no play is followed at SJES.

**Coaches** will serve as positive role models and act in a professional manner at all times. Coaches will hold players accountable for appropriate behavior and academic performance.

**Parents/Spectators** will serve as positive ambassadors and appreciate and commend good effort and skill, for all individuals and teams. All individuals will treat officials, home and opposing cheerleaders, players, coaches, and fans with respect and courtesy.

### **ACADEMIC PROBATION AND ATHLETIC PARTICIPATION**

At SJES, academic excellence and meeting individual course requirements is of primary importance. Scholars must achieve grades of 70 or higher in each graded class each quarter to qualify for participation in extracurricular activities. Scholars are placed on Academic Probation if they earn:

- a 69 or below in any subject on EITHER the Progress Report or Report Card;
- a "U" in any area on EITHER the Progress Report or Report Card (Including Conduct)

Any scholar on academic probation MAY NOT participate in after-school extracurricular activities for a minimum of the following three (3) weeks. When the grade average(s) in question has (have) improved to 70 or above, or the "U" grade has improved, reinstatement will take place. Scholars must show evidence of improvement or may be asked to withdraw from St. James Episcopal School.

### **ATHLETIC BOOSTER CLUB/FRIENDS OF ST. JAMES (PARENT ORGANIZATIONS)**

Dues for Friends (all grades) and the Booster Club (Grades 4-8) are included in tuition. Membership in the Booster Club is optional for PP-3<sup>rd</sup> Grade families and the cost is \$10. Parents are encouraged to participate in all Friends activities. Parents of scholars in PP-3<sup>rd</sup> grade are also encouraged to bring the younger scholars to the home games to watch the older scholars play. Learning to be a team player, even as a spectator in the stands, is an important part of each scholar's educational journey.

## **BILLING COLLECTION POLICY**

All Student Statements for tuition and additional charges are processed the first week of the month after Aftercare accounts have been reconciled and entered into FACTS Family Portal. The following steps are the process for account billing and past due accounts:

- 0 - 30 Days** (No Late Fee)
- 31 - 60 Days** \*Charged a 1.5% late fee on tuition and additional fees past due over 30 days, personal email sent from Finance Associate to individual family.
- 61 - 90 Days** \*Charged a 1.5% late fee on tuition and additional fees past due over 30 days, personal email sent from Director of Finance to individual family.
- 91+ Days** \*Charged a 1.5% late fee on tuition and additional fees past due over 30 days, certified letter sent from Head of School.
- 101+ Days** \*Charged a 1.5% late fee on tuition and additional fees past due over 30 days, account turned over for collections, and scholars are suspended and prohibited from returning to school until account is current. (If account becomes 101 days past due during fourth quarter, and/or if satisfactory payment arrangements are made through FACTS and in writing, decision for suspension rests with the Head of School.)

\*Payments are expected to clear financial institutions whether delivered by check or drafted by FACTS Tuition Management. The School will assess \$25.00 for each returned payment.

## **BIRTHDAYS**

Children may celebrate birthdays at school. Please check with your scholar's teacher prior to providing birthday treats. Acceptable birthday treats are cake, cupcakes, or cookies to share with the whole class. Please remember personal parties for selected friends may be divisive and feelings may get hurt. Invitations distributed at School must include ALL girls, ALL boys, or ALL grade members. Birthday deliveries (flowers, balloons, etc.) and limo rides from school are not allowed.

## **CAFETERIA/LUNCH**

Lunch menus are provided by Top Choice at **MySchoolAccount.com** where you may make your lunch selections monthly or weekly. Guidelines for ordering lunch have been sent in a separate document and are posted on our website. Parents (K-8) are allowed to eat with their children. **Parents may bring lunch for their child only if they are planning to eat with them.**

**NO MEAL DELIVERIES** (Parents dropping off lunch, ordering from GrubHub, etc) are allowed.

## **CELL PHONES**

Cell phone use for scholars is prohibited on campus unless requested by a classroom teacher (Middle School). Scholar cell phones must be turned off and kept in a locker during the school day. After school, scholars may use a cell phone to contact parents. Any inappropriate use of cell phones will result in confiscation of the cell phone and a parent must retrieve it from the School Office.

## **CHAPEL AND RELIGIOUS INSTRUCTION-EPISCOPAL IDENTITY**

Episcopal schools are created to be communities which honor, celebrate, and worship God as the center of life, are models of God's love and grace, and serve God in Christ in all persons, regardless of origin, background, ability, or religion. They are created to "strive for justice and peace among all people and to respect the dignity of every human being." The School welcomes children and parents of all faith backgrounds. Christian and non-Christian faiths are represented in our student body.

This diversity encourages understanding and adds depth to the spiritual experience. For these reasons, all scholars participate in all Spiritual Formation experiences. Worship experiences and religious holidays are Christian in orientation. Decisions not to participate need to be discussed with the Head of School.



**Spiritual Formation Classes** are offered to JK-8<sup>th</sup> Grade scholars. These classes offer explanations of the Episcopalian prayer liturgy, Bible stories, and discussions of world religions, life issues, and lessons in leadership. **The School's Chapel services** provide the community the opportunity to gather weekly and share a common spiritual experience. All scholars and faculty are expected to attend chapel. **Parents may attend All-School Chapel (Kinder-8<sup>th</sup>) on Thursdays at 8:10.**

### **CLASSROOM VISITATIONS**

Parents are allowed for classroom visits such as parent/teacher conferences, volunteering, class parties, etc. All classroom visits must be scheduled with your scholar's teacher. **Please make sure your scholar has the lunch, supplies, and necessary materials to make it through the day prior to morning drop-off.** No lunch deliveries are allowed.

### **CODE OF CONDUCT**

***Character plus intelligence; that is the mark of true education. Martin Luther King, Jr.***

Scholars' behavior is directly related to teacher and parent expectations. In order to guarantee all scholars the learning climate they deserve, we utilize a Positive Phrasing Discipline Plan. Positive reinforcement will be given to support scholars' appropriate behavior. Our staff is committed to high expectations, positive attitudes, and reinforcement of appropriate behavior. Scholars will be praised, complimented, and expected to have polite, courteous behavior. Teachers will instruct scholars about expectations utilizing positive phrasing techniques. Teachers will keep in touch with parents through weekly e-mails, Agenda Planners, phone calls, and conferences.

### **School-Wide Expectations for Appropriate Behavior**

***We do the right thing because it's the right thing to do.***

**Treat others as you would like to be treated.**

- Use the appropriate tone of voice.
- Raise your hand for permission to speak.
- Keep feet, hands, and other objects to yourself.
- Safeguard the well-being of all scholars and the School.
- Be dressed in proper dress code attire.
- Maintain appropriate work-ethic behaviors.

### **School-Wide Expectations for Appropriate Work Ethic**

- Work when you are supposed to work.
- Complete all work and turn it in on time.
- Keep materials and learning environment organized.
- Do your own work. (Use of other's work must be cited and documented.)
- Listen respectfully.
- Follow directions.

### **Scholarly Behaviors**

- Scholars access multiple resources.
- Scholars ask many questions.
- Scholars thirst for knowledge.
- Scholars save important information.
- Scholars ponder the big ideas.
- Scholars see from different perspectives.
- Scholars bring their necessary tools.
- Scholars exercise their intellect.
- Scholars set goals.
- Scholars listen respectfully.
- Scholars create a safe learning environment.
- Scholars take a closer look to go from good to great.

### **Primary School Discipline**

Primary School discipline is seen as a learning opportunity to teach scholars to make the right choices and practice appropriate and acceptable behavior. Parents and teachers are seen as a team, working together to reinforce appropriate behavior and positive choices. Teachers will document your scholar's behavior in the Agenda Planner daily, either with a sticker for positive choices made or detailed information about inappropriate behaviors. Drop-off and pickup are times for whole-group procedures and parents should refrain from discussing individual scholar behaviors. Individual conferences need to be scheduled.

### **Primary School Parents must sign the Agenda Planner daily.**

Continued inappropriate choices, physically aggressive behaviors, and/or causing personal harm to another person will result in an Office Referral to the administrator in charge. Administrators will investigate all sides involved in any situation requiring administrative intervention. Parents will receive a call from an administrator for any Office Referral.

### **Lower School Discipline**

Work ethic and appropriate behavior provide the foundation for success. All scholars will begin the day with a green colored card. Exemplary Behavior is indicated when a scholar moves to blue. If a scholar chooses inappropriate behavior, he or she will earn the following:

- 1st - Warning - card turned to yellow
- 2nd - Loss of Privilege - card turned to orange
- 3rd - Administrative Action and Parent Contact - card turned to red

**Lower School will document all behavior in the Agenda Planner daily.**

Administrators will investigate all sides involved in any situation requiring administrative intervention. Parents will receive a call from an administrator for any Office Referral.

### **Agenda Planners must be initialed daily by a parent.**

The Lower School Citizenship grade is based on the number of days the scholar has entries beyond yellow: 0-7 Days = "S", 8-12 Days = "N", 13 or more Days = "U".

### **Middle School Discipline**

Scholars in SJES Middle School are expected to adhere to the philosophy, "Excellence, No Excuses". The following behaviors are the expectations for appropriate behavior for Middle School scholars.

- Appropriate classroom behavior
- Polite/Friendly behavior to others
- Appropriate language
- Appropriate Chapel behavior
- Appropriate hallway behavior
- Keep hands, feet, and objects to self
- Speak with permission
- Good cafeteria behavior
- Appropriate dress code
- Respect for classmates and teachers

Middle School teachers will manage inappropriate behavior incidents on a case-by-case basis. Administrators will investigate all sides involved in any situation requiring administrative intervention. Parents will receive a call from an administrator for any Office Referral.

### **Severity Clause (ALL-SCHOOL)**

**Scholars will be sent to an administrator immediately for the following inappropriate behaviors:**

- Profanity/Obscenity
- Racial slurs
- Disrespect to adults
- Bullying
- Physically aggressive behavior (Primary School, when intentional)

Any serious infraction of the rules may result in Suspension or Expulsion. Severity clause results in immediate loss of an S Conduct grade.

## **COMMUNITY SERVICE**

As part of the School's philosophy to develop responsible future citizens and in recognition of the youthful desire to help others, the School encourages service to the community. Service requirements will be reviewed at Parent Orientation at the beginning of the year. Kinder-Third Grade will have separate requirements from Fourth-Eighth Grades. Fourth-Eighth grade scholars at St. James are encouraged to set a yearly goal of 25 hours of community service. Scholars meeting or exceeding the goal will be recognized at Celebration Chapel. Eighth Grade scholars meeting a 100-hour service goal (total) receive a special ribbon at graduation.

## **CONFERENCES, GRADING, AND REPORTING**

The chief means of conveying information about a child's progress is through the Agenda Planner, FACTS Family Portal, and the Report Card. Year-end report cards are maintained in the scholar's permanent record folder. Each grade level will hold Glow and Grow conferences in the fall. Pre-Kindergarten through 8<sup>th</sup> Grades will also have a spring conference. Teachers are available for additional personal conferences at School by appointment. By Board of Trustees policy, School records, including report cards and transcripts, are withheld for failure to meet contractual, financial obligations.

## **CONFIDENTIALITY OF SCHOOL RECORDS**

The scholar's permanent record is confidential; available only to the current classroom teacher, parents, legal guardians, and such School staff as the Head of School has decided has a legitimate purpose in seeing the files. The teachers are encouraged to review files of their own scholars in order to plan academic programs and to better meet the individual needs of their scholars.

## **DEVELOPMENT/ FUNDRAISING/ ADVANCEMENT**

The School Advancement Office coordinates all fundraising campaigns, grant seeking, and solicitations of support. Such philanthropic endeavors are closely tied to the internal and external community perception of the School. All contributions are recorded in the Business Office. Donors receive proper gift acknowledgement/tax receipts. Unless the Advancement Office receives a request for anonymity, Annual Fund donors are listed in the Jag Spirit and Annual Report. The Board of Trustees and The Friends of St. James occasionally hold additional "fun" events to build community and family involvement. These events raise additional funds for the School and are completely optional. Fundraising includes **three distinct events** and every family is strongly encouraged to participate.

- To encourage an attitude of service and philanthropy, our scholars will be asked to participate in a designated schoolwide fundraiser to be determined at the beginning of the year.
- In the fall, we have our **Annual Giving Campaign**. Annual Giving is crucial to raise funds to cover the 25-30% your tuition dollars do not cover for our operating budget. Families are asked to participate to achieve our 100% participation goal which helps us with scholarship and grant applications.
- In the spring, we have our **Spring Fling Gala/Auction**. This event is for those over the age of 21 and is an evening of fun, food, entertainment, amazing auction items, and great fellowship.

## Philanthropy - Ways of Supporting St. James

The School annually receives support through the following vehicles:

- **Grandparents** -Please inform grandparents of School events and performances, especially Grandparents and Special Friends Day. Grandparents may be solicited for support. Please add contact information for grandparent(s) to FACTS Family Portal.
- **Alumni Association** - Alumni and parents of Alumni are vital to the community spirit of St. James and may be solicited for support of various types. Alumni may share news through the ARK and the Jag Spirit, and at Alumni events.
- **Memorial Gifts** - St. James often receives gifts to honor the memory of departed loved ones. An acknowledgement card is sent to the donor and to the family members. Unless otherwise noted, memorial gifts are directed to the SJES Endowment Fund, which supports various School operational needs each year. Memorial names and donors are listed in the Annual Report.
- **Honorary Gifts** - Each year the School receives gifts that name special persons whom a donor wishes to honor. Acknowledgement cards are sent to the honoree. Unless otherwise noted, honorary gifts are directed to the SJES Endowment Fund or the Operating Budget. Honoree names and donors are listed in the Annual Report.
- **In-Kind Gifts** - These are non-cash gifts that are offered to individual classrooms, to the Library, or to other areas as appropriate.
- **Endowment Gifts** - Gifts to the St. James Episcopal School Endowment Fund are permanently restricted, producing revenue that is used to support the School. There are also several endowed Scholarship Funds, which generate income to be used each year to award merit scholarships and need-based financial aid to deserving scholars.
- **Grants** - Grants are received in response to formal requests for funding through corporations and foundations. Contact the SJES Office if you wish to suggest that a particular corporation or foundation be approached.
- **Planned Giving** - These are gifts of fiduciary instruments of any size, such as gifts of insurance, appreciated stock, real estate or annuity funds. Bequests also fall into this category. Planned gifts typically offer substantial tax benefits to the donor.

*As an IRS 501(c) (3) corporation, all gifts to St. James Episcopal School are tax-deductible to the fullest extent of the tax-code laws. Tax receipts are produced for any single gift or pledge payment of \$250 or more. For additional tax receipts, or to discuss your specific gift verification needs, please contact the Business Office.*

## DIVORCE DECREES, TEMPORARY RESTRAINING ORDERS, AND OTHER LEGAL INSTRUMENTS

When legal documents affect family life, they also impact life at School. The School focus is always on the children in its care. To fulfill this commitment, the School must be aware of all legal documents currently in place. Parents are responsible for giving the School all properly executed divorce decrees, restraining orders, and other Court Orders. These documents remain confidential.

## DISMISSAL

Dismissal will vary by grade levels.

**Pre-Primary, Primary, and Pre-Kindergarten** dismissal at 2:00 PM and at 3:30 PM will be outside in assigned areas by teacher behind Foster Hall in the parking lot by the playground. JK-4<sup>th</sup> Grade scholars may join sibling Primary School scholars for the 3:30 dismissal behind Foster Hall.

**For 3:30 PM dismissal**, all parents are required to drive through the horseshoes to pick up scholars. **Junior Kindergarten through Fourth Grade** dismissal will be in assigned areas around the main Office parking lot, beginning at the Gym with Fourth Grade, then spaced around by grade ending with Junior Kindergarten by the Main Office door.

**Middle School** dismissal will be in the Middle School horseshoe. Scholars will be waiting by grade in the courtyard.

## **EMERGENCY FORMS**

**Emergency and family information must be entered in FACTS Family Portal within the first week of school.** St. James maintains emergency contact information, approved carpool drivers, health care information, and immunization records. These required forms are to be returned to the School Office for approved enrollment in classes. **All necessary forms must be properly filed in the School Office to ensure admittance to classes prior to the first day of school.**

## **EMERGENCIES/ EMERGENCY NOTIFICATION**

**In an emergency, the Head of School will send a FACTS Family Portal Alert text message. Please be sure appropriate cell phone numbers are entered in the FACTS Family Portal.**

## ***WEATHER***

When a weather emergency occurs, the Head of School will send a FACTS Family Portal emergency alert text message to communicate with the School Community and will inform the local TV and radio networks. Parents are also advised to check the School website ([www.sjes.org](http://www.sjes.org)) for updates and current information regarding an emergency or school closure. When a weather emergency occurs during the School day, scholars are safest within the School environment and buildings and parents are discouraged from driving to campus during a weather emergency to remove their scholars from School. Please leave phone lines open for communication during emergencies.

## ***FIRE***

- Each classroom has an evacuation plan prominently displayed.
- Each teacher instructs the class on the correct route to safely leave the building.
- Each scholar learns and practices reaching a pre-determined gathering location.

## ***Procedures***

- In the event of an actual fire or pending fire, activate the nearest fire call.
- Upon hearing the fire bell/tone, teachers should calmly and safely evacuate the building.
- Evacuating scholars shall remain in their class groups and gather at assigned areas.
- Upon gathering in the assembly areas, teachers should account for each scholar.
- Scholars who are not in their assigned rooms (i.e. using a tutoring room, library or restroom) should evacuate the building immediately and report to their teacher at the assigned area.
- Teachers/scholars should quietly **wait for “all-clear”** to re-enter the building.

## ***COMMUNICATIONS DURING EMERGENCIES***

- Should an emergency require St. James to delay or cancel regularly scheduled opening, OR to institute an early dismissal, the Head of School will send a FACTS alert text message.
- Parents are advised to check the School website ([www.sjes.org](http://www.sjes.org)) in any emergency.
- The School Office shall monitor the City of Corpus Christi 911 emergency broadcast system and use FACTS Family Portal to notify parents about procedures to follow.

## **FIELD TRIPS**

Field Trips enrich the classroom experience. Parents will be notified in advance of field trips. Scholars may only participate with the proper form completed and signed prior to leaving and must use seatbelts or child seats in personal vehicles for the entire trip, as required by law. Parents who serve as drivers/chaperones for class trips may only drive grade level scholars and must make alternate arrangements for siblings or other children. SJES automobile coverage DOES NOT extend to volunteer drivers driving their own vehicles. **All drivers attending a field trip are required to file a copy of a current valid driver’s license and proof of liability insurance in the School Office prior to the field trip.** The School reserves the right to check a registered driver’s driving record with Texas DPS.

## **GRADE PLACEMENT**

Advancement from Pre-Kindergarten-8<sup>th</sup> Grade will be based on attendance, academic readiness, parent-teacher conferences, teacher recommendation, developmental readiness (Gesell Observation), and fulfillment of contractual agreements. Final decision for placement rests with the Head of School.

## **HEALTH-RELATED ISSUES**

### ***Administration of Medicine***

School personnel in the School Office are authorized by the Head of School to administer prescription or non-prescription medication, provided the School has received a written request from the parent, guardian, or other person having legal control of the scholar. All medication must be in its original container and properly labeled with the scholar's name, the dosage, and the time the medication is to be given. **All medication must be stored in the Main School Office. Parents are to complete the designated section in FACTS Family Portal to indicate the School has permission to dispense medication.**

Special health problems should be discussed with the teacher. Any special arrangements must be in written form and a copy given to both the teacher and the Office. Children with contagious diseases should be kept home. When a scholar has been exposed to a contagious disease, parents are urged to notify the School immediately. After an absence due to a contagious illness, scholars must have a physician's statement saying they are cleared to return to school. **SCHOLARS MUST BE FEVER AND SYMPTOM FREE A FULL [24] HOURS WITHOUT FEVER REDUCING MEDICINE BEFORE RETURNING TO SCHOOL.**

### ***Health Room***

**All information regarding who to contact in an emergency is to be completed in the designated section of FACTS Family Portal.** Office personnel have access to the scholar health records. In the event of accident or sudden illness, the School will notify the scholar's parents. If the parents are not immediately available, the emergency contact(s) or designated physician will be notified. If the situation warrants, the scholar will be taken directly to the hospital.

### ***Health Screening***

Vision/hearing screenings apply to scholars enrolled in Pre-Kinder, Jr. Kinder, Kinder, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and to any other first-time entrants. Scoliosis screening will be conducted on Middle School scholars based on birthdates.

### ***Student Health Records***

Each scholar is required by the Texas Department of Health to present an Immunization Record and a Health Form prior to the beginning of each year. The Health Form is kept in the School Office and must include the emergency phone numbers of those to be called in an emergency. A properly completed Immunization record includes the dates of all State-required shots received. State laws establish vaccinations requirements for school children and these laws also apply to those attending private school. State laws also offer exemptions to school vaccination requirements, including medical, religious, and philosophical exemptions, or some combination of these exemptions. Parents requesting exemption from immunization requirements must submit an affidavit that complies with the exemption requirements under Texas Education Code Section 38.001. Families must submit an exemption affidavit for each scholar.

**THESE FORMS MUST BE RECEIVED BY THE START OF SCHOOL, OR THE SCHOOL RESERVES THE RIGHT TO EXCLUDE THE SCHOLAR FROM CLASS.**

## HOMWORK

Homework is considered an integral part of the program. Work will be assigned by the teacher to reinforce what was taught in class and it is to be completed at home rather than during the school day. Homework must be handed in on time. Each teacher will send home specific grade level guidelines for such assignments. Homework assignments will assist scholars in mastering grade level curriculum and will increase academic achievement. Appropriate activities may include additional skill practice, projects, reports, and other activities necessary for mastery of objectives.

Homework shall be assigned for the following purposes:

- Practice Assignment-Independent work that reinforces skills after classroom instruction has occurred.
- Preparation Assignments-Independent work that gives background data before topics are introduced.
- Enrichment Assignments-Work that encourages the use of higher-level thinking skills and enriches classroom activities.

Every night (Monday-Thursday) scholars in Lower School will have homework in Reading, Spelling, and Math and should take about 1 - 1 1/2 hours to finish. No homework will be assigned on Friday, although projects may be assigned early in the week and may extend past the weekend. Scholars should read and practice math facts nightly. They also may have additional homework in one other subject. Please encourage the completion of homework.

Middle School scholars should expect homework every night (Mon.-Thurs.). Some projects may extend past the weekend. Honors courses have increased homework.

Contact your child's teacher during their planning about any homework challenges. (Planning is during their PE time.) **Homework is not unfinished class work.** Unfinished class work is work your child did not complete at school and may add to homework time. **Scholars who consistently have late or unfinished classwork will be placed on Academic Probation.** Borderline averages (69, 79, and 89) are impacted by consistency in completing homework and work ethic.

## LOST AND FOUND- (Please pay attention to this section)

**Please mark all clothing/personal items with name tags and/or permanent ink with child's name.** All found items will be taken to the gym or the Swap Closet. At the end of each quarter, all items left in Lost and Found will be put in the Swap Closet or donated to charity. Labeling everything ensures return of lost items.

## MESSAGES FOR TEACHERS

Each teacher maintains a St. James e-mail account. E-mail addresses can be found on the SJES website (www.sjes.org). St. James staff emails are **firstlastname@sjes.org**. Parents are encouraged to contact St. James teachers through e-mail during school hours. All teachers are asked to respond in a timely and efficient manner. Please allow a 24-hour response time. Teachers are not required to give out their personal phone numbers. If they choose to do so, please respect their family time.

## OUTDOOR EDUCATION

The Outdoor Education Program is designed to enhance the academic curriculum while providing an opportunity to learn about the environment and grow through participation in outdoor activities that promote cooperation, teamwork, responsibility, and self-reliance. Trips are planned for grade levels (4-8) to integrate science, social studies, physical education, life skills, and leadership training. Due to the integral nature of these experiences to the St. James curriculum, trips are planned during the school week, and teachers and staff serve as sponsors. Attendance on Outdoor Ed trips is required. The cost of each trip is NOT INCLUDED IN TUITION. Financial assistance is available by request to the Head of School.

## **PARENT/TEACHER CONFERENCES**

The Parent-Teacher conference provides for strong two-way communication and helps both the teacher and parent to arrive at a better understanding of each scholar's strengths and opportunities for growth. Due to busy schedules, all conferences must be scheduled in advance. Glow and Grow Conferences with every parent will be held before Fall Break. To schedule a conference about specific issues, contact your child's teacher before or after school or during your child's PE time.

## **PARTIES**

Scheduled class parties are held at Christmas and the End of Year. All other holiday parties should be kept very simple and approved by the teacher. Please respect your teacher's rules on acceptable party refreshments/gifts. Classroom parties are for those scholars in that class only (unless a grade level has joined together). Birthday Parties are addressed on under Cafeteria/Lunch/Birthdays section.

## **PHYSICAL EDUCATION**

PE is part of the instructional program, and all scholars are required to participate. **Any illness preventing participation in PE requires a written excuse to the PE teacher. A doctor's excuse is required for scholars unable to participate for two or more days.** Scholars who have a written note and do not participate in PE still go to the gym and do not participate in recess. The School must be notified in writing when injuries are completely healed, either by the parent or if released by an attending physician.

## **SCHOLAR DRESS**

**ALL UNIFORMS MUST BE PURCHASED FROM ACADEMIC OUTFITTERS (local) OR LAND'S END.**

**(We do still have some Parker uniforms in the Swap Closet, and they are allowed. However, khaki's from anywhere other than Academic Outfitters, Land's End, or Parker are not dress code.)**

**Please mark all dress code items with your scholar's name.**

The SJES uniform represents 76 years of excellence in education and fosters great pride in St. James when seen off campus in the community. Uniforms help create an atmosphere that promotes focused learning and respectful expressions of individuality. In fitting with our mission, a uniform dress code has been identified as a useful tool in promoting an inclusive school culture. Our policy aims to minimize differences associated with spending habits and maximize bonding through similar dress.

**Scholars shall be in compliance with the dress code each day PRIOR to arrival at school.**

The SWAP Closet will only be opened on designated days and will not be opened to avoid Dress Code infractions. Compliance with Dress Code will earn scholars Friday Dress Code privileges and a Free Dress Day at the end of each quarter. Scholars not in compliance with Dress Code will receive a Dress Code Infraction Form to be signed by parents. After the third dress code infraction, scholars will lose Friday Dress Code privileges and Free Dress Day at the end of the quarter and will be required to be in their daily uniform for the remainder of the quarter. Scholars start fresh each quarter. Every aspect of the Dress Code will be considered.

*Non-Discrimination Policy: St. James Episcopal School celebrates and welcomes a diverse population. We recognize that diversity encompasses differences in gender, race, religion, ethnicity, physical and academic abilities, family composition, and socioeconomic circumstances. St. James does not discriminate on the basis of race, sex, color, religion, or national or ethnic origin in the administration of the admission and educational policies, scholarship and financial aid programs, employment practices, and/or other school administered programs generally made available at the School.*



## **BOYS DRESS CODE**

\* Tennis Shoes must be solid white, black, grey, or blue. Simple trim in accent color is allowed. Shoelaces must be white, black, or predominant shoe color. No soles that leave black marks on gym floor and no light-up shoes.

### **PRIMARY SCHOOL - Pre-Primary, Primary, and Pre-Kindergarten**

#### **CHAPEL DRESS**

- Elastic waist khaki shorts or pants
- Long or short sleeve white polo shirt with SJES logo (Shirttails tucked in)
- \* Tennis Shoes with white socks

#### **DAILY UNIFORM**

- Elastic waist khaki shorts or pants
- Long or short sleeve white, grey, navy, or light blue polo shirt with SJES logo (Shirttails tucked in)
- \* Tennis Shoes with white socks

### **LOWER SCHOOL - Kindergarten-4<sup>th</sup> Grade**

#### **CHAPEL DRESS**

- Khaki pants with belt loops (Kindergarten may wear elastic waist uniform pants and no belt.)
- Brown or black leather belt with plain buckle
- Long or short sleeve white polo shirt with SJES logo. (Shirttails tucked in)
- \* Tennis Shoes with white socks

#### **DAILY UNIFORM**

- Khaki shorts or pants with belt loops (Kindergarten may wear elastic waist uniform shorts or pants and no belt.) Shorts must be no shorter than a dollar bill width above the knee
- Brown or black leather belt with plain buckle
- Long or short sleeve white, grey, navy, or light blue polo shirt with SJES logo (Shirttails tucked in)
- \* Tennis Shoes with white socks

### **MIDDLE SCHOOL - 5<sup>th</sup> - 8<sup>th</sup> Grade**

#### **CHAPEL DRESS**

- Khaki pants with belt loops
- Brown or black leather belt with plain buckle
- Long or short sleeve white button-down shirt, no SJES logo. (Shirttails tucked in)
- Two-button navy blazer with SJES Crest (Purchased in School Office)
- SJES boys' tie (Purchased in School Office)
- Brown Topsiders
- Dark trouser socks

#### **DAILY UNIFORM**

- Khaki shorts or pants with belt loops. (No shorter than a dollar bill width above the knee)
- Brown or black leather belt with plain buckle
- Long or short sleeve white, grey, navy, or light blue polo shirt with SJES logo (Shirttails tucked in)
- \* Tennis Shoes with white socks

#### **FRIDAY DRESS FOR ALL BOYS**

- Blue jeans or blue jean shorts (Shorts must be no shorter than a dollar bill width above the knee.)
- Any sanctioned St. James t-shirt (Shirttails tucked in)
- \* Tennis Shoes with any colored socks

#### **JACKETS/OTHER FOR ALL BOYS**

- SJES sweatshirts, pullovers, shooter jerseys (with logo) may be worn over Dress Code
- Any jacket is allowed outdoors during cold weather
- No piercings, tattoos, chains, or distracting jewelry allowed
- Boys' hair must be neatly groomed, above the eyebrows, off the collar, no longer than mid-ear

**ALL UNIFORMS MUST BE PURCHASED FROM ACADEMIC OUTFITTERS (local) OR LAND'S END.**

(We do still have some Parker uniforms in the Swap Closet, and they are allowed. However, khaki's from anywhere other than Academic Outfitters, Land's End, or Parker are not dress code.) Please mark all dress code items with your scholar's name.

## **GIRLS DRESS CODE**

Hair Decorations - White, light blue, or navy-blue bows or headbands only

\* Tennis Shoes must be solid white, black, grey, or blue. Simple trim in accent color is allowed. Shoelaces must be white, black, or predominant shoe color. No soles that leave black marks on gym floor and no sparkly or light-up shoes.

### **PRIMARY SCHOOL - *Pre-Primary, Primary, and Pre-Kindergarten***

#### **CHAPEL DRESS**

- Light blue pleated jumper with white or blue privacy shorts underneath
- White midly blouse with light blue SJES tie
- \* Tennis Shoes with white socks, knee socks, or tights. No leggings

#### **DAILY UNIFORM**

- Elastic waist light blue shorts, light blue cotton split skirt, or light blue pleated jumper with white or blue privacy shorts underneath
- White or navy midly blouse with light blue SJES tie
- \* Tennis Shoes with white socks, knee socks, or tights. No leggings

### **LOWER SCHOOL - *Kindergarten-4<sup>th</sup> Grade***

#### **CHAPEL DRESS**

- Light blue pleated skirt with white or blue privacy shorts underneath- Kindergarten girls may wear light blue pleated jumper. Skirts-no shorter than a dollar bill width above the knee
- White midly blouse with light blue SJES tie
- \* Tennis Shoes with white socks, knee socks, or tights. No leggings

#### **DAILY UNIFORM**

- Light blue shorts, light blue cotton split skirt, or light blue pleated skirt with white or blue privacy shorts underneath. Kindergarten girls may wear light blue pleated jumper. Skirts or shorts-no shorter than a dollar bill width above the knee
- White or navy midly blouse with light blue SJES tie
- \* Tennis Shoes with white socks, knee socks, or tights. No leggings

### **MIDDLE SCHOOL - *5<sup>th</sup> - 8<sup>th</sup> Grade***

#### **CHAPEL DRESS**

- Khaki pleated or A-line skirt. Skirts-no shorter than a dollar bill width above the knee
- Long or short sleeve white button down shirt, no SJES logo. (Shirttails tucked in)
- Two-button navy blazer with SJES Crest. (Purchased in School Office)
- SJES girls' tie. (Purchased in School Office)
- Brown Topsiders with no socks. White tights allowed

#### **DAILY UNIFORM**

- Khaki shorts or pants with belt loops. Shorts no shorter than a dollar bill width above the knee
- Brown or black leather belt with plain buckle. No studs or rhinestones
- Long or short sleeve white, grey, navy, or light blue polo shirt with SJES logo (Shirttails tucked in)
- \* Tennis Shoes with white socks, knee socks, or tights. No leggings

#### **FRIDAY DRESS FOR ALL GIRLS**

- Blue jeans or blue jean shorts (Shorts must be no shorter than a dollar bill width above the knee.)
- Any sanctioned St. James t-shirt. (Shirttails tucked in)
- \* Tennis Shoes with any colored socks
- Any colored hair bow or headband

#### **JACKETS/OTHER FOR ALL GIRLS**

- SJES sweatshirts, pullovers, shooter jerseys (with logo) may be worn over Dress Code
- Any jacket is allowed outdoors during cold weather
- No distracting jewelry or artificial hair color, hair style, or hair accessory. Hair neatly groomed
- Primary School-6<sup>th</sup> Grade-No make-up allowed. 7<sup>th</sup>/8<sup>th</sup> Grade girls may wear mascara/lip gloss

