

*Welcome to*



**THINK. BELIEVE. BECOME.**

# St. James Mission Statement

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

## School Motto

**Via – Veritas – Vita**

(Way – Truth – Life)

*Jesus answered Thomas,  
'I am the way, the truth, the life.'"*

John 14:6



# St James Prayer

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



# SJES Administration

- Mrs. Galen Hoffstadt – *Head of School*
- Mrs. Kimberly Hatridge – *Associate Head of School*
- Mrs. Melissa Brooks – *Director of Finance*
- Mrs. Janelle Benavides – *Counselor and Director of Middle School*
- Mrs. Taylor Castillo – *Associate Director of Finance*
- Mrs. Amanda Gonzalez – *Director of Admissions and Primary School*
- Mrs. Nicole Leal - *Director of Advancement*

## Church of the Good Shepherd Clergy

- Rev. Milton E. Black, Jr., *Rector*
- Rev. Philip May, *Associate Rector*
- Rev. William T. Campbell, *Chaplain*

## Church Staff (who also work with St. James scholars)

- Dr. Mi Ou Lee, *Director of Music Ministries*
- Mrs. Sandy McCampbell, *Director of Children's Ministries*
- Mr. Glenn Meschko, *Youth Minister*

# PARENT GUIDEBOOK

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# SJES Overview

## Primary School

- Pre-Primary (2 years old by September 1 and potty-trained)
  - From 8:00 a.m. – 2:00 p.m.
- Primary (3 years old by September 1 and potty-trained)
  - From 8:00 a.m. – 2:00 p.m.
- Pre-Kindergarten (4 years old by September 1)
  - From 8:00 a.m. – 2:00 p.m.

## Lower School

- Jr. Kinder, Kinder, 1<sup>st</sup> - 4<sup>th</sup> \*  
From 8:00 a.m. – 3:30 p.m.

## Middle School

- 5<sup>th</sup> - 8<sup>th</sup> \*  
From 8:00 a.m. – 3:30 p.m.

\*Age appropriate by September 1

# Jaguar Jargon

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SJES – St. James Episcopal School

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Scholars – Students of SJES

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COTGS – Church of the Good Shepherd

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Munds Hall – Cafeteria, Auditorium

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DHAC – Dobbins Hall Adult Classroom

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The Link – Bridge over Carancahua St. connecting Brown Hall to the Middle School

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MSAH – Middle School Assembly Hall

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Friends of St. James – Parent Organization of SJES

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ODE – Outdoor Education

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Different Buildings – Foster Hall, Brown Hall, Water St., Middle School, McNeil Gym

# Communication

The ARK – Head of School Newsletter, every Wednesday

Jaguar Spirit – All School reflections, last Friday of each month

Weekly Email from your Scholar's Teachers

Monthly Email from Enrichment Teachers

Agenda Planner – Daily (PP-4<sup>th</sup> Grade signed daily by parents)

School Directory – FACTS Family Portal

E-mail

Social Media – *Communicate Often and Use Our Hashtags!*

- **#whysaintjames #ourjagsdoexcel #onlyatstjames**
- SJES Website - <http://www.sjes.org>
- Family Portal - <http://sja-tx.client.renweb.com/pw/>
- Facebook and Instagram - @sjescc



# Office Protocols

## Absences

- Call or email the Office by 9am if your child will be absent.
- Send a note to the school on the day of return.
- Discuss make-up work with your scholar's teacher(s).
- Scholars must be in attendance 90% of the year to be promoted (17 absences allowed) .

## Appointments/Leaving Early

- Notify your scholar's teacher the day before or the morning of your child's appointment or early release.
- Sign out & Pick up your scholar in the Office.
  - Allow enough time in your schedule for an Office Staff Member to make the trip to pick up your scholar(s) and their belongings from the classroom and bring them to you at the Office.
- **The Office will wait until you arrive on campus to retrieve your scholar.**

# Office Protocols

## Visitors

- All visitors must check in at the School Office and obtain a Visitor's Pass.
- To provide safety for our scholars, only scheduled classroom and campus visits are allowed.

## Safety

- An off-duty CCPD Officer is on campus daily from 7:15-3:45.
- Scholars practice safety protocols monthly.
- COVID related protocols, our Emergency Preparedness Plan, and Campus Safety Guidelines are posted on our website.

# Morning Drop Off

## Before School Care – Mondays Only

- 7:40-8:40 in Munds Hall

## Primary and Lower School

- 7:40 am (8:40 Monday)
- Pre-Primary and Primary parents walk scholars in the parking lot door by Playground (please, one parent per child) and sign in scholars
- Pre-K, JK, Kinder, & 1<sup>st</sup> Grade drive-thru drop-off in Office parking lot
- 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> Grade drive-thru drop-off down at Water St. Building

## Middle School

- 7:40 am (8:40 Mondays), Drive-thru drop-off at Middle School

# Tardies

- **Scholars need to be in their seats by 7:55 (8:55 Mondays).**
- **All doors lock at 8am (9am Mondays).** Scholars arriving late must check in at the School Office to be taken to class.
- Tardies, with few exceptions, are unexcused.

**EVERY MINUTE COUNTS. CHILDREN LEARN BEST AT THE START OF THE DAY.**

When your child arrives late, they miss the teacher's instructions, the introduction to the lesson, and are often embarrassed.

Seven minutes of instruction time is lost for each late scholar.

Minutes late per day during the school year	Equals days worth of teaching lost in a year
5 Minutes	3.4 Days
10 Minutes	6.9 Days
15 Minutes	10.3 Days
20 Minutes	13.8 Days
30 Minutes	20.7 Days

# Afternoon Pick Up

## Primary School

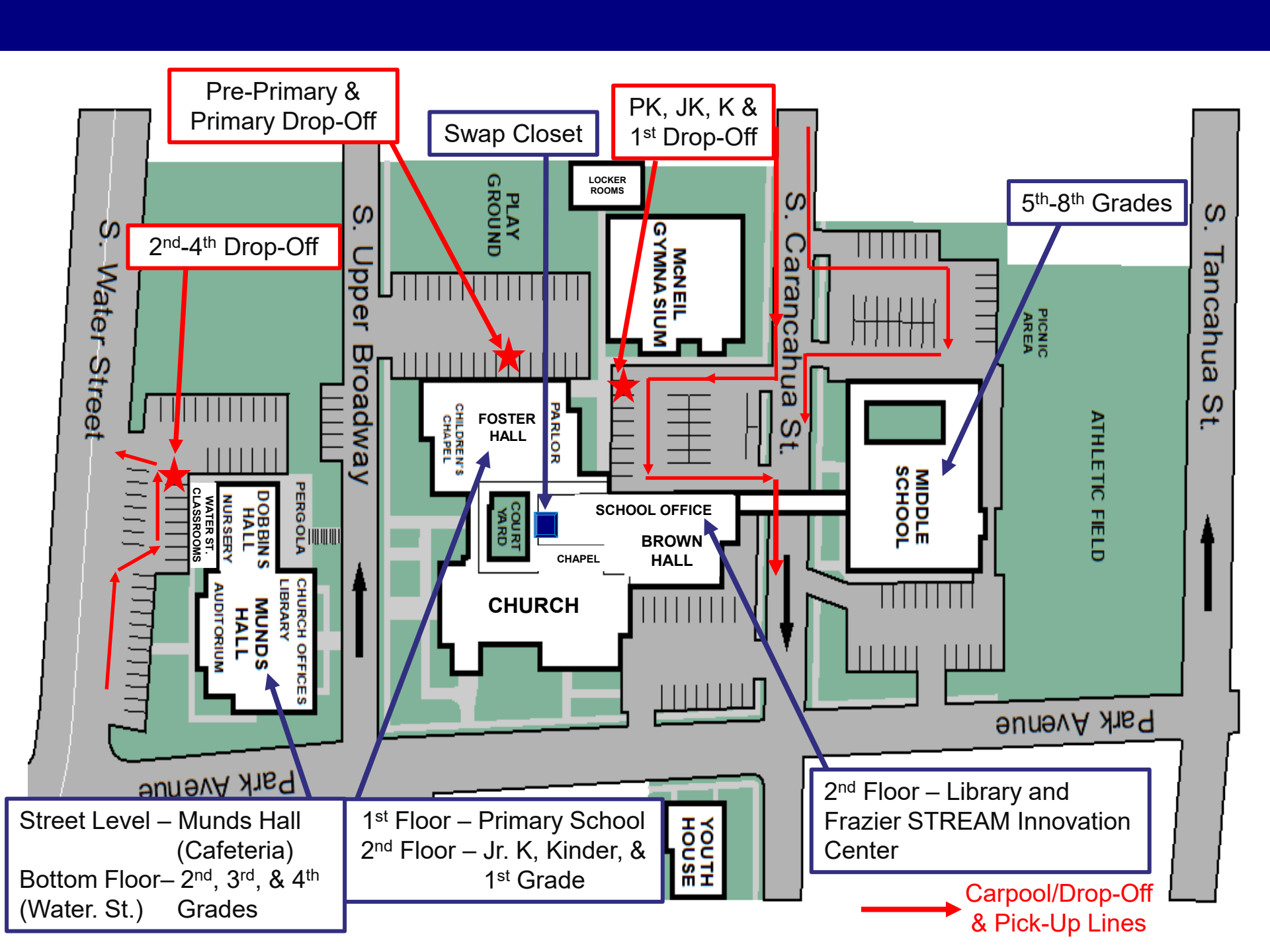
- Dismissal at 2:00pm will be outside in assigned areas by teacher in the parking lot by the playground
- 3:30 pick up for Primary School scholars who stayed in aftercare will be outside in the same areas.
- Scholars must be signed out by parent at appropriate pickup stations behind Foster Hall.

## Lower and Middle School

- Dismissal at 3:30pm

## Drive-Thru Pick-up

- SJES Office Parking Lot (Jr. Kinder-4<sup>th</sup>)
  - On days of heavy rain, pick-up for 2<sup>nd</sup>-4<sup>th</sup> grades will be down at the Water St. building.
- MS Parking Lot (5<sup>th</sup>-8<sup>th</sup>)



Pre-Primary & Primary Drop-Off

Swap Closet

PK, JK, K & 1st Drop-Off

2nd-4th Drop-Off

5th-8th Grades

Street Level – Munds Hall (Cafeteria)  
 Bottom Floor – 2nd, 3rd, & 4th (Water. St.) Grades

1st Floor – Primary School  
 2nd Floor – Jr. K, Kinder, & 1st Grade

2nd Floor – Library and Frazier STREAM Innovation Center

Red Arrow: Carpool/Drop-Off & Pick-Up Lines

# After Care

## Pre-Primary, Primary, and Pre-K

- 2:00-3:30pm, \$12/day (not to exceed \$180/month), in Lower Foster

## Primary and Pre-K

- 2:00-5:30pm, \$18/day (not to exceed \$230/month)
- 3:30-5:30 Aftercare is not offered for Pre-Primary
- Primary and Pre-K on Playground, Gym, or at Middle School side door under The Link

## Lower School & Middle School

- 3:30-5:30pm, \$18/day (not to exceed \$230/month)
- on Playground, Gym, or at Middle School side door under The Link

Maximum amount for the second child and each child thereafter is \$180/month.

**Late Fees after 5:30 are SIGNIFICANT, cumulative, and in addition to the \$230 per month maximum.**

# Outdoor Education

The following are estimated costs for the Outdoor Education trips based on previous years:

Grade	Trip	Cost
4 <sup>th</sup> Grade	Camp Zephyr <i>Date TBD</i>	\$150
5 <sup>th</sup> Grade	Mo Ranch <i>March 19-22, 2024</i>	\$850
6 <sup>th</sup> Grade	The Outdoor School <i>March 19-22, 2024</i>	\$700
7 <sup>th</sup> Grade	Texas Capitol, Camp Eagle, Alamo & Missions <i>March 19-22, 2024</i>	\$900
7 <sup>th</sup> / <sub>8<sup>th</sup></sub> Grade	S.T.E.M. Trip –Fiesta Texas <i>Date TBD</i> Philadelphia & D.C. <i>April 20-26, 2024</i>	\$150  \$4200
8 <sup>th</sup> Grade	Mo Ranch <i>March 19-22, 2024</i>	\$850





# School Lunches

Top Choice Catering provides a hot lunch for all grades, and an A La Carte Menu for the Middle School.

Ice cream is offered daily for Middle School, and every Friday for JK-4<sup>th</sup> Grades.

Lunch Menus are e-mailed with Jag Spirit and always available on FACTS Family Portal and School Website.

Top Choice accounts must be set up for every scholar prior to the first day of school. All lunch payments will go through Top Choice on [myschoolaccount.com](https://myschoolaccount.com). ID #s for new students will be e-mailed to you.

# Munds Hall (Cafeteria)

Parents are allowed to join JK-8<sup>th</sup> Grade scholars for lunch. Food may only be given to your scholar.

If bringing “fast food”, please pack in a non-descript bag.

Scholars may not go off campus for lunch.

If bringing lunch from home, please send with your scholar in the morning.

No lunch deliveries will be allowed.

# Birthdays



Cakes, cupcakes, or cookies may be shared with the class (grade level) at lunch or snack time, determined by the teacher.



Please coordinate with the teacher.



Party invitations distributed at school must include ALL grade level classmates (or ALL girls, ALL boys)

# Dress Code

*Full Details Provided in Packet*



Academic Outfitters of Corpus Christi  
*Cheryl and Mark Segrest*  
Gulfway Shopping Center  
1334 Airline Road, 78412  
361-806-9208  
[educationaloutfitters.com/corpus-christi/](http://educationaloutfitters.com/corpus-christi/)

**LANDS' END**  
SCHOOL UNIFORMS

[www.landsend.com](http://www.landsend.com)  
Preferred School Number: 900131764

The St. James Swap Closet

**Middle School Chapel Ties and Crests may be purchased in School Office.**

# St. James Swap Closet

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Provides access to FREE “gently used” uniforms for your scholars.

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Location: room next to the black iron gate in the Courtyard by the Parlor.

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Available before or after school as needed by picking up keys from School Office.

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Please mark ALL clothing/personal items with scholar’s name.

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Lost and Found items will be donated to the Swap Closet or to charity each month.

# DRESS CODE Details

## Backpacks

- Size appropriate for scholar, any color, no wheels

## Hair Accessories

- Bows, headbands, ribbons in solid white, solid navy, or solid light blue
- No monograms

## Hair

- Well-groomed, no artificial colors
- Boys: Above the eyebrows, off the collar, no longer than mid-ear

## Shoes

- White, black, gray, any shade of blue (minimal colored accents)
- No rolling, sparkly, glitter, light-up, or noise-making shoes

## Friday Dress

- St. James T-shirts, crazy socks, and colorful bows allowed.
- Uniform bottoms, blue jeans or jean shorts (dollar bill width above the knee)

## Cold Weather

- Blue jeans allowed if 50 degrees or below at 7:00 AM on our website's weather widget.

# Dress Code Compliance

- Compliance with Dress Code will earn scholars:
  - Friday Dress Code privileges
  - Free Dress Day at the end of each quarter, (10/7, 1/13, 3/24).
- Scholars not in compliance with dress code will receive a note in Agenda Planner to be signed by the parents.
  - After the 3<sup>rd</sup> dress code infraction, scholars will lose Friday Dress Code privileges and Free Dress Day at the end of the quarter. (required to wear their daily uniform for the remainder of the quarter.)
    - Scholars start fresh each quarter.
    - Every aspect of the Dress Code will be considered.



# Chapel Times and Dress

- Middle School (Grades 5-8) Tuesday, 8:05
- Lower School (JK–Grade 4) Tuesday, 8:45
- All School Chapel (JK-8) Open to Parents Thursday, 8:10

## **Primary School Chapel (Uniform Required on Wednesday)**

- Pre-Kindergarten Wednesday, 8:20
- Pre-Primary Wednesday, 8:50
- Primary Wednesday, 9:10

## **All School Chapel (Uniform required on Thursday)**

- Lower/Middle School (JK – Grade 8) Thursday, 8:10am
- Note: Because of organ installation, the Chapel will not be used from January-May, 2024 (Watch ARK for new location)



# FACTS FAMILY PORTAL

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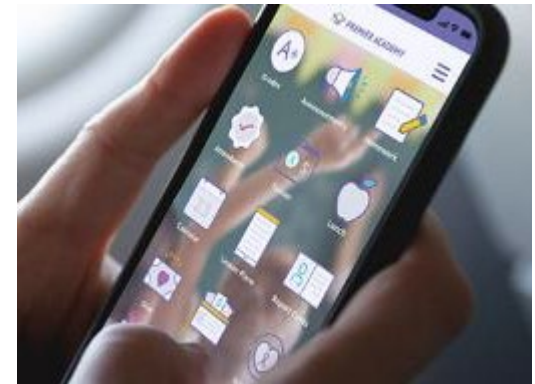
SJES Internal Webpage, *formerly named RenWeb*

<https://sja-tx.client.renweb.com/pw/>



# FACTS Family Portal

- A private and secure portal for parents and scholars providing information specific to each child.
- Provides valuable, timely information:
  - Attendance
  - Daily Grades
  - Progress Reports
  - School Announcements
  - Missing Assignments
  - Documents and Forms
  - School Publications
  - Student Billing Information

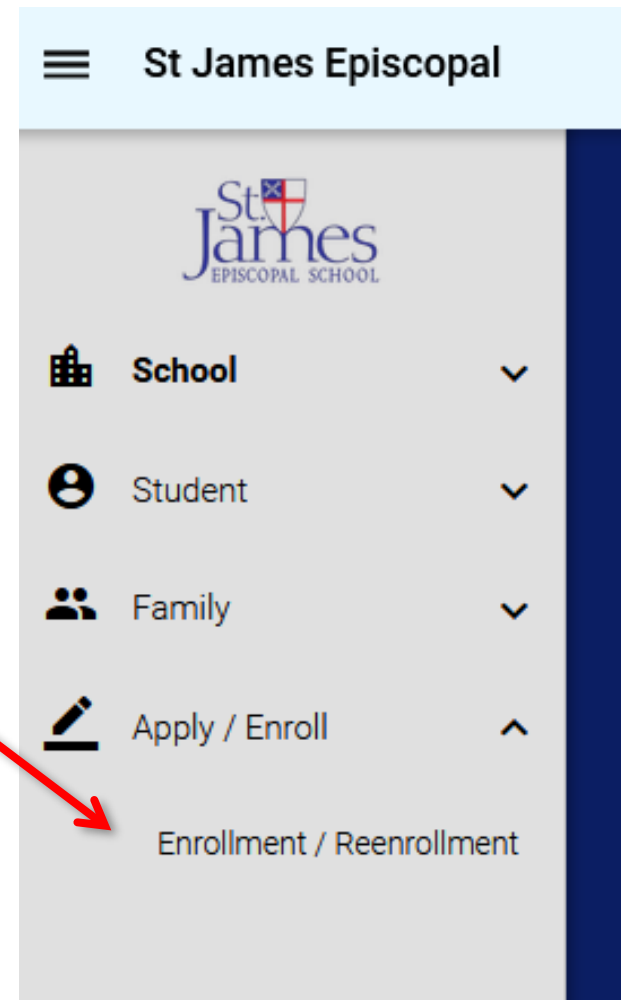


You can find the new FACTS Family App by searching for “FACTS Family” in the Google Play or Apple App Stores – it is available for both Android and iPhone users (\$4.99/year).

# FACTS – Enrollment / Reenrollment Packet

- Login to ParentsWeb
- Select **Apply/Enroll** on the left menu
- Select **Enrollment / Reenrollment**
- Select **Start Enrollment Packet** on the next page that opens up

**MUST COMPLETE THIS PROCESS BEFORE THE FIRST DAY OF SCHOOL!**



# FACTS Parent Alert System

Parent Alerts are text messages sent from the school to your cell phone to communicate emergency situations or vital information like school closings and delayed start times.

In order to receive these messages, you **MUST** enter a cell phone number **WITH AREA CODE** when entering your demographic information in FACTS Family Portal.

You, also, must have your Preferences selected to allow Parent Alert texts sent to your Cell Phone on your FACTS Family Page

## Parent Preferences

Block Name from School Directory

Yes  No

Block Address from School Directory

Yes  No

Block Phone from School Directory

Yes  No

Block Cell Phone from School Directory

Yes  No

Block Email Address from School Directory

Yes  No

Parent Alert Home Phone

Yes  No

Parent Alert Cell Phone

Yes  No

Parent Alert Work Phone

Yes  No

Block Parent Alert Text Message

Yes  No

Gradebook Notification

< Save & Back

Save

Save & Next >



# FRIENDS OF ST. JAMES

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## MISSION:

*To enhance the interests and endeavors of the St. James Episcopal School Mission Statement, help improve the school facilities that are not otherwise provided for in the school's budget, and promote open communication between the administration, teachers, and parents.*



## Friends of St. James (President – Janie Bruun)

- Membership included in tuition
- Room Parents & Committees
- Meetings: Once per month (see calendar)
- Follow their Facebook Page, also!  
“Friends of St. James Episcopal School”



# Booster Club (Chairs – Natalia Brusco & Carrie Gilley)

- Booster Club is our Parent organization formed to promote school spirit and support the Athletic Program.
  - Activities: staff concession stand, game admission, scorebook, scoreboard, pep rallies, Field Day, Sports Awards Ceremony
  - Membership
    - Pre-Primary – 3<sup>rd</sup> grade: Not mandatory, \$10/family
    - 4<sup>th</sup> – 8<sup>th</sup> grade: Included in Tuition
- Starting in 4<sup>th</sup> Grade, SJES offers these competitive sports:
  - Volleyball, Basketball, and Track
- Starting in 6<sup>th</sup> Grade, SJES offers:
  - Six-Man Football, Cross Country, Golf, Tennis, Soccer, Track
  - Sailing offered in 7<sup>th</sup> and 8<sup>th</sup> Grade only
- Uniforms: 4<sup>th</sup>-8<sup>th</sup> Grade dresses out for PE
- PE Uniforms ordered through Stitch It

<https://www.stitchitonline.com/customer-pages/st-james-school/>



# SJES Board of Trustees

## Executive Board

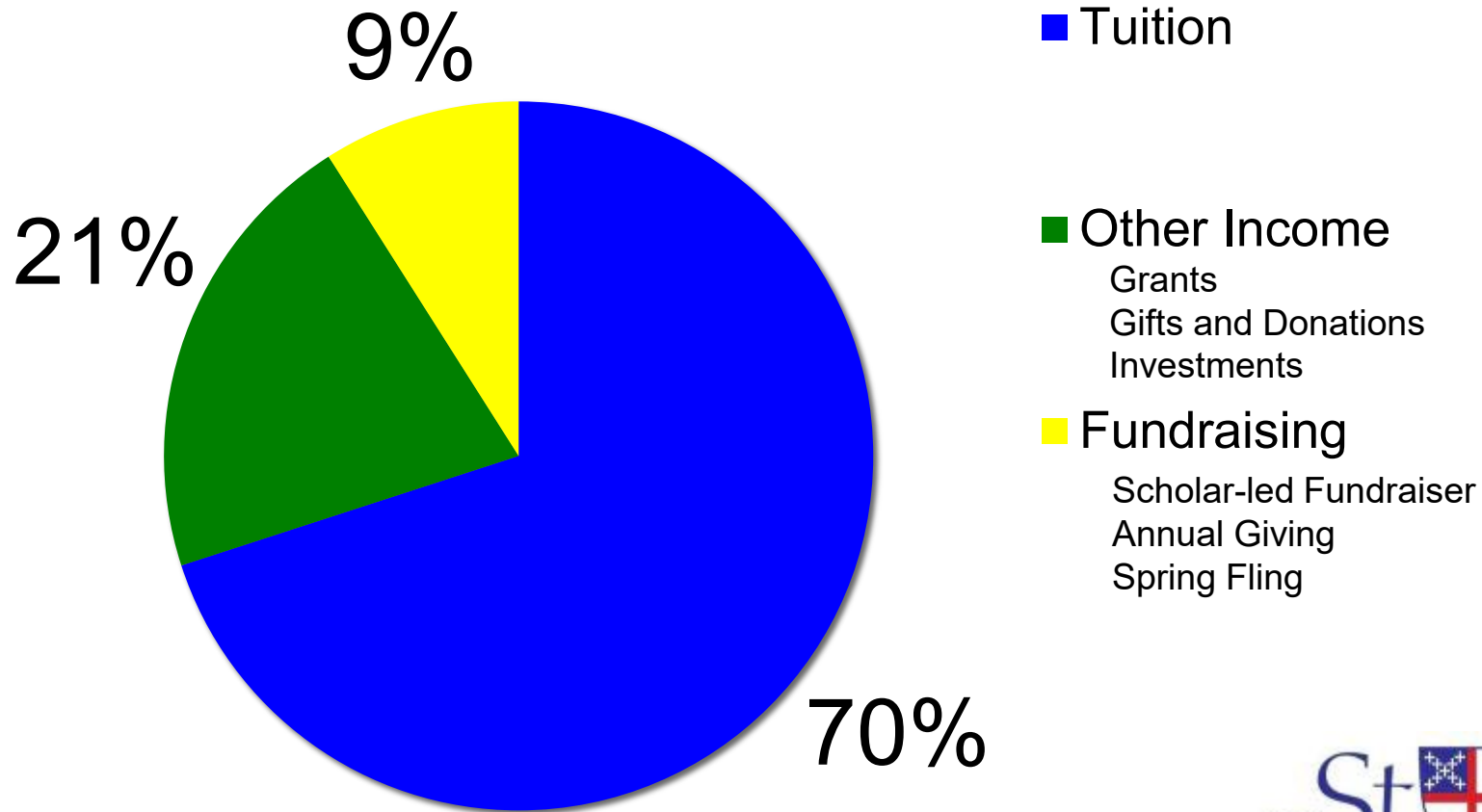
- Samantha Gates, *Chair*
- Michael Gilley, *Vice-Chair*
- David Stewart, *Treasurer*
- Corey Survant, *Secretary*
- Nowery Smith, *Parliamentarian*
- Galen Hoffstadt, *Head of School*
- Milton E. Black Jr., *Rector*

## Board Members:

- Haley Bennett
- Karen Bonner
- Susan Bonner
- Susan Clower
- Dos Gates
- Justin Lee
- Kelsie Morris
- Joseph Payne
- Christion Rice
- Janie Bruun  
(*Friends President*)



# Fundraising as a Percentage of Operating Costs



# Giving at St. James

## What To Expect

Three major annual fundraising programs at St. James:

1. Scholar Involved Fundraiser (Trek for Tech - Sept. 1-15)
2. Annual Giving Campaign, Fall Semester, Goal \$160K  
*100% parent participation for the past SIX years!*
3. Spring Fling

## What is Expected of You

- 100% Participation from all families!



# Upcoming Dates to Remember

- Monday, August 14      Meet the Teacher, Pre Primary-4<sup>th</sup> Grade  
"Come and Go" from 4:30-5:30
- Monday, August 15      Back to School BBQ, 5:00  
RSVP for dinner, Venmo  
@StJamesCC
- **Wed., August 16**      ***First Day of School!***
- Tuesday, August 22      Pre-Primary thru 4<sup>th</sup> Grade  
Parent Open House, 6:00 (adults only)

*Questions?*

