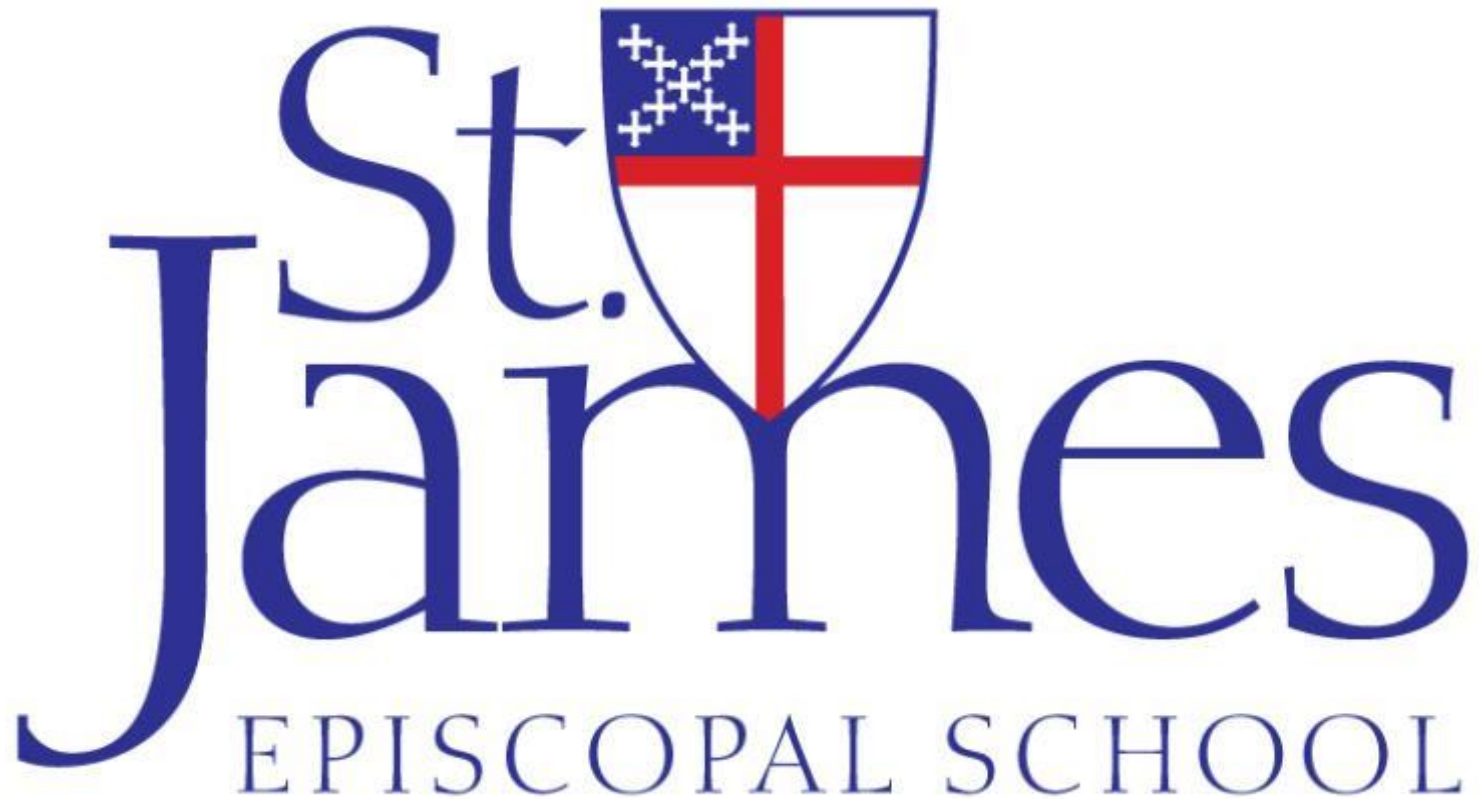


Welcome to



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. Amanda Gonzalez– *Associate Head of School*
- Mrs. Melissa Brooks – *Director of Finance*
- Mrs. Janelle Benavides – *Counselor and Director of Middle School*
- Mrs. Karly Sienkiewicz, RN– *Director of Student Services*
- Mrs. Becca Taylor- *Director of Advancement*
- Mrs. Anna Adrian– *Associate Director of Finance*

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



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, 1st - 4th *
From 8:00 a.m. – 3:30 p.m.

Middle School

- 5th - 8th *
From 8:00 a.m. – 3:30 p.m.

*Age appropriate by September 1

Jaguar Jargon

SJES – St. James Episcopal School

Scholars – Students of SJES

COTGS – Church of the Good Shepherd

Munds Hall – Cafeteria

DHAC – Dobbins Hall Adult Classroom

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

MSAH – Middle School Assembly Hall

Friends of St. James – Parent Organization of SJES

ODE – Outdoor Education

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-4th Grade signed daily by parents)

School Directory – FACTS Family Portal

E-mail

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

- **#whysaintjames** **#ourjagsdoexcel**
- 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 Office Staff 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 bring their Driver's License to 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.
- Our Emergency Preparedness Plan is posted on our website.

Morning Drop Off

Before School Care – Mondays Only

- 7:40-8:40 in Munds Hall

Primary and Lower School

- 7:40-8:00/Late at 8:00 (8:40 Monday)
- Pre-Primary and Primary Parents-One parent per child walks scholars in the back door of Foster Hall (parking lot door by playground) to sign in scholars
- Pre-K, JK, Kinder, & 1st Grade drive-thru drop-off in Office parking lot
- 2nd, 3rd, & 4th 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

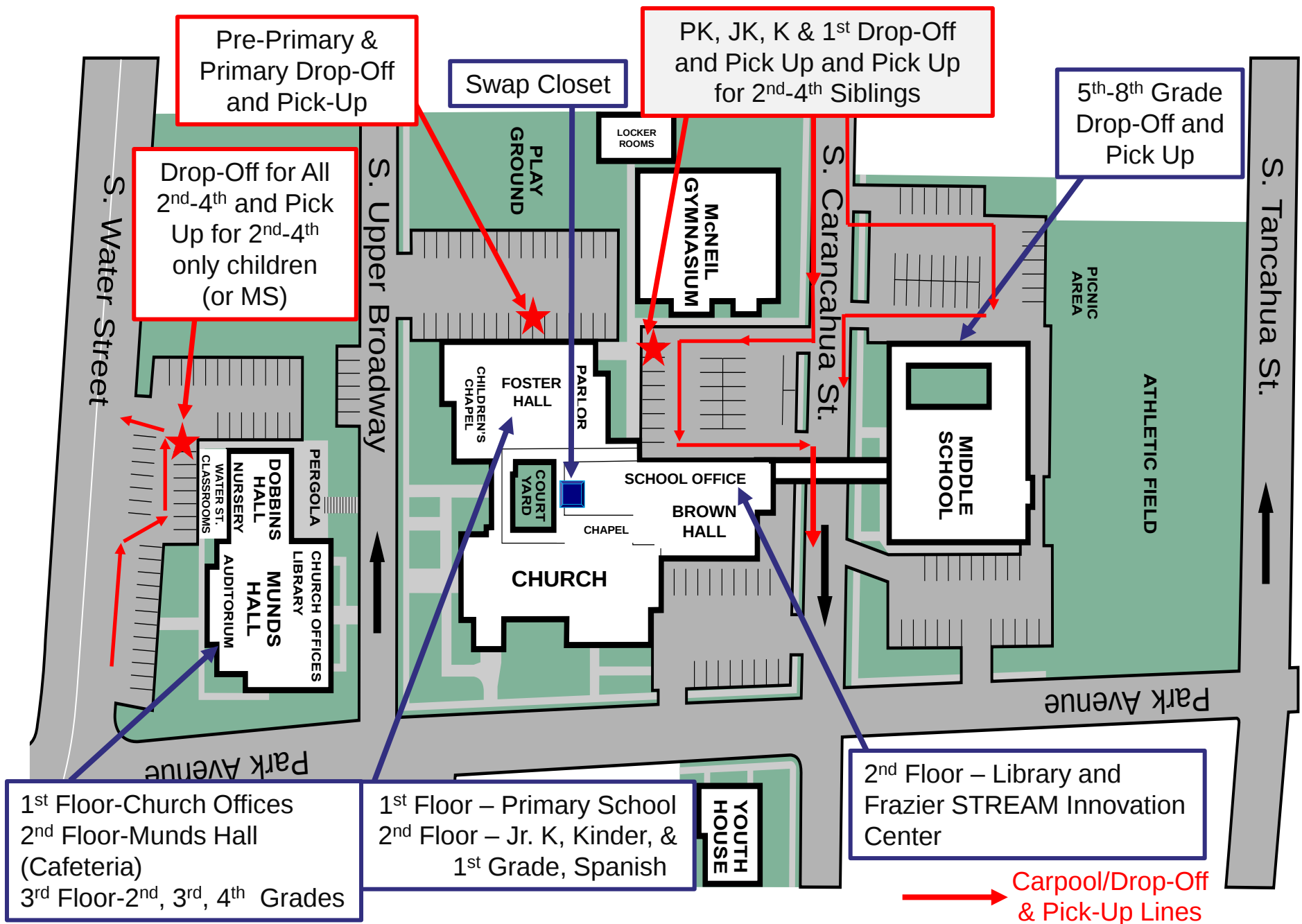
- Dismissal at 2:00pm will be outside in assigned areas by teacher in the parking lot by the playground
- 3:30 pick up for Primary School scholars who stayed in aftercare will be outside in the same areas.
- Scholars must be signed out by parent at appropriate pickup stations behind Foster Hall.

Lower and Middle School

- Dismissal at 3:30pm

Drive-Thru Pick-up

- SJES Office Parking Lot (Jr. Kinder-4th)
- If you have a Water Street scholar only (or MS and Water Street only) pick-up is in the Water Street Parking Lot
- MS Parking Lot (5th-8th)



After Care

Pre-Primary, Primary, and Pre-K - 2:00-3:30pm

- \$12/day (not to exceed \$180/month) in Lower Foster
- 3:30-5:30 Aftercare is not offered for Pre-Primary

Primary-8th Grade - 2:00-5:30 or 3:30-5:30

- \$18/day (not to exceed \$230/month)
- 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 th Grade	Camp Zephyr <i>Date TBD</i>	\$150
5 th Grade	Mo Ranch <i>March 25-28, 2025</i>	\$850
6 th Grade	The Outdoor School <i>March 25-28, 2025</i>	\$700
7 th Grade	Texas Capitol, Camp Eagle, Alamo & Missions <i>March 25-28, 2025</i>	\$900
7 th /8 th Grade	S.T.E.M. Trip –Fiesta Texas <i>Date TBD</i>	\$200
	Philadelphia & D.C.(Not this year)	\$4200
8 th 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-4th 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. ID #s for new students will be e-mailed to you.

Munds Hall (Cafeteria)

Parents are allowed to join JK-8th 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, or ALL boys)

Dress Code

Full Details Provided in Packet- Uniforms may only be purchased from...



Academic Outfitters of Corpus Christi
Cheryl and Mark Segrest
Gulfway Shopping Center
1334 Airline Road, 78412
361-806-9208
educationaloutfitters.com/corpus-christi/

LANDS' END
Ⓢ SCHOOL UNIFORMS

www.landsend.com
Preferred School Number: 900131764

The St. James Swap Closet (a few Parker uniforms are in the Swap Closet)

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

St. James Swap Closet

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

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

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

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

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 in front, not below the collar in back

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, (10/21, 12/13, 3/17).
- Scholars not in compliance with dress code will receive a note in Agenda Planner to be signed by the parents.
 - After the 3rd 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 Days and Chapel Dress

Primary School Chapel – Pre-Primary, Primary, and Pre-Kindergarten

Uniform Required on Wednesday

All School Chapel - JK – Grade 8 - 8:10 AM

Uniform Required on Thursday

- Parents may join us for All School Chapel.
- Scholars may sit with parents. (After the first Chapel)

FACTS FAMILY PORTAL

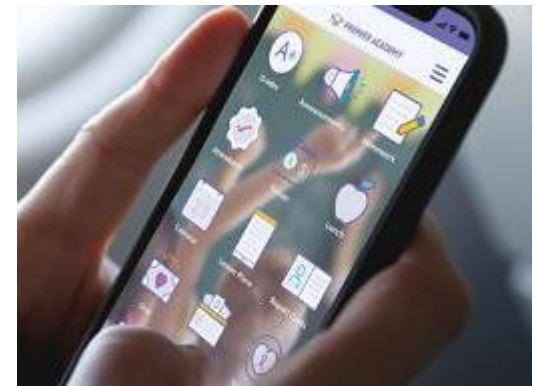
SJES Internal Webpage, *formerly named RenWeb*

<https://www.factsmgt.com>



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

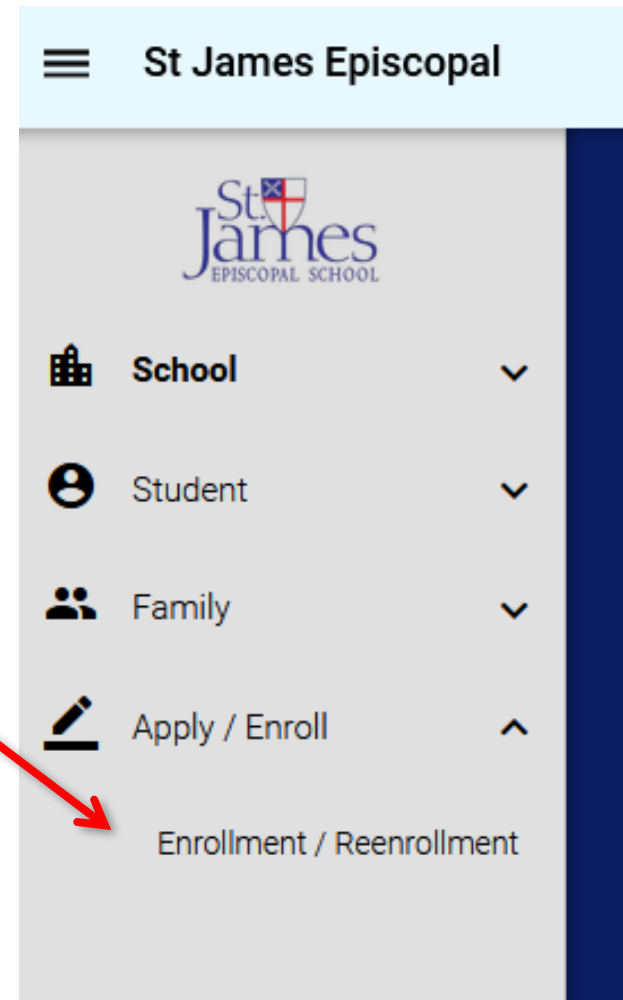


You can find the new FACTS Family App by searching for “FACTS Family” in the Google Play or Apple App Stores – it is available for both Android and iPhone users

FACTS – Enrollment / Reenrollment Packet

- Log in to Family Portal
- 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 ASAP!**



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

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, Christy Gibson)

- 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 – 3rd grade: Not mandatory, \$10/family
 - 4th – 8th grade: Included in Tuition
- Starting in 4th Grade, SJES offers these competitive sports:
 - Volleyball, Basketball, and Track
- Starting in 6th Grade, SJES offers:
 - Six-Man Football, Cross Country, Golf, Tennis, Soccer, Track
 - Sailing offered in 7th and 8th Grade only
- Uniforms: 4th-8th Grade dresses out for PE
- PE Uniforms ordered through Stitch It

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



SJES Board of Trustees

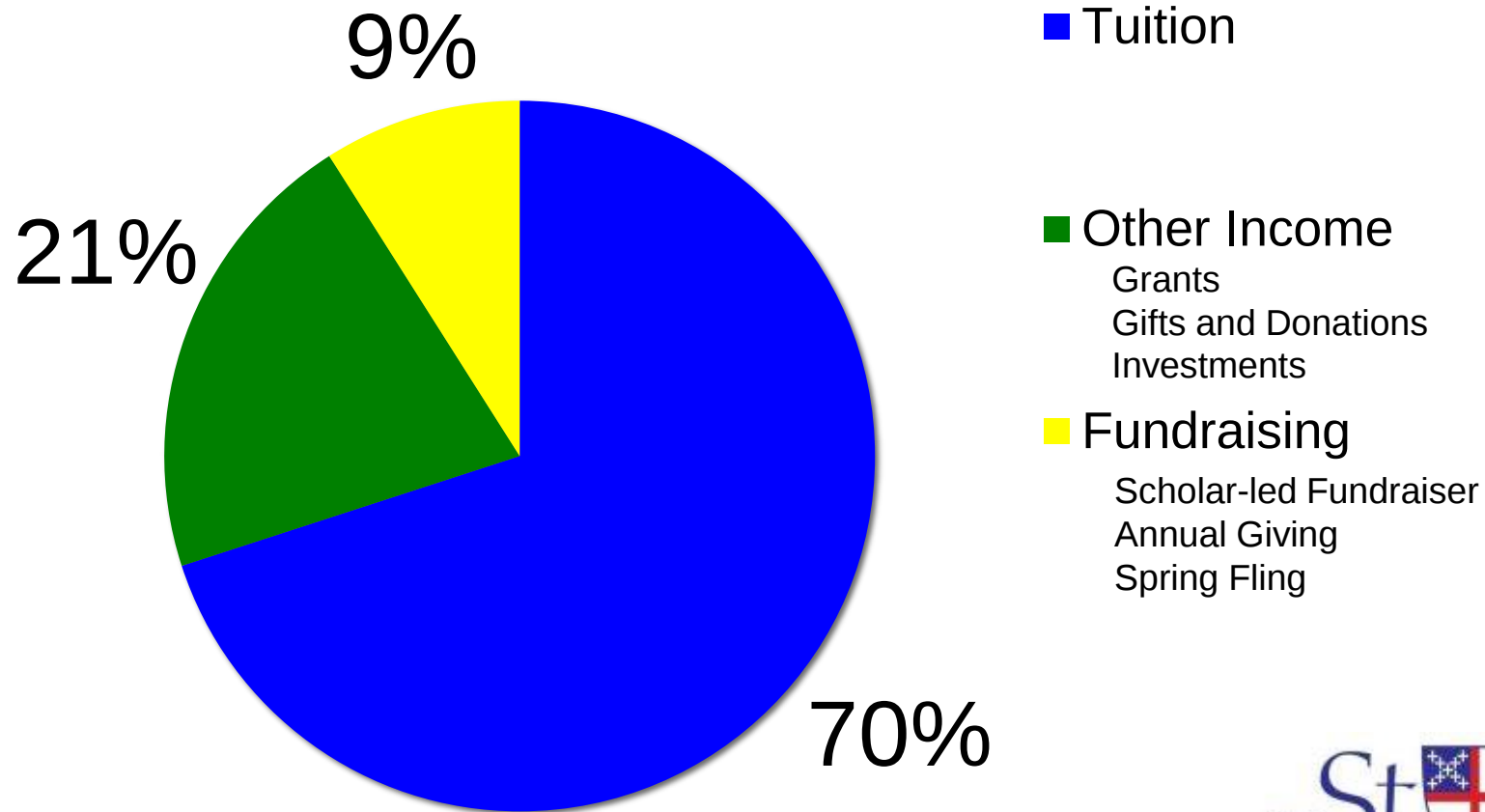
Executive Board

- Michael Gilley, *Chair*
- Christion Rice, *Vice-Chair*
- Haley Bennett, *Treasurer*
- Justin Lee, *Secretary*
- Samantha Gates,
Parliamentarian
- Galen Hoffstadt, *Head of School*
- Milton E. Black Jr., *Rector*

Board Members:

- Karen Bonner
- Susan Bonner
- Susan Clower
- Dos Gates
- Duane Herbst
- Kelsie Morris
- Nowery Smith
- David Stewart
- Corey Survant
- Christy Gibson
(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)
2. Annual Giving Campaign, Fall Semester, Goal \$165K
100% parent participation for the past SEVEN years!
3. Spring Fling

What is Expected of You

- 100% Participation from all families!



Upcoming Dates to Remember

- Monday, August 12
Meet the Teacher, Pre-Primary-4th Grade
“Come and Go” from 4:30-5:30
- Monday, August 12
Back to School BBQ, 5:00
RSVP via Venmo@StJamesCC
- **Wednesday, August 14**
First Day of School!
- Tuesday, August 20
Pre-Primary thru 4th Grade
Parent Open House, 6:00 (adults only)

Questions?