



Think ~ Believe ~ Become

Our doors are always open.

St. James Episcopal School

Sharing a Campus with the Episcopal Church of the Good Shepherd

602 S. Carancahua Street

Corpus Christi, Texas 78401

Office Phone # 361-883-0835 Fax Number # 361-883-0837

Headmaster's Cell # 361-765-6401

Headmaster: Mrs. Galen Hoffstadt
galenhoffstadt@sjes.org

Associate Head of School: Mrs. Nancy Harwell
nancyharwell@sjes.org

SJES Website: <http://sjes.org>

Think ~ Believe ~ Become

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

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

St. James Episcopal School Student Handbook

Agenda Planner

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2014-2015 School Year For You, A Thousand Times Over

ST. JAMES MISSION STATEMENT

Our vision at 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.

PURPOSE AND STRUCTURE

St. James Episcopal School, an independent school serving two (2) year olds through Grade 8, has endeavored to provide individualized instruction within a Christian environment since 1946. The responsibility of the school is to prepare St. James scholars academically, spiritually, physically, and socially. St. James maintains high academic standards while educating the total child. An independent Board of Trustees serves as the major governing body of the school and is responsible for policy decisions, finances, and long range planning.

SCHOOL MOTTO

Via -- Veritas -- Vita, found on the School's crest, is Latin for Way-Truth-Life and comes from St. John's Gospel: "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

ATTENDANCE:

School Hours-The McNeil Gym opens at 7:30.

- ◆ 7:45 AM Teachers on Duty/Scholars admitted to class
- ◆ 7:50 AM All scholars should be in their classes.
- ◆ 8:00 AM Scholars arriving after 8:00 must report to the office.
- ◆ 7:45 AM - 4:00 PM Office Hours

Attendance and active participation in school is extremely important. Scholars are expected to attend all classes. Parents should call SJES at 883-0835 by 9AM if they must keep their child at home. Please send a note when the child returns to school.

A calendar is distributed each year showing all school holidays. Parents are asked to work within the parameters of the school holidays for their family trips and vacations. Scholars will place a high value on learning if families preserve and emphasize the continuity of daily school attendance. If an absence of over five days is unavoidable, we ask parents to secure prior permission from the Headmaster at least one week in advance to ensure teachers have adequate time to prepare the school assignments that are to be completed during the absence. If a scholar misses more than eight (8) days per semester, it effects student achievement and may indicate the need for academic probation and removal from after-school athletics. Absences due to religious holidays will be counted as an excused absence. Scholars are still responsible for all schoolwork that is missed. When lengthy excused absences occur, assigned work will be made up at the discretion of the teacher and Headmaster.

Scholars are expected to be in their class in proper uniform by 7:50 AM daily and are tardy after 8:00 AM, Scholars should be on time every day! 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. Parents will receive a note after several (3-5) unexcused tardies in one quarter to alert them to this issue. Continued tardiness results in a meeting between parents and the Headmaster.

Absences/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. Upon returning to school, a scholar has one (1) day to make up class assignments for each day he/she is absent.

ATHLETICS:

All scholars in Grades 4-8 may participate on interscholastic basketball, track, and volleyball teams. In addition, scholars in Grades 7 and 8 may compete on interscholastic teams in golf, tennis, soccer, and cross country. Games and meets are held at St. James and on other school campuses. Parents provide their own transportation to and from away games.

Philosophy for our 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 each and every child to participate and to try a new activity, even if that child has never played that particular sport. Our goal is to offer our scholars the opportunity to gain practical life lessons by being part of a team that encourages a healthy and active lifestyle.

Sportsmanship is that quality which calls us to be considerate, fair, noble, and respectful. This quality must always be present in the conduct of our players, spectators, coaches, and school officials. In addition to providing exercise and competition, athletics provide an outlet through which the virtues of courage, grace, persistence, and discipline can be taught. St. James Episcopal School supports athletics as essential to the spiritual, social, emotional, as well as the physical well-being of young people.

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, competing within the rules of the game, being good team members at all times, treating fellow teammates and opponents with kindness, compassion, respect, and encouragement.

Coaches will serve as positive role models for all players and act in a professional manner at all times. Coaches will also hold all players accountable for appropriate behavior and academic performance. (No pass/no play is followed at SJES.)

Parents/Spectators will serve as positive ambassadors for our School and will appreciate and commend good effort and skill, no matter which individual or team exhibits it. All individuals will treat officials and opposing cheerleaders, players, coaches, and fans with respect and courtesy.

ACADEMIC PROBATION AND ATHLETIC PARTICIPATION

At St. James, academic excellence and meeting individual course requirements is of primary importance. We believe that participation in the School's extracurricular activities (i.e. after-school athletics, drama, music) supports our academic curriculum. However, scholars must be achieving grades of 70 or higher in each graded class to qualify for participation in extracurricular activities.

A scholar will be placed on Academic Probation if he or she receives:

- a 69 or below in any subject on EITHER his/her Progress Report or his/her Report Card;
- a "U" in any area on EITHER his/her Progress Report or on his/her Report Card

Any scholar on academic probation MAY NOT participate in after-school extracurricular activities for a minimum of the following two (2) 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.

ATHLETIC BOOSTER CLUB:

The athletic program is supported by parents through the Booster Club. Dues are per scholar in Grades 4-8. Membership is optional for 2-year-olds through Grade 3 families.

CAFETERIA/LUNCH/BIRTHDAYS:

All parents are invited to eat with their children throughout the year. Parents may bring lunch for their child only. Lunch orders will be taken with daily attendance upon arrival each morning. Scholars are encouraged to eat well-rounded meals, either from our food service or food they bring from home. Lunch menus are provided well in advance so scholars and parents can plan for lunch purchases. Parents may share lunch with their child. The length of our lunch period does not permit scholars to go off campus for lunch. Our food service agreement requests that parents not bring food from a commercial third party establishment (i.e. McDonalds, Whataburger...) into the cafeteria.

Children may celebrate their birthdays at school. **Birthday celebrations** are limited to be fair to all scholars. Parents may bring a cake, cupcakes, or cookies to be shared at snack or lunch with the whole class. Due to the small class sizes at St. James, personal parties for selected friends can be divisive. Therefore, we encourage parents to consider inviting ALL girls and/or ALL boys to birthday parties rather than to have selective parties. The School also requires that when invitations to home parties are distributed at school, ALL members of the class (or ALL boys/ALL girls) are invited. PLEASE consider gatherings that include EVERYONE rather than get-togethers that exclude a few. Invitations may only be given at school if all scholars are invited. Finally, any arrangement to leave directly from School to attend a party MUST include all classmates.

CELL PHONES:

Cell phones are restricted for AFTER SCHOOL USE ONLY unless teachers specifically request their use for instructional purposes. Cell phones must be turned off during the school day (not silenced or set to vibrate). Teachers will collect cell phones from scholars using them inappropriately and a parent will need to collect the cell phone from the Headmaster.

CHAPEL AND RELIGIOUS INSTRUCTION:

The School makes every effort to be welcoming to children and parents of all faith backgrounds. A variety of other Christian and non-Christian faiths are represented in our student body. This variety encourages understanding and a rich depth to the spiritual experience at the School. For these reasons, all scholars participate in the classroom reflection each morning and in the chapel experiences. Worship experiences and religious holidays are Christian in orientation. Any decision not to participate regularly needs to be discussed with the Headmaster.

Spiritual Formation classes are offered to scholars beginning in Kindergarten and continuing through Grade 8. These classes offer a variety of experiences, from explanations of the Episcopalian prayer book and liturgy, to Bible stories, to seminar discussions of world religions, to life issues from a spiritual perspective, and to lessons in leadership supporting character development and education.

The School's Chapel services provide the entire student body and faculty with the opportunity to gather weekly and share a common spiritual experience. Spiritual growth is part of the total development process in each scholar and at St. James we take this responsibility seriously. For these reasons, all scholars and faculty are expected to attend chapel.

Parents are encouraged to attend our services at any time, especially Thursday services.

- Preschool (2-year-olds & 3-year-olds) Monday at 8:40 a.m.
Chapel uniform is required.
- Preschool (4-year-olds) Monday at 9:00 a.m.
Chapel uniform is required.
- Middle School (Grades 5-8) Tuesday at 8:10 a.m.
Chapel uniform is not required.
- Lower School (Kindergarten - Grade 4) Tuesday at 8:45 a.m.
Chapel uniform is not required.
- Lower/Middle School (Kindergarten - Grade 8) Thursday at 8:10 a.m.
Chapel uniform is required.

CLASSROOM VISITATIONS:

Parents and visitors are always welcome at St. James. All visitors need to secure a Visitor Pass from the office and set up visits ahead of time with the teacher. Adults on campus without a pass will be requested to return to the office to obtain a pass. The safety and instructional time provided for our scholars is of utmost importance, and to ensure the safety of all children, we need to know who is on campus. Please make sure your scholar has the money, lunch, supplies, and necessary materials to make it through the school day. Special instructions such as transportation, homework, etc., should be given to your child before the school day begins. This prevents classroom interruptions. To ensure privacy, please discuss your child's progress with the teacher during scheduled parent/teacher conferences only. Classroom visits (max 20 minutes) are arranged through the administrator(s) and/or the teacher.

CODE OF CONDUCT:

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

In order to guarantee your child and all scholars in our school the learning climate they deserve, we utilize Conscious Discipline and a Positive Phrasing Discipline Plan. Our school policy is to establish meaningful rules that focus on respect for other people, respect for property, and responsible behavior and safety for all. These rules will be strictly enforced at all times, and positive reinforcement will be given to support scholars' appropriate behavior. Teachers will keep in touch with parents through phone calls, agenda planners, and conferences concerning your child's behavior. Parent signature is required in the agenda planner for any entry to ensure awareness of discipline and/or work ethic issues. Some classes and/or grade levels require signatures daily. Please discuss any concerns with your child's teacher. Administrators are also available and will investigate all sides involved in any situation requiring administrative intervention. Parents will receive a call from an administrator for any written office referral.

Scholarly Behavior Expectations

Scholar behavior is directly related to teacher expectations. 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 at all times. Teachers will instruct scholars about expectations utilizing positive phrasing techniques. Scholars will be able to explain expected behavior.

- Appropriate School-Wide Behaviors-"Do the right thing because it is 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.
- Keep your classroom neat and clean.
- Safeguard the well-being of all scholars and the school.
- Maintain appropriate work-ethic behaviors.

- School-Wide Expectations for Appropriate Work Ethic
- Work when you are supposed to work.
- Complete all work.
- Turn work in on time.
- Bring all necessary materials to class.
- Keep materials and learning environment organized.

- Severity Clause
Scholars will be sent to the office immediately for the following inappropriate behaviors:
- Physically aggressive behavior
- Profanity/Obscene gestures
- Racial slurs
- Disrespect to adults
- Bullying

Pre-K- Lower School Consequences for Inappropriate Behavior

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 - Parent Contact and/or Administrative Action - card turned to red

Work ethic and appropriate behavior provide the foundation for success. Your scholar's behavior and work ethic is documented in the Agenda Planner and must be initialed daily by a parent.

The 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

The following behaviors and points are noted on Middle School “White Slips”. “Points” are incident specific, listed by each infraction below, and will be reviewed at Parent Orientation.

- (3) Appropriate classroom behavior
- (3) Polite/Friendly behavior to others
- (3) Appropriate language
- (3) Appropriate Chapel behavior
- (2) Keep hands, feet and objects to self
- (2) Speak with permission
- (2) Good cafeteria behavior
- (1) Appropriate dress code
- (1) Appropriate hallway behavior

Consequences for MS infractions include the following:

4 Pts. =30 Minute Detention

8 Pts. =One-Hour Detention

Anything beyond 8 Points will warrant a Parent, Teacher, and/or Administrator Conference.

Any serious infraction of the rules may result in Suspension.

**We ask parents and guardians to support our discipline procedures
which will be reviewed during orientation.**

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. School-wide community service projects occur each year. Service requirements for both Lower and Middle School will be reviewed at Parent Orientation at the beginning of the year.

CONFERENCES, GRADING, AND REPORTING:

The chief means of conveying information about a child's progress in school is through Renweb and the Report Card itself. Year-end report cards are maintained in the scholar's permanent record. All grade levels have a scheduled parent conference in the fall. However, teachers also encourage conferencing whenever it will be helpful in furthering the communication between school and home. Teachers are available for 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 parents; legal guardians and such School staff as the Headmaster has decided have 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 to meet the individual needs of their scholars.

DEVELOPMENT & PUBLIC RELATIONS:

The School Office coordinates all fundraising campaigns, grant seeking, and solicitations of support on behalf of St. James Episcopal School. Such philanthropic endeavors are closely tied to the internal and external community perception of the school. All contributions are recorded in the Business Office. This office is also responsible for ensuring that donors receive proper gift acknowledgement and tax receipts. Unless the Development Office receives a request for anonymity, donors are listed in the Annual Report, which is published after each fiscal year.

The School has streamlined its fundraising to only **three distinct events this year.**

- To involve our scholars in fundraising efforts, the second week of school, we sell **Cookie Dough**. Family goals will be set so as not to burden multiple child families.
- In the fall, we have our **Annual Fund Campaign**. Annual Fund is crucial to raise funds to cover the 20-25% that your tuition dollars do not cover for our operating budget.
- 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.

The parent organization, *The Friends of St. James*, occasionally holds “fun” events that need an admission fee to cover expenses; others, such as our 8th grade class, raise funds for their gift to the school.

PHILANTHROPY - Ways of Supporting St. James

The School annually receives support through the following vehicles:

- **Annual Fund Campaign**- This campaign is launched each fall, and is intended to support the annual budget, funding acquisitions, and repairs that might not otherwise be possible. Tax deductible contributions are recognized.
- **Grandparent's Club** - This campaign is launched each fall, and may target a specific funding area for support from our Grandparent community. Grandparents are informed of School events and performances, and are invited to visit the School on Grandparents and Special Friends Day. Please send email and/or contact information for your child's grandparent to the SJES Office.
- **Alumni Association** - Alumni and parents of Alumni are vital to the community spirit of St. James. These constituents may be solicited for support of various types. Alumni may share their news through a section in the Annual Report, through the Jag Spirit, and by meeting at Alumni events during the School year.
- **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, which supports various School operational needs each year. 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** - Such funds are received in response to formal requests for funding through corporations and foundations. Some employers in the region offer matching funds to double gifts made by their employees. Please contact the SJES Office if you wish to suggest that a particular corporation or foundation be approached, or if you would like a list of employers providing matching funds.
- **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. The Development Office works with the School's Investment Manager to help donors find the best vehicle for the individual's giving wishes. Planned gifts typically offer substantial tax benefits to the donor, and should be discussed with a tax advisor.

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:

There are times when legal documents affecting family life also impact life at School. The policy of the School is always to emphasize its focus on the children in its care. To fulfill this commitment the School must be aware of all legal documents currently in force. Parents are responsible for giving the school all properly executed divorce decrees, temporary restraining orders and other Court Orders.

DROP-OFF VS. PARKING:

All Primary School scholars must be walked in to their classes in Lower Foster Hall. Parents walking their scholars to class are requested to park in the lot by the playground, the lot behind the office by the choir entrance, or the front parking spaces on Water Street.

The Drop-off area for Kinder-1st Grade is in the parking lot/horseshoe in front of the SJES Office. Drop-off for 2nd-4th grade is a loop through the parking lot on Water Street. Drop-off for Middle School is a loop through the Middle School Parking lot on the south side of the building where the doors are located.

EMERGENCY FORMS:

St. James maintains emergency contact information, approved carpool drivers, health care information and immunization records. All forms required for enrollment and attendance are distributed each year through a summer mailing. 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.

EMERGENCY PROCEDURES:

FIRE

- Each classroom has an evacuation plan prominently displayed.
- Each classroom teacher instructs her/his class on the correct route to be followed when quickly, yet safely leaving the building. Each scholar learns and practices reaching a pre-determined gathering location a safe distance from his/her building.

Procedures

- In the event of an actual fire or pending fire, the nearest fire call box should be activated.
- Upon hearing the continuous fire bell/tone, teachers should calmly and safely evacuate the building. Teachers should carry their class records and should ensure the planned route remains a safe one.
- Evacuating scholars shall remain in their class groups and re-gather at the assigned assembly areas.
- Upon gathering in the assembly areas, teachers should account for each scholar. Each teacher will be asked by the supervising administrator to report missing scholars.
- Scholars who are not in their assigned rooms (i.e. using a tutoring room, library or rest room) should evacuate the building immediately and report to their teacher at the assigned assembly area.
- Teachers/scholars should quietly **await for "all-clear"** to re-enter the building or for further instructions.

WEATHER

- When a weather emergency requires a delayed opening of School or when a school day must be canceled entirely, the Headmaster shall inform the local TV and radio networks. Renweb and the emergency "phone trees" will also be used to communicate with the School community.
- When a weather emergency occurs during the school day, scholars are safest within the school environment and buildings. Due to greater inherent dangers, the School specifically discourages parents from driving to campus during a weather emergency to remove their scholars.

COMMUNICATIONS DURING EMERGENCIES

- Should an emergency require St. James to delay or to cancel regularly scheduled opening, OR to institute an early dismissal, the Headmaster will notify the local TV and radio networks.
- Parents are advised to check the school website (www.sjes.org) for updates and current information regarding an emergency.
- Upon opening school each fall, the staff shall create emergency "phone trees" for all families and for the internal staff of the school. These "trees" shall allow every individual in every constituency group (parents/scholars, school staff, food service personnel, church personnel etc.) the opportunity to be contacted in order to share information about an emergency and the action to be taken.
- The school office shall monitor the City of Corpus Christi 911 emergency broadcast system and use Renweb to notify parents about specific procedures to follow.

FIELD TRIPS:

St. James scholars enjoy the opportunity to take Field Trips that enrich the classroom experience. Parents who serve as drivers/chaperones for class trips may not bring other children with them. Experience indicates that acting as a driver/chaperone requires 100% of the volunteer's attention. Parents will be notified in advance of field trips and no scholar will be allowed to participate without the proper form completed and signed by their parent or guardian prior to leaving. When parent vehicles are used, seat belts (or child seats) are required on all scholars for the entire trip. The automobile coverage (liability, accident, or property damage) held by St. James School DOES NOT extend to volunteer drivers driving their own vehicles. Therefore, all drivers are required to file proof of a valid driver's license and State of Texas prescribed minimums for liability insurance in the School office prior to serving as a trip driver. The School reserves the right to check a registered driver's driving record with Texas DPS.

GRADE PLACEMENT:

Advancement from Pre-Kindergarten and all other grades to follow will be based upon parent-teacher conferences and the teacher recommendation, the developmental readiness of the scholar based on the Gesell Observation Instrument, and the fulfillment of contractual agreements. In general, all scholars will be promoted who rank on or above their developmental age equivalent requirement or grade level on the Gesell instrument observations and/or grade level testing (ERB-2nd Grade), or who, in the opinion of the faculty, Administration, and the Headmaster, has demonstrated sufficient academic and/or developmental progress to be successful at the next grade level. The final decision rests with the Headmaster.

HEALTH-RELATED ISSUES:

Administration of Medicine

School personnel in the school office are authorized by the Headmaster to administer prescription or non-prescription medication to a scholar, provided that the school has received a written request to administer the medication from the parent, guardian, or other person having legal control of the scholar. All medication must appear in its original container and must be properly labeled with the name of the scholar, the dosage, and the time the medication is to be given. **All medication must be stored in the Main School Office.**

Contagious Diseases/Injuries

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 at 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 disease, or quarantine following it, a physician's statement certifying that danger from contagion has passed is required before the scholar may return to class. **SCHOLARS SHOULD BE FEVER-FREE A FULL 24 HOURS BEFORE RETURNING TO SCHOOL.** If there are reasons why a scholar should not fully participate in the School program, a note should be sent to the teacher, who will see that all concerned are aware of the situation. In order not to aggravate unhealed injuries, no scholar shall be permitted to participate in Physical Education or recess activities until the previously incurred injuries are completely healed and the Office has received a release from the attending physician.

Health Room

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 family or parent designated physician is notified and, if the situation warrants, the scholar will be taken directly to the hospital or doctor.

Health Screening

Vision/hearing screenings apply to scholars enrolled in Pre-Kinder-Kinder, 1st, 3rd, 5th and 7th and to any other first-time entrants. Scoliosis screening will be conducted on all scholars in Grades 6.

Student Health Records

Each scholar is required by the Texas Department of Health to present a Health Form and an Immunization Record 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.

IF THESE FORMS ARE NOT RECEIVED BY THE START OF SCHOOL, THE SCHOOL RESERVES THE RIGHT TO EXCLUDE THE SCHOLAR FROM CLASS.

HOMEWORK:

Homework is considered an integral part of the program beginning in Grade 1. 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 Assignments** - 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 that extend past the weekend. Scholars should practice math facts nightly. They also may have additional homework in one other subject. Please talk with your child about homework and encourage the completion of homework. Work habits formed now will be critical for college and career success.

Middle School scholars should expect homework every night (Monday-Thursday), some projects that may be assigned early in the week that extend past the weekend, and an increased homework load in Honors courses.

Good homework habits will help your scholar keep up with our fast-paced classroom instruction. 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. Borderline averages (69, 79, and 89) are impacted by consistency in completing homework and work ethic.

Teachers should be notified if a scholar consistently spends considerably more (or less) time to complete homework. The scholar may need help doing the work more efficiently. The school encourages close parent communication with teachers pinpoint areas for improvement.

LOST AND FOUND:

Please mark all clothing/personal items by using name tags and/or permanent ink with your child's name. Depending on where a lost item is recovered, it is taken to the School Office, the PE Office, or the Middle School Office. It is kept in the Lost and Found for that area.

MESSAGES FOR TEACHERS:

Each teacher also maintains a St. James e-mail account. E-mail addresses can found on the SJES website (www.sjes.org). All St. James faculty and staff emails are [firstlastname@sjes.org](mailto:firstname.lastname@sjes.org). Parents are encouraged to contact St. James teachers through e-mail, but should be respectful of time and should allow a 24 hour response time. All teachers are asked and encouraged to respond in a timely and efficient manner.

OUTDOOR EDUCATION:

The Outdoor Education Program is designed to enhance the academic curriculum while providing scholars the opportunity to learn about their environment and to grow through participation in outdoor activities that promote cooperation, teamwork, responsibility and self-reliance. Trips are planned at each Middle School grade level (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. The cost of each trip is NOT INCLUDED IN TUITION. Special financial assistance is available by request to the Headmaster. Scholars must be passing all subjects and must have satisfactory conduct prior to each trip. Should a scholar be unable to attend, assignments related to the trip will be completed under the supervision of Middle School staff.

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 individual's strengths and opportunities for growth. Due to busy schedules, all conferences must be scheduled in advance. To schedule a conference, contact your child's teacher before or after school or during your child's PE time.

PARTIES:

All classroom parties should be kept simple. Classroom parties are for those scholars in that class only. Please respect your teacher's rules on acceptable party refreshments and gifts.

PHYSICAL EDUCATION:

Physical education is part of the instructional program, and all scholars in all grades/classes are required to participate each day. Any illness preventing participation in PE for one (1) day requires a written excuse to the PE teacher. A doctor's excuse is required for scholars unable to participate for two or more days. Teachers may not supervise scholars not taking part in PE. Please specify if your child may go outside even if not engaged in active play. No participation in PE=No participation in recess.

SCHOLAR DRESS:

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. In addition, uniforms help create an atmosphere that promotes focused learning and respectful, positive expressions of individuality. SJES Dress code is designed to allow us to focus on educating our scholars and to minimize distractions. All scholars will be expected to comply.

BOYS DRESS CODE

Primary (Pre-Primary, Primary, and Pre-Kindergarten)

DRESS/CHAPEL DAYS

- Khaki shorts or pants (elastic preferred)
- White polo shirt with SJES logo
- Belts are not required until Lower School, however if pants or shorts with belt loops are worn, belts are required and must be plain brown or black leather or web belt with plain buckle.
- Shoes must be predominantly white, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim in same or accent color is acceptable. Shoe laces must be white or the predominant shoe color. No distracting shoes (i.e., movement, lights, wheelies, sounds). Velcro closure preferred for primary students. No soles that will leave black marks on the gym floor.
- Chapel socks must be plain white socks, above the ankles.

DAILY UNIFORM

- Khaki uniform shorts or pants (elastic preferred)
- Long or short sleeve white, navy, chambray blue or grey heather polo shirt with SJES logo.
- Belts are not required until Lower School, however if pants or shorts with belt loops are worn, belts are required and must be plain brown or black leather or web belt with plain buckle.
- Shoes must be predominantly white, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim in same or accent color is acceptable. Shoe laces must be white or the predominant shoe color. No distracting shoes (i.e., movement, lights, wheelies, sounds). Velcro closure preferred for primary students. No soles that will leave black marks on the gym floor.
- Socks must be white, above the ankle.

Lower School (Kindergarten - 4th Grades)

DRESS/CHAPEL DAYS

- Khaki pants with belt loops (Note: Kindergarten students may wear elastic waist pants)
- White polo shirt with SJES logo
- Belts are required if wearing pants with belt loops and must be plain brown or black leather or web belt with plain buckle.
- Shoes must be predominantly white, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim in same or accent color is acceptable. Shoe laces must be white or the predominant shoe color. No distracting shoes (i.e., movement, lights, wheelies, sounds). No soles that will leave black marks on the gym floor.
- Chapel socks must be plain white socks, above the ankles.

DAILY UNIFORM

- Khaki uniform shorts or pants with belt loops. (Note: Kindergarten students may wear elastic waist shorts or pants)
- Long or short sleeve white, navy, chambray blue or grey heather polo shirt with SJES logo.
- Belts are required and must be plain brown or black leather or web belt with plain buckle.
- Shoes must be predominantly white, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim in same or accent color is acceptable. Shoe laces must be white or the predominant shoe color. No distracting shoes (i.e., movement, lights, wheelies, sounds). No soles that will leave black marks on the gym floor.

- Socks must be white, above the ankle.

Middle School (5th - 8th Grades)

DRESS/CHAPEL DAYS

- Khaki pants with belt loops.
- White button-down Oxford blend shirt long or short sleeve) - No logo
- Deep navy blazer, classic 2-button. No logo. Detachable SJES crest patch, purchased in the School Office.
- SJES necktie - purchased in the School Office.
- SJES bowtie is acceptable*
- Belts are required and must be plain brown or black leather or web belt with plain buckle.
- Tan, brown or black dress leather or loafer style shoes.
- Chapel socks must be dark socks, above the ankle.

DAILY UNIFORM

- Khaki uniform shorts or pants with belt loops.
- Long or short sleeve white, navy, chambray blue or grey heather polo shirt with SJES logo (white shirts are reserved for preschool and lower school chapel).
- Belts are required and must be plain brown or black leather or web belt with plain buckle.
- Shoes must be predominantly white, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim is acceptable. Shoe laces must be white or the predominant shoe color. No distracting shoes (i.e., movement, lights, sounds). No soles that will leave black marks on the gym floor. Any low cut standard loafer (Tom's and Sperry's allowed) in tan, black, brown or navy with standard low heel is acceptable, however tennis shoes are required for P.E.
- Socks must be white, above the ankle or peds.

FREE DRESS & FRIDAY DRESS

- Jeans may be worn on Friday with any approved St. James shirt or St. James t-shirt. (T-shirts are purchased from Lands' End School Uniform.)
NOTE: Clothing must be worn to size, not too baggy, not too tight—no worn knees, holes or frayed hems allowed.
- Daily uniform shoes must be worn on Friday—tennis shoes/Athletic shoes with socks required for PE; Shoes must have a back. No flip flops, crocs, sandals, mules, wheelies, high heels, or platform shoes.
- Any color socks allowed on Friday.
- Sweatshirts in navy or grey with SJES logo may be worn with daily wear. These are also purchased from Lands' End School Uniform.
- Micro fleece classic navy half-zip pullover with SJES logo or Polar fleece classic navy full-zip jacket with SJES logo is also acceptable (purchased from Lands' End School Uniform).
- Any heavy coat or rain gear when necessary, however, only those with the St. James logo may be worn in the classroom.
- Hair should be well groomed: Above the eyebrows, off the collar and no longer than mid-ear. No ponytails or braids.
- No earrings or distracting jewelry.
- No large wallets or chains.
- On Free Dress days: No see-through tops, tanks, or sleeveless tops allowed Slacks, shorts, and jeans must fit. No bike shorts, wind shorts, or sweatpants

GIRLS DRESS CODE

Primary/Lower School (Pre-Primary - Kindergarten)

DRESS/CHAPEL DAYS

- Light blue pleated jumper with light blue shorts or privacy shorts underneath.
- White midly blouse with light blue SJES tie.
- Shoes must be predominantly white, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim in same or accent color is acceptable. Shoe laces must be white or the predominant shoe color. No distracting shoes (i.e., movement, lights, wheelies, sounds). Velcro closure preferred for primary students. No soles that will leave black marks on the gym floor. Mary Jane's in black, black patent or navy blue are acceptable.
- Chapel socks must be plain white ankle socks, white knee socks, or white tights.
- Hair bows should only be white, navy or light blue.

DAILY UNIFORM

- Light blue uniform shorts (elastic waist preferred for preschool), light blue cotton split skirt, light blue pleated jumper with light blue shorts or privacy shorts underneath.
- White or navy midly blouse with light blue SJES tie.
- Shoes must be predominantly white, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim in same or accent color is acceptable. Shoe laces must be white or the predominant shoe color. No distracting shoes (i.e., movement, lights, wheelies, sounds). Velcro closure preferred for primary students. No soles that will leave black marks on the gym floor. Mary Jane's in black, black patent or navy blue are acceptable.
- Socks must be plain white ankle socks.
- Hair bows should only be white, navy or light blue.

Lower School (Kindergarten - 4th Grades)

DRESS/CHAPEL DAYS

- Light blue pleated skirt with light blue shorts or privacy shorts underneath (Note: Kindergarten girls may wear the light blue pleated jumper)
- White midly blouse with light blue SJES tie.
- White, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim in same or accent color is acceptable. Shoe laces must be white or the predominant shoe color. No distracting shoes (i.e., movement, lights, wheelies, sounds). No soles that will leave black marks on the gym floor. Mary Jane's in black, black patent or navy blue are acceptable.
- Chapel socks must be plain white ankle socks, white knee socks, or white tights.
- Hair bows should only be white, navy or light blue.

DAILY UNIFORM

- Light blue uniform shorts, light blue cotton split skirt, Light blue pleated skirt with light blue shorts or privacy shorts underneath (Note: Kindergarten may wear elastic waist shorts and light blue pleated jumper)
- White or navy midly blouse with light blue SJES tie.
- Shoes must be predominantly white, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim in same or accent color is acceptable. Shoe laces must be white or the predominant shoe color. No distracting shoes (i.e.,

movement, lights, wheelies, sounds). No soles that will leave black marks on the gym floor. Mary Jane's in black, black patent or navy blue are acceptable.

- Socks must be plain white ankle socks.
- Hair bows should only be white, navy or light blue.

Middle School (5th - 8th Grades)

DRESS/CHAPEL DAYS

- Khaki skirt (pleated or A-line). Note: Skirt may not be shorter than a dollar bill width.
- White button-down Oxford blend shirt (long or short sleeve) - No logo.
- Deep navy blazer, classic 2-button. No logo. Detachable SJES crest patch, purchased from the School Office.
- SJES school tie, purchased from the School Office.
- Tan, brown or black dress leather or loafer style shoes.
- Chapel socks are plain white ankle socks, white knee socks, white tights, skin toned hose, or peds.
- Hair bows should only be white, navy or light blue.

DAILY UNIFORM

- Khaki uniform shorts, capris or pants.
- Long or short sleeve white, classic navy, chambray blue or grey heather mesh polo with SJES logo.
- Brown or black leather belt with simple, plain buckle. No studs or rhinestones.
- Shoes must white, black, gray or St. James blue (light blue or navy) standard leather or canvas rubber soled tennis shoes OR a combination thereof. Simple trim is acceptable. Shoes laces must be white or predominant shoe color. No distracting shoes (i.e., movement, lights, wheelies, sounds). No soles that will leave black marks on the gym floor. Any low cut standard loafer (Tom's or Sperry's allowed) in tan, black, brown or blue with standard, low heel is permitted. No heels higher than $\frac{3}{4}$ " of any kind. SJES dress shoes may be worn as a daily uniform option.
- Socks must be plain white ankle socks or peds. White knee socks may only be worn with skirts.
- Hair bows should only be white navy or light blue.

FREE DRESS & FRIDAY DRESS

- Jeans may be worn on Friday with any approved St. James shirt or St. James t-shirt. (T-shirts are purchased from Lands' End School Uniform.)
- NOTE: Clothing must be worn to size, not too baggy, not too tight— Jeans may not have jewels, embroidery, beadwork or be tight fitting. NO worn knees, holes, or frayed hems allowed.
- Daily uniform shoes must be worn on Friday—tennis shoes/Athletic shoes with socks required for PE; Shoes must have a back. No flip flops, crocs, sandals, mules, wheelies, high heels, or platform shoes.
- Any color socks allowed on Friday.
- Sweatshirts in navy or grey with SJES logo may be worn with daily wear. These are also purchased from Lands' End School Uniform.
- Micro fleece classic navy half-zip pullover with SJES logo or Polar fleece classic navy full-zip jacket with SJES logo is also acceptable (purchased from Lands' End School Uniform).
- Any heavy coat or rain gear when necessary, however, only those with the St. James logo may be worn in the classroom.
- No distracting jewelry.
- Hair should be well groomed. No distracting or artificial hair color, hair styles, or hair accessories.
- No distracting make-up in middle school.
- No make-up in preschool or lower school.
- On Free Dress days: No see-through tops, tank, tube, midriff tops, halter-tops, or sleeveless tops allowed Slacks, shorts, and jeans must fit. No bike shorts, wind shorts, sweatpants, or leggings.

SCHOOL PICTURES:

The School arranges for individual scholar pictures to be taken each fall and class pictures to be taken in the spring. Team sports pictures are taken in the spring during regular P.E. classes.

TECHNOLOGY ACCESS AND USE:

Scholars at St. James have access to the Internet and utilize our computer network every day. The School will provide adult supervision and guidance during computer use and individual teachers may provide written instructions in an effort to ensure that technology usage is developmentally appropriate. The instantaneous availability of information, which at times may be graphic in nature, places tremendous responsibility on our employees and scholars to ensure that the materials accessed either publicly or privately are consistent with the mission of St. James Episcopal School. The school does employ modern filtering hardware and software to provide appropriate safeguards and to reduce the risk of using any inappropriate information. Initialing this section indicates agreement to use all technology appropriately in dealing with school work or SJES scholars, both at school and at home. _____ Parent _____Scholar

TUITION:

St. James Episcopal School contracts with parents for the full academic year. The School then enters into legally binding contractual relationships with its employees, vendors and other service providers based upon the anticipated enrollment for the coming academic year. Therefore, the School cannot waive its obligation to bill for and to collect its stated tuitions and fees as quoted for the entire year.

I have read and discussed the St. James Episcopal School Scholar/Parent Handbook, including the Code of Conduct, Technology Agreement, and Uniform Requirements with my child. I understand that parent initials are requested nightly in the Agenda Planner through 4th grade. We agree to adhere to these policies, follow the dress code, attendance rules, and we agree to do the “right thing” because it is the right thing to do. We support SJES.

Scholar Signature-Date

Parent Signature-Date

Teacher Signature-Date

St. James Episcopal School
SUMMARY CALENDAR 2014-2015

AUGUST

- 4-8 All Faculty Staff Development
- 8 Meet & Greet Your Teacher – 4:30-5:30 p.m.
- 8 Back to School Cookout & Friends of St. James Welcome – 6:00 p.m.
- 12 OPENING DAY (Full Day of Classes)**
Beginning of 1st Quarter
- 14-15 8th Grade Outdoor Education Trip to Mo Ranch

SEPTEMBER

- 1 LABOR DAY – No School**
- 16-19 7th Grade Outdoor Education Trip to Austin, Camp Eagle, and San Antonio
- 29 Primary-8th Grade Individual School Photos

OCTOBER

- 2 Parent/Teacher Conferences-4:00 p.m.
- 3 Parent/Teacher Conferences - No School**
End of 1st quarter - ½ day Teacher In-service
- 6-10 FALL BREAK – No School**
- 13 Beginning of 2nd Quarter
- 13-17 6th Grade Outdoor Education Trip to Big Bend and Prude Ranch

NOVEMBER

- 7 Grandparents & Special Friends Day –
Noon Dismissal – ½ day Teacher In-service
- 24-28 THANKSGIVING BREAK – No School**

DECEMBER

- NO Friends of St. James Meeting
- 4 Advent Chapel
- 6 Breakfast with Santa
- 12 All-School Christmas Pageant
- 16-18 Semester Exams – End of 2nd Quarter
- 18 Christmas parties – Afternoon
- 19 Christmas Break Begins – No School**
Teacher In-service and Work Day

JANUARY

- NO Friends of St. James Meeting
- 6 CLASSES RESUME**
Beginning of 3rd Quarter
- 19 MLK HOLIDAY – No School**

FEBRUARY

- 1 St. James Sunday
- 11-13 5th Grade Outdoor Education Trip to Mo Ranch
- 13 Valentine’s Day Class Parties – **Noon dismissal/**
½ day Teacher In-service
- 18 Ash Wednesday Chapel

MARCH

- 13 4th Grade Outdoor Education Trip to NASA
- 16-20 Spring Break
- 23 CLASSES RESUME**
Beginning of 4th Quarter

APRIL

- 3 GOOD FRIDAY – No School**
- 6-7 EASTER MONDAY – No School**
- 12-17 8th Grade Outdoor Education Trip to Washington, D.C.
Spring Fundraiser – TBD

MAY

- 25 MEMORIAL DAY – No School
- 27 Sports & Enrichment Awards – 10:30 a.m.
- 28 “Moving Up” Chapel – 8:10 a.m.
8th Grade Baccalaureate Service – 6:00 p.m.
- 29 8th Grade Graduation – 10:30 a.m.
LAST DAY OF SCHOOL

JUNE

- 1-2 All Faculty Work Days