



**Over Seventy Years of Excellence in Education**

***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: Mrs. Galen Hoffstadt  
Headmaster's Cell # 361-765-6401  
galenhoffstadt@sjes.org

SJES Website: [www.sjes.org](http://www.sjes.org)

**Think ~ Believe ~ Become**

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

St. James Episcopal School  
Student Handbook

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**2017-2018 School Year**  
**Think - Believe - Become**

**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

**PORTRAIT OF A GRADUATE**

St. James Episcopal School believes that when this mission has been successfully met in its graduates, those graduates will exhibit:

- A thirst for knowledge and creativity, self-directed and resourceful patterns for acquiring that knowledge.
- A desire to make the most of educational opportunities, and to set and to achieve priorities.
- An ability to think critically, to discern the worth of information carefully and to understand that academic disciplines require examination both in depth and breadth.
- An ability to demonstrate the use of organized and habitual skills to approach the learning process (they have learned how to learn) that goes well beyond the skill of memorization.
- Self-confidence both in groups and in front of groups as they communicate their ideas and beliefs and will exhibit the self-esteem to make personal choices regardless of peer pressure.
- An advanced ability to employ a variety of forms of expression such as written, verbal, artistic, dramatic, athletic and spiritual; and an advanced ability to utilize the tools related to the educational process (i.e. paper, writing instruments, technological hardware/software) and to know when it is best to utilize each.
- A visible valuing of the spiritual component to life and the faith in God it engenders, while demonstrating the role that it plays in living a life of balance and in making moral/ethical choices.
- A genuine appreciation for the differences evident within our world and among individuals, and a willingness to participate as good stewards in that broader world through service to others and responsibly using the natural resources entrusted to us.
- A genuine appreciation for the fine arts, as exemplified through personal participation as well as an ability to react critically to a variety of forms.
- A willingness to accept responsibility for choices made in the areas of personal behavior, intellectual pursuits and spiritual development.

## **ATTENDANCE**

**School Hours-The McNeil Gym opens at 7:30 every day for before school care, including Mondays.**

- **Monday Start Time is 9:00 AM.**
- 7:45 AM Teachers on Duty/Scholars admitted to class (8:45 on Mondays)
- **7:50 AM All scholars should be in their classes.** (8:50 on Mondays)
- 8:00 AM Scholars arriving after 8:00 must report to the office. (9:00 on Mondays)
- 7:45 AM - 4:15 PM Office Hours (8:45- 4:15 on Mondays)

Attendance and active participation in school is extremely important. Scholars are expected to be on time and attend all classes. **Parents should call SJES at 883-0835 by 9AM** if they must keep their child at home. 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.**

Scholars should be on time every day! Scholars will place a high value on learning if families 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. 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 RenWeb. **Scholars must be in attendance 90% of the school year to be eligible for promotion.** If a scholar has been absent more than 10% of the school year, the Attendance Committee, comprised of administrators and the classroom teacher, will meet to discuss the scholar's eligibility for promotion. As per the School contract, the Headmaster makes the final decision regarding promotion. Absences due to religious holidays will be counted as an excused absence. Scholars are responsible to make up all missed schoolwork.

**Scholars are expected to be in their class in proper uniform by 7:50 AM daily (8:50 on Mondays)** and are tardy at 8:00 (9:00 AM on Mondays). Scholars who are tardy interrupt the learning of others and miss important instruction. Any scholar who is tardy must check in at the office for a permit to enter class. Tardies, with few exceptions, are unexcused. After five (5) tardies, parents will receive a letter from the Office. Five tardies are counted as one complete day of absence. The Attendance Committee made up of the administrators and the classroom teacher will meet to make decisions about any disciplinary action that may be required.

### **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.

## **ATHLETICS**

All scholars in Grades 4-8 may participate in interscholastic basketball, track, and volleyball. 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 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 scholars the opportunity to gain practical life lessons by being part of a team that encourages a healthy, 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, being good team members, treating fellow teammates and opponents with kindness, compassion, respect, and encouragement. No pass/no play is followed at SJES.

**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.

**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, 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. 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 each quarter 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 (Including Conduct)

**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. **A scholar who gives evidence of consistently poor performance and whose performance gives little or no evidence of improvement may be asked to withdraw from St. James Episcopal School.**

### **ATHLETIC BOOSTER CLUB**

The athletic program is supported by parents through the Booster Club. Dues are included in tuition for scholars in Grades 4-8. Membership is optional for Pre-Primary through Grade 3 families.

### **CAFETERIA/LUNCH/BIRTHDAYS**

Parents (K-8) are invited to eat with their children. **Parents may bring lunch for their child only.** Lunch orders will be taken with daily attendance. Lunch menus are provided on RenWeb. The length of our lunch period does not permit scholars to go off campus for lunch. To encourage all scholars to eat their lunch without complaining, fast foods brought into the cafeteria (i.e. McDonalds, Whataburger...) should be in non-commercial containers.

Children may celebrate birthdays at school. Parents may bring cake, cupcakes, or cookies to share with the whole class. Due to small class sizes, personal parties for selected friends may be divisive. We ask that ALL girls, ALL boys, or ALL grade members be included. **When invitations are distributed at school, ALL members of the grade level or ALL girls/ALL boys must be included.** Arrangements to leave School to attend a party MUST include same as above.

### **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 when used inappropriately and a parent will need to collect the cell phone from the Headmaster. Cell phones on campus may be examined by the Headmaster at any time and any inappropriate use will result in a parent conference and possible disciplinary action.

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

Episcopal schools are upheld by the basic principles of the Baptismal Covenant. This Covenant maintains that individuals and institutions are called by God to adopt certain fundamental disciplines and dispositions in order to embrace fully their basic identities. As embodiments of the Christian faith, Episcopal schools are created to be communities that honor, celebrate, and worship God as the center of life. They are created to be models of God's love and grace. They are created to 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."

Episcopal schools have ecumenical and diverse ministries of educational and human formation for all people of all faiths and backgrounds and seek to integrate religious and spiritual formation into the overall curriculum and life of the school community. Episcopal schools exist not merely to educate, but to demonstrate and proclaim the unique worth and beauty of all human beings as creations of a loving, and empowering God.

The School makes every effort to be welcoming to children and parents of all faith backgrounds. 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. For these reasons, all scholars and faculty are expected to attend chapel.

Parents are encouraged to attend All-School Chapel, serving Kinder-8<sup>th</sup> Grade, on Thursdays at 8:10.

- Preschool (Pre-Primary and Primary) Wednesday at 8:40 a.m.  
Chapel uniform is required.
- Preschool (Pre-Kindergarten) Wednesday 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. (*All-School Chapel*)

### **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 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 the teacher.**

### **CODE OF CONDUCT**

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

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. Teachers will keep in touch with parents through Agenda Planners, phone calls, and conferences. Administrators will investigate all sides involved in any situation requiring administrative intervention. Parents will receive a call from an administrator for any Office referral.

### **Scholarly Behavior Expectations**

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 necessary tools.  
Scholars exercise their intellect.  
Scholars set goals.  
Scholars listen respectfully.  
Scholars create a safe learning environment.

Scholar behavior is directly related to teacher and parent 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.

**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.
- 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 in on time.
- Keep materials and learning environment organized.
- Do your own work. (Use of other’s work must be cited and documented.)

**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 - Administrative Action and Parent Contact - card turned to red

Work ethic and appropriate behavior provide the foundation for success.

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

**Agenda Planners 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 failure to follow each expectation below.

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

Consequences for MS infractions include the following:

4 Pts. = 30 Minute Detention

8 Pts. = One-Hour Detention

**Anything beyond eight (8) Points will warrant a Parent, Teacher, and Administrator Conference.**

**Severity Clause**

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

- Physically aggressive behavior
- Profanity/Obscene gestures
- Racial slurs
- Disrespect to adults
- Bullying

**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 Renweb and the Report Card. Year-end report cards are maintained in the scholar's permanent record. All grade levels have a scheduled parent conference in the fall. 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 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**

The School Development 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, Annual Fund donors are listed in the Annual Report, which is published after each fiscal year. The School has streamlined its fundraising to **three distinct events**. Every family is strongly encouraged to participate in these three events.

- To involve our scholars in fundraising efforts, the second week of school, they will participate in a designated schoolwide moneymaking project.
- In the fall, we have our **Annual Fund Campaign**. Annual Fund is crucial to raise funds to cover the 25-30% 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 Board of Trustees and the parent organization, *The Friends of St. James*, occasionally hold "fun" events in addition to those listed above. These events are primarily designed to build community and family involvement. These events raise additional funds for the School and are completely optional.

## **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.
- **Grandparents** -Grandparents are informed of School events and performances, and are invited to visit the School anytime, especially on Grandparents and Special Friends Day. Grandparents may be solicited for support of various types. Please add contact information for your child's grandparent(s) to Renweb.
- **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. These documents remain completely confidential.

## **DROP-OFF/PICK-UP**

**All Primary School scholars must be walked in to their classes in Lower Foster Hall and signed in/out.** 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-1<sup>st</sup> Grade is in the parking lot/horseshoe in front of the SJES Office. Drop-off for 2<sup>nd</sup>-4<sup>th</sup> grade is a loop through the parking lot on Water Street and Pick-up for 2<sup>nd</sup>-4<sup>th</sup> Grades is in front of the SJES Office with K-1<sup>st</sup> Grades. Drop-off and Pick-up 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**

**All emergency and family information must be entered in Renweb.**

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 prior to the first day of school.**

## **EMERGENCY PROCEDURES**

**IN CASE OF ANY EMERGENCY, ST. JAMES WILL FOLLOW THE SAME PROCEDURES AS CCISD, UNLESS NOTIFIED OTHERWISE. PLEASE LISTEN TO LOCAL TV/RADIO.**

## **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.

## **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 fire bell/tone, teachers should calmly and safely evacuate the building. Teachers should carry their class records and ensure the planned route remains a safe one.
- Evacuating scholars shall remain in their class groups and gather at the assigned 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 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/cancel regularly scheduled opening, OR to institute an early dismissal, the Headmaster will send a RenWeb Alert and notify TV networks.
- Parents are advised to check the School website ([www.sjes.org](http://www.sjes.org)) for updates and current information regarding an emergency.
- Upon opening school each fall, the staff shall create emergency “phone trees” for families and for the staff of the School. These “trees” shall allow every individual in every 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. 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. **All drivers are required to file a copy of a current valid driver’s license and proof of 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-8<sup>th</sup> Grade 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 or grade level on the Gesell instrument observations and/or grade level testing (ERB-2<sup>nd</sup> 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, provided that the School has received a written request from the parent, guardian, or other person having legal control of the scholar. All medication must appear in its original container, must be 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 RenWeb to indicate the School has permission to dispense medication.**

### ***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 MUST 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 (Including Physical Education), a note should be sent to the teacher, who will see that all concerned are aware of the situation. Scholars not permitted to participate in Physical Education activities will also not participate in recess activities. The School must be notified in writing when injuries are completely healed, either by the parent or if released by an attending physician.

### ***Health Room***

**All information regarding who to contact in an emergency is to be completed in the designated section of RenWeb.** 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-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 all scholars in 6<sup>th</sup> Grade.

### ***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 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 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.

Middle School scholars should expect homework every night (Mon.-Thurs.). Some projects may be assigned early in the week and 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 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. 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). All St. James faculty and staff emails are **firstname.lastname@sjes.org**. Parents are encouraged to contact St. James teachers through e-mail during the hours of the school day. All teachers are asked and encouraged 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 and send texts and call only in the case of real emergencies.

## **OUTDOOR EDUCATION**

The Outdoor Education Program is designed to enhance the academic curriculum while providing scholars the opportunity to learn about their 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 Headmaster. Scholars must be passing and have satisfactory conduct prior to each trip.

## **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. 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**

All classroom parties should be kept simple. Classroom parties are for those scholars in that class only (unless a grade level has joined together). Please respect your teacher's rules on acceptable party refreshments/gifts. Birthday Parties are addressed on page 4 under Cafeteria/Lunch/Birthdays section.

## **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. Scholars who do not participate in PE also do not participate in recess.

**SCHOLAR DRESS- Excellence, no excuses.**

**ALL UNIFORMS MUST BE PURCHASED FROM LAND'S END OR PARKER UNIFORMS.**

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

The SJES uniform represents 70 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, (10/6, 1/12, 3/9). 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.

## **BOYS DRESS CODE**

### **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.
- Tennis Shoes - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- 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.
- Tennis Shoes - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- 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. Shirttail must be tucked in.
- Tennis Shoes - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- 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 - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- 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. Shirttail must be tucked in.
- Two-button navy blazer with SJES Crest. (Crest purchased in School Office.)
- Brown Topsiders
- Dark trouser socks.

#### **DAILY UNIFORM**

- Khaki shorts or pants with belt loops. 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 - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- White socks.

#### **FRIDAY DRESS**

- 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. Shirttail must be tucked in.
- Any colored socks with Dress Code tennis shoes.

#### **JACKETS/OTHER**

- 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, and no longer than mid-ear.

**GIRLS DRESS CODE-** Girls may only wear white, light blue, or navy blue bows or headbands.

**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 - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- 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 - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- 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 - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- 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 - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- 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. Shirttail must be tucked in.
- Two-button navy blazer with SJES Crest. (Crest purchased in School Office.)
- SJES girls' tie. (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, gray, navy, or light blue polo shirt with SJES logo. Shirttails tucked in.
- Tennis Shoes - solid white, black, gray, or blue, simple trim in accent color allowed. Shoe laces- white, black, gray, or blue (predominant shoe color). No soles that leave black marks on gym floor.
- White socks.

**FRIDAY DRESS**

- 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. Shirttail must be tucked in.
- Any colored socks with Dress Code tennis shoes and any color hair bow or headband.

**JACKETS/OTHER**

- 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.

