



## SCHOOL MISSION

*Saint James School is an independent, nonsectarian, college preparatory school with a student body broadly representative of college-bound students.*

*We are committed to challenging and assisting students in realizing their individual potential and preparing them for lives of responsibility, service, and achievement.*

## ADMISSIONS POLICIES

Saint James School's curriculum is designed to best accommodate students of above average to gifted ability. The admissions process is planned with this in mind.

The admissions committee is composed of the head of school, academic dean, principal and counselor. Every effort is made to ensure students who are accepted will experience academic success.

The Saint James School application process is self-managed, therefore, it is the parents' responsibility to monitor the application process.

All students are required to take admissions tests as required by Saint James School. In evaluating students for admission, the admissions committee reviews results of the admissions tests, behavioral observations, teacher evaluations, and prior academic records.

Applicants who are accepted by the admissions committee are extended an invitation to join the Saint James student body as space is available. To ensure your child's enrollment, STJ encourages families to return contracts promptly.

Saint James School admits students of any religion, race, color, gender, creed, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

**English as a second language (ESL) tutoring is available.**

## **Greetings!** from the **Saint James School Admissions Office**

The Saint James School Admissions Team is excited to share the opportunities that await your family on our beautiful 68-acre campus! Explore with us, how *STJ Educates Students for Life* from PreK3-12th grade.

We are trained to help guide you through a smooth admissions process, even from abroad. We look forward to working with your family and the opportunity to watch your child grow and flourish at STJ.

Sincerely,

Elizabeth Hawke | Director of Admissions and Enrollment  
Saint James School | 334-273-3000 | ehawke@stjmontgomery.org

## **International Admissions Checklist**

- Complete the International Student Application along with the fee [stjmontgomery.org/admissions](http://stjmontgomery.org/admissions)
- Provide a copy of the applicant's Official Passport and VISA
- Return Teacher Evaluations:
  - K3-5th grade applicants:* One previous teacher evaluation, if possible
  - 6th-12th grade applicants:* Language Arts Teacher Evaluation and Mathematics Teacher Evaluation are required
- Submit English translation of the applicant's academic record:
  - 1st-2nd grade applicants:* submit records for all grades completed
  - 3rd-12th grade applicants:* submit complete academic record for the previous two years as well as records for the current year
- Schedule and complete Admission testing requirements

## **International Admissions Testing Requirements:**

- Applicants for Pre-K3- 1st Grade: STJ Assessment
- Applicants for Grades 2 - 12, for whom English is a second language have options for required english proficiency screening:
  - » W-APT English Proficiency Screener at Saint James School upon arrival to Alabama.
  - » TOEFL iBT (applicants applying for Grades 10-12)
  - » TOEFL Junior Comprehensive (Grades 5-9)

*\*Additional or alternate admission testing may be requested for students that are english proficient.\**

*\*Applicants applying for an F1 Visa will be required to take TOEFL iBT (Grades 10-12) or the TOEFL Junior Standard Test (Grades 5-9) in place of the W-APT. A minimum TOEFL iBT® score of 94 or a minimum TOEFL Junior Standard Test® score of 800 is required for F1 applicants prior to admission.\**



## ***International Report Card Information***

In order to better accommodate the needs of our international student body, Saint James School has developed an International Report Card which will be issued to students whose English proficiency testing results indicates that they are still English Language Learners (ELLs). This report card has been developed as part of our International Student Program to be beneficial for students as they transition to an English speaking school.

The features and benefits of this report card are listed below:

- Teachers of students who receive an International Report Card are allowed flexibility in making and grading assignments on a student-by-student basis to accommodate varying levels of English proficiency. This allows teachers to create a manageable work load for students through which they can continue to grow academically as they strengthen their English skills.
- Teachers of students who receive an International Report Card are allowed the flexibility of increasing the rigor of expectations as a student becomes more proficient in English. This helps to insure that each student continues to be challenged academically as their English skills improve.
- Students who are issued an International Report Card receive number grades on their report card. These number grades are tied to the International Grading Scale which appears at the bottom of each International Report Card. The grading scale is:

90-100=EP: Exceptional Progress and Effort

80-89=GP: Good Progress and Effort

70-79=SP: Satisfactory Progress and Effort

64-69=MP: Marginal Progress and Effort

Below 64=IP: Insufficient Progress and Effort

- Assessing students with number grades provides students and their parents with valuable feedback about progress and effort in all classes.
- Assessing students with number grades on their report card typically satisfies Embassy and Education Ministry requirements for end-of-year grade reporting.

### **Important Reminders:**

- Families who work with an Embassy or Education Ministry which requires documentation of a student's progress at the end of the year are responsible for determining if the International Report Card will meet the requirements of a particular Embassy or Education Ministry. Students who receive an International Report Card are not eligible to change over to a standard report card during a school year or to have their grades transferred to a standard report card at the end of the year.
- International students who attend Saint James more than one year will be re-assessed at the end of the school year to determine which type of report card will be most beneficial to them for the following year. The number of years that a student may remain on an International Report Card may be limited by the school.
- Students who are seeking enrollment in high school should note that high school credit is not granted for classes in which a student was graded on the International Grading Scale.