



ST. EGBERT CATHOLIC SCHOOL

Providing a total education to develop each child's
mind, body, and spirit.

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WWW.STEBERT.ORG

*Parent-Student
Handbook*

2023 – 2024

Revised

8/21/2023

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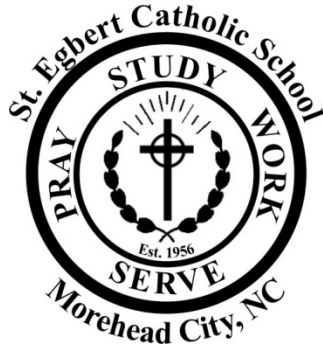
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Welcome to St. Egbert Catholic School!

On behalf of the Pastor and Principal, Faculty and Staff, we would like to welcome all of you to St. Egbert Catholic School! This handbook provides an explanation of the policies and procedures that allow the school to operate smoothly and efficiently. St. Egbert Catholic School reserves the right to revise the Parent-Student Handbook at any time.

M ISSION

The mission of St. Egbert Catholic School is to provide a total education, one that will develop a child's mind, body, and spirit. We integrate sacramental values into daily life as we foster a faith community in God's world. It is a Catholic education grounded in faith, hope, charity, and human excellence.

V ISION

In order to be an exemplary Catholic school, St. Egbert Catholic School will provide:

- A place where students and families are welcome to share the blessing of a Catholic school through knowing, loving and serving God in this world, so as to live with Him forever in the next.
- An environment where Catholic education is available, accessible, and affordable ensuring that as many children as possible can participate in, and benefit from, Catholic education.
- An atmosphere where Pre-K through 5th Grade students are challenged and inspired to achieve spiritual growth, academic excellence, and social awareness.
- A setting where administration, faculty, and staff accept the challenge to recognize and support the diverse talents and needs of all students whose families have entrusted their education to this parish school.

B ELIEFS

- We believe that a child is a gift of God.
- We believe that authority comes from God, and that authority entails accountability for those over whom it is exercised. Respect for authority must be engendered in the children we teach.
- We believe that children must be trained in moral living. The Ten Commandments and the Gospel message are the basis of good ethics and good citizenship.
- We believe that a climate of love and respect is necessary for optimum learning. In such a climate, a child's self-concept will be strengthened and his relationships toward others will effectively be developed.

- We believe that parents are the primary educators of their children. Each child possesses unique potentialities that must be nurtured.
- We believe the school is a bridge between a child's home and the wider society in which the child will take his place. The school is where life skills must be practiced and perfected.

| Administration | |
|-----------------------|--------------------------|
| Fr. Ryszard Kolodziej | Pastor |
| Mrs. Denise Leuci | Principal |
| | |
| Faculty/Staff | Assignment |
| Mrs. Morris | PreK |
| Ms. King | PreK TA |
| Mrs. Ellis | Kindergarten |
| TBA | Kindergarten TA |
| Mrs. Modafferi | Grade 1 |
| Mrs. Darress | Grade 2 |
| Mrs. Sledge | Grade 3 |
| Mr. Foster | Grade 4 |
| Mrs. Barber | Grade 5 |
| Mrs. Guthrie | Library/Tech Coordinator |
| Ms. Whilldin | PE / Religion Teacher |
| Mrs. McGowan | Art |
| Mrs. Crowe | Music |
| Mrs. Chadwick | Reading Specialist |
| Mrs. Nyberg | Math/Reading Specialist |
| Mrs. McCoy | Administrative Assistant |
| Mr. Atchley | Custodian/Maintenance |
| Mr. Stubblefield | SEAS |
| Ms. Gelinger | SEAS |
| TBA | SEAS |

Parents As Partners

We believe you, as parents, are the primary educators of your children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Egbert Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. We trust you will be loyal to the commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop moral, intellectual, social, and physical gifts. It is vital that both parents and teachers work together. As partners in the education process at St. Egbert Catholic School, we ask parents to do the following:

- Set rules, times, and limits so that your child receives an adequate amount of sleep
- Ensure that your child arrives at school on time and is picked up on time
- Ensure that your child is dressed according to the school dress code
- Make sure he/she completes assignments on time
- Make sure he/she has provisions for a nutritious snack and lunch every day
- Reinforce academic requirements at home
- Teach your child to take responsibility for personal behavior
- Teach your child to respect oneself and others
- Help foster independence in your child
- Be ambassadors for our school in the community
- Support the religious and educational goals of the school
- When visiting or volunteering, parents should observe all rules of the school, including checking in at the front office and completing Safe Environment Training
- Participate in school functions, fundraisers, and service projects
- Support school policies and the authority of the administration, faculty, and staff
- Cooperate with teachers and administration on discipline matters
- Complete all necessary forms and report changes in information to the office in a timely manner
- Discuss problems with the persons concerned
- Communicate with the faculty and staff respectfully following the concept of subsidiarity, contacting the classroom teacher before the administration

Acceptable Use Policy

St. Egbert provides the use of computer facilities and Internet access for educational use only. For the students to use the Internet, parents must give their permission.

Please review these guidelines with your child:

1. Use the computer and Internet only with your teacher's permission and for the purpose your teacher has requested.
2. Your school computer files are not private and your teacher or system manager may see them at any time.
3. Respect copyright laws: Do not copy materials without permission. Be sure to tell where you found your information.
4. Do not sync your home and school Google accounts.
5. Do not change your profile picture to one of yourself (we do not want your photo attached to any documents).
6. Do not give your password to anyone.
7. Do not enter information about yourself.
8. Do not agree to meet anyone.
9. Ask your teacher about any messages that you receive that are not appropriate and make you feel uncomfortable.
10. Do not attempt to access profane or obscene material. If you do so accidentally, notify your teacher right away.
11. Do not enter inappropriate or hurtful language into the computer.
12. Students will be disciplined according to the general disciplinary practices if they do not follow these guidelines or if they utilize the computers and Internet inappropriately.

There are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to celebrate your child and his/her work. The law requires that we ask for your permission to use information about your child. Pursuant to law, we will not release any personal identifiable information without prior written consent from you as parent or guardian. Personal identifiable information includes student name, photo or image, home addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such a rescission will take effect upon receipt by the school.

Student Agreement

My parent/guardian has discussed the Computer/ Internet rules with me. I agree to follow the rules.

Student Name (please print) _____ Grade _____

Student Signature _____ Date _____

- We use **Class Dojo** to celebrate activities and achievements throughout the year. Since parents must accept and sign into Class Dojo, all information is password protected.
- **Student Artwork or Writing**
- It is policy that a student's artwork or writing may be published on a web page developed for educational purposes with parental permission. Such published work may/will be identified by student's first name only.
- **Student Photographs**
- There may be occasions when students' photographs may appear in various venues such as the local newspapers or newsletters to highlight special achievements, etc. Please select the venues in which you would approve having your child's picture appear.

I grant permission for my child's photograph **without personal identifiers** to be published to the **school website**.

I grant permission for my child's photo **without personal identifiers** to be published in the **newspaper**.

I DO NOT grant permission for my child's photo to be published on the school website.

I DO NOT grant permission for my child's photo to be published in the newspaper.

Parent/Guardian Agreement

As the parent or guardian of this student, I have read and discussed with my child the Computer/Internet Acceptable Use Policy of Saint Egbert Catholic School. I understand that the computer facilities and the Internet are designed for educational purposes. I further understand that precautions have been taken to restrict access to inappropriate material, but my son/daughter is ultimately responsible for restricting himself/herself from this inappropriate material and will not hold them or their designees responsible for materials acquired on the network. I also understand that any misuse of the facilities may result in a financial obligation in order to repair or remedy any problem that develops as a result of this misuse and that my child may lose computer privileges at school. I certify that my child would be unable to sufficiently participate in remote learning and/or complete internet-based homework assignments if a chromebook was not provided.

- I grant permission for my child to use the computers and internet.
- I **do not** grant permission.

This form will remain on file for as long as my child is enrolled in St. Egbert Catholic School. If I wish to rescind this agreement, I may do so at any time in writing by sending a letter to the principal and such rescission will take effect upon receipt by the school.

Parent or Guardian Name (please print) _____
 Signature: _____ Date: _____

Accreditation

St. Egbert Catholic School is accredited through AdvancED(Cognia) Worldwide, the parent organization of Southern Association of Colleges and Schools (SACS).

Admissions Policy

Statement of Non-Discriminatory Policy as to Students

As a Catholic school in the Diocese of Raleigh, St. Egbert Catholic School has a racially nondiscriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students.

Our school does not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admission policies, scholarship and loan programs, athletics and other school-administered programs.

OFFICE OF EDUCATION

Lytia Reese

Superintendent of Schools

Catholic Diocese of Raleigh

The Diocese of Raleigh Catholic Schools acknowledge that there are students who require special services to meet their full human potential.

St. Egbert Catholic School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. However, modifications to academic requirements or alterations in general course of studies will not be made.

The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEP's and 504 Plans.

If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond St. Egbert Catholic School.

Applications for admission are considered in the following order:

1. Children already enrolled and attending the school who wish to reapply.
2. Siblings of children already enrolled and attending as of the most current school year.
3. Catholic families that are actively registered, contributing, and participating members of St. Egbert Catholic Church.
4. Other Catholic families with supporting documentation of active registration and

- participation in another Catholic parish.
5. All other families.

Age and Registration Requisites

- Pre-Kindergarten: 4-years-old by August 31st
- Kindergarten: 5-years-old by August 31st
- First Grade: 6-years-old by August 31st

All Pre-Kindergarten and Kindergarten students should be potty trained.

All new students must present an original birth certificate, Baptismal certificate (if Catholic), as well as a current immunization record and health assessment form.

All Kindergarten students and students new to St. Egbert in grades 1-5 must complete an assessment administered by an appropriate faculty member prior to being admitted.

Registration Fee

A per child registration fee is required to complete the registration and enrollment process. This fee is *non-refundable*. In-house registration is typically held for 1-2 weeks during the month of February, then registration will open to the community. Any family with an outstanding tuition balance at registration time will not be allowed to re-enroll the student(s) for the next school year. Parents should contact the principal as soon as possible to discuss possible solutions.

Re-Enrollment

The school reserves the right to deny re-enrollment of any student if the school believes it is unable to meet the educational needs of the child. The school will do all it can to provide assistance in relocating the student to another educational facility.

Arrival and Dismissal

LENGTH OF SCHOOL DAY (8:00 AM – 2:40 PM)

- 8:00 AM School doors open.
Children should arrive no earlier than 7:45 AM. Parents are responsible for their children until the school doors open at 8:00 AM.
- 8:05 AM Tardy bell rings.
Students should be unpacked and in their seats or other location designated by a faculty member, ready to begin their morning work.
- 9:30-9:45 Recess for K-2 Grades
- 9:45-10 Recess for 3-5 Grades
Students should bring a small nutritious snack each day
- 12-12:30 Lunch
- 2:40 Dismissal for all grades

GENERAL GUIDELINES FOR DRIVERS AND STUDENTS

- During arrival and dismissal time, there can be NO PARKING in front of the school. Use the Church or school parking lot.
- Everyone should utilize the crosswalk area in front of the school.
- If your child needs assistance exiting the car, please pull into the Church or school lot and walk them over.
- The driveway alongside the school is not to be used for dropoff or dismissal.
- Students are not allowed to cross a street without parent or teacher supervision.
- Students are not be allowed to walk, or load backpacks into trunks, between parked cars.
- Please do not block the crosswalk.
- A parent's written permission is required for any child that will leave school property at the end of the day by walking home or to another specified destination.
- The school is not responsible for providing supervision after a student leaves school property.

MORNING ARRIVAL/DROP-OFF PROCEDURE

- **K-5th Grade:** From Arendell Street, turn onto **S. 18th Street** and then turn left onto Evans Street. Parents should drop off their children in the front of school but not in the crosswalk. Please pull as far forward as possible. Children should exit on the curbside of the vehicle.
- **Pre-K students:** Parents should park in the parking lot and wait for your child's teacher to open the PreK gate at 8:00 AM. Please walk with your child to the gate. As morning drop off and afternoon pick up are very busy times, please do not let your child run around the parking lot.

AFTERNOON DISMISSAL/PICK-UP PROCEDURE

Students are dismissed to the location designated for the youngest sibling according to the following designated locations:

- **3rd, 4th, and 5th grade students** are dismissed out the back doors of the school. Enter Shepard St. from S. 17th St. All vehicles should travel in a westbound direction.
- **PreK students (and their siblings) are dismissed at the PreK gate in the school parking lot.**
- **Kindergarten thru 2nd grade students** are dismissed out the front doors of the school. Drivers should enter Evans St. from S. 18th St., travelling in an eastbound direction. If parents need to park, please use the church parking lot and walk across the street using the designated crosswalk to pick up your child. Parents pulling into the drop-off/pick-up area should remain in their cars. Eye contact between teacher and parent must be made before the child is released.

Attendance

ABSENCES

1st through 5th grade parents should call between 8:25-9:00 AM on each morning of a student's absence. A parent/guardian is to advise the school by telephone, email, or written notice giving the reason for absence. Written excuses are still required. Excused absences are given for illness with a parent's written excuse. The phone call does not suffice for legal excuses.

Students must be fever-, diarrhea- and vomit- free (without medication) for 24 hours before returning to school.

Parents are encouraged to schedule trips or family outings during scheduled holiday periods. Missed assignments are the student's responsibility. No assignment will be given in anticipation of a vacation. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teacher(s). Upon return, these tests must be taken within one week of the original test date.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 a.m. to arrange to pick-up homework assignments.

The academic performance of a student who has accumulated 20 or more days of absences, including tardies, will be reviewed by the principal and a determination will be made as to the status of the student for the following year. A student may be retained or may not be invited to return the following school year. St. Egbert Catholic School complies with the North Carolina Compulsory Attendance Statute § 115C-378.

Excused absences from school are due to illness, doctor's appointment, or a death in the immediate family. The school discourages medical appointments during school hours unless absolutely necessary.

Students are usually given 2 days to complete homework for each day of an excused absence.

Unexcused absences will accrue for all other reasons than those previously mentioned.

*Once a student accumulates **three unexcused absences**, the principal and teacher will schedule a conference with the parents to formulate an attendance plan. After **six***

unexcused absences, a warning letter will be sent home regarding NC Compulsory Attendance Laws and the possibility of educational neglect. After **10 unexcused absences**, a determination will be made regarding promotion to the next grade.

A written note of excuse explaining the reason for a child's absence must be presented to the respective teacher upon the child's return to school. The school should be informed of any planned absence from school.

Extended Unexcused Absences are strongly discouraged. Written notification of a planned, extended, unexcused absence (ex. family trip) with a request for Advance Assignments must be given to the teacher. This written notification will require the date and signatures of the parent(s), teacher, and principal. Additional work may be assigned at the teacher's discretion (i.e. journaling about trip, etc.). Any graded work requiring teacher assistance will be made up after school hours—not during instructional time.

TARDINESS

Students are considered tardy if they are not unpacked, in their designated classroom or location and ready to begin the school day at 8:05 AM. If a student has **five unexcused** tardies the teacher will contact parents. If a student accumulates **10** tardies, the principal will send a formal letter and schedule a conference with the parent. Excessive and chronic tardiness affects a student's academic performance and may affect their ability to be promoted to the next grade level. After 8:05 AM, parents will need to sign their child into school at the front office.

EARLY DISMISSAL

A note must be presented should the parents request that a child be excused from school for an important reason. Parents need to sign their child out for early dismissal. Diocesan policy states that students are not released for early dismissal to anyone other than their parents, guardians or persons listed for pick-up on their personal data sheet without written permission. Students must remain at school until 11:40 AM to be counted present.

Birthdays

Parents or Grandparents are welcome to eat lunch with the birthday child. All visitors must sign in at the front office, wear a visitor sticker and sign out.

Invitations to parties:

Birthday invitations may be given out at school only if:

- In Pre-K or Kindergarten: the entire class is invited.
- In Grades 1-5: the entire class, or all girls, or all boys are invited.

Treats sent to school:

If you would like to send in a *small* treat for your child to share with his/her classmates, please:

- Confirm the date and treat with the child's teacher.
- Send in individual servings such as cupcakes, cookies, or popsicles in their original

container with ingredient label.

- Notify parents of children with allergies so they may provide an appropriate snack for their child.
- Do not send in drinks, chips, etc.

Note: If a party is to begin right after school, the teacher must receive written permission from parents about letting a student leave with the birthday child.

Care of Books

Textbooks are to be neatly covered to protect the life of the book. A lost or destroyed book will merit the replacement cost by the child/parent. Backpacks are mandatory in grades PreK-5.

Change of Address/Phone Number/Email/Emergency Contacts

St. Egbert Catholic School requires a complete home/ mailing address, phone number, email, and emergency contact for every student. If your family has a change in any of these items, please notify the office and your child's teacher in writing with the appropriate updates.

Code of Conduct

Students of St. Egbert Catholic School should always remember the privilege and the responsibility which is theirs in being Christian students in a Catholic school. When in uniform, whether on- or off-campus, students are expected to behave in a manner that is indicative of expected behaviors at school. The reputation of the school and all its families is represented by the uniform.

Students will demonstrate respect:

- To their teachers and other adults by greeting them by name at their first meeting each day and by being helpful to them in a respectful way.
- To their fellow students, by treating them as they themselves wish to be treated, by not putting hands on another child, by never pushing ahead of them in line, by waiting their turn, and by showing Christian love toward all their schoolmates.
- To the school and its property, by helping to keep St. Egbert Catholic School tidy and neat, by picking up trash on the playgrounds, floors, and in or on desks, and reporting promptly any damage to school property. The school hallways should reflect the order and interest in learning which our school tries to maintain; therefore, there should be no talking or running in the hall.
- By removing their hats when entering a building.
- By not talking in the restrooms and returning promptly to their appropriate location.

Students shall:

- Pay close attention to the lesson being taught.
- Raise their hands and wait to be called on before speaking.
- Politely ask for further explanation before the teacher goes on to further work.
- Give careful attention to each assignment and keep it in an assignment notebook.
- Complete each assignment neatly and to the best of his/her ability.

- Complete all homework assignments.
- Walk in the hallways.
- Be punctual. Tardiness disrupts the entire class.
- Offer an apology when bumping into someone.
- Take pride in appearance and develop good grooming habits.
- Stand and greet the Pastor by name.

Conduct Plan

| Minor | Plan |
|---|--|
| <ul style="list-style-type: none"> • Talking (in bathroom, Church, hallways, etc.) • Off-task • Lack of participation • Uniform infraction • Missing homework • Wandering • Interrupting | 1st instance = verbal warning <ul style="list-style-type: none"> • document in FACTS 2nd instance = written warning <ul style="list-style-type: none"> • document in FACTS, notify parents 3rd instance = refer to Principal |
| Major | Plan |
| <ul style="list-style-type: none"> • Pushing, shoving, physical altercation • Horseplay • Defiance • Defacing property • Blatant disrespect • Lying • Cheating • Stealing • Bringing items from home • Opening exterior doors • Bullying | Immediate referral to Principal Principal will handle parent contact Consequences may include: Detention ISS OSS Expulsion |

The above items are guidelines and are not intended to be all-inclusive.

Child, Family, Employee & Visitor Safety

A safe environment for the students and any campus visitor is our top priority. Our policies reflect the policies of the Diocese of Raleigh which are in accordance with the US Conference of Bishops as well as other federal guidelines regarding facility. Regarding the building and facility which contains asbestos materials from construction in the mid-1950s, St. Egbert School follows and maintains asbestos management plans which are available for review. The school also participates in EPA required 3-year inspections of the facility and its management plans. Other safety guidelines regarding student welfare include conducting criminal background checks for all staff and volunteers; ensuring completion of the Personal Information Sheet by volunteers; training for staff and

volunteers on the proper supervision of children and proper conduct with and in the presence of children; education in recognizing the signs of abuse; and reporting procedures.

Any adult in the St. Egbert Community who becomes aware that a child has been hurt or abused by any school or church personnel or volunteer is obligated to immediately report the incident to the Principal or to the Pastor. All allegations should be made in writing and will be reported promptly to the appropriate civil authorities for further investigation. In addition, the Bishop has established an office to investigate allegations openly and the Principal and Pastor will follow these guidelines. Do not question or attempt to “investigate” the concern.

If you are a victim of abuse by school or church personnel or volunteer, the Diocese of Raleigh will provide support and counseling. Please visit www.dioceseofraleigh.org for more information. You may also contact the Principal or Pastor.

In order to volunteer at St. Egbert Catholic School there are 2 requirements:

- Complete the Diocesan Volunteer Application – forms are in the Front Office.
- Attend a Safe Environment Training Session. Contact the Front Office for dates and times or see the Diocesan website.

Closing of School for Inclement Weather or Emergency

The school will deliver a Parent Alert via email, voice and/or text to deliver delay/closing information using Option C (old system) or FACTS (new system). The closing or delay of school due to weather conditions will be at the discretion of school administration. In **MOST** cases, the school will follow Carteret County Public Schools decisions, but reserves the right to review these decisions on a case by case basis. Please remember that student safety is the priority. Anyone who believes that road conditions are unsafe, should elect to stay home. Notifying the school of the individual situation will result in an excused absence.

Announcements will be made by Channel 12 and the Morehead City and Beaufort Radio Stations. St. Egbert Catholic School will not hold school on Saturdays if it is necessary to make up lost days due to inclement weather.

St. Egbert School’s Parent Alert system (Option C or FACTS) will also issue a pre-recorded phone message, as well as an e-mail, and/or text to all school families. Families will be asked to select which method(s) of alerts they wish to receive.

Communications

We are transitioning away from paper handouts. The Newsletter will be delivered via email on Sunday afternoon. It will contain the upcoming events along with a summary of the previous week’s activities. The Newsletter will also be made available on the school website: www.stegbert.org.

Teachers also send communications home with students. Please be sure to check and initial student planners and take-home folders Monday through Thursday.

Class Dojo is used by faculty to celebrate and recognize students. Email is used for everything else.

St. Egbert Catholic School welcomes and encourages open communication between parents and faculty. Policies at St. Egbert Catholic School are formulated by Diocesan guidelines, state regulations, and the school administration and faculty.

- 1) To further the proper channels of communication and to protect the confidentiality of our students, any communications concerning a student's progress will be directed to the child's legal guardian.
- 2) Any questions or concerns about your child should be directed to the classroom teacher first and then to the school principal. Please see the *Grievances* section for further clarification.

Conferences

Parents should be actively involved in their child's education since they are the primary educators of their children. The school encourages communication between parents and teachers. Kindly email or send a note to the teacher and a conference will be arranged.

All parents are required to attend one conference during the school year which is scheduled by the school and will be listed on the school calendar. An additional conference, either in person or by phone, will take place in the spring, set up by individual teachers.

Parents should always contact the child's teacher prior to contacting the principal to discuss a concern. See *Grievances* for further clarification. Parents, please do not enter instructional areas during the academic day (8:00 AM until 2:40 PM) without a scheduled appointment time.

Curriculum

St. Egbert Catholic School follows the Diocesan Standards which align with the state of North Carolina. Diocesan standards allow a more in depth and rigorous curriculum for our students. Religion is considered a core class along with language arts, science, math, and social studies. Students attend art, music, and PE classes. St. Egbert is also served by a Library/Technology coordinator and 2 Title 1 teachers.

If academic standards are not being met, collaboration with the classroom teacher will be the first step. The school's Principal and SST (Student Study Team) meetings will ensue based on need. Furthermore, an Educational Evaluation by a licensed psychologist may be recommended. If the school administration determines that the needs of the student cannot be met, parents will be advised to seek other school placement for their child. If a student cannot be accommodated within the school program, every effort will be made to assist with placement in another school program beyond St. Egbert Catholic School.

Custody and Family Issues

A copy of any court orders or decrees that pertain specifically to school, should be given to the Principal for placement in the child's confidential file. Copies should include case identification numbers, as well as the judge's signature.

Detention

After school detention, at the principal's discretion may be deemed necessary for students who need to improve their behavior or put more effort into their study habits.

Dress-Down Days

Occasionally, students will be permitted to dress out-of-uniform. Proper attire must be worn or parents will be required to bring appropriate wear.

- Shorts, dresses, skirts, etc. should be at least finger-tip length but should not exceed 3 inches above the knee.
- Spaghetti straps and tank tops are not permitted.
- Graphic t-shirts promoting non-age-appropriate products are not permitted.
- Sneakers must be worn. Flip-flops, slides, sandals are not permitted.

Emergency Drills and Evacuation Plan

Fire Drills are required by the State of North Carolina to be held monthly throughout the school year. In the event of a fire, students should:

1. Rise in silence when the alarm sounds.
2. Close doors.
3. Walk in silence to the assigned location in a single-file line.
4. Remain silent and return to the classroom when the appropriate signal is given.

Tornado Drills are held periodically. In the event of a tornado, students should:

1. Rise in silence when the alarm sounds.
2. Walk quickly and silently to the designated location.
3. Crouch down on the floor and place hands over head.
4. Remain silent and return to the classroom when the appropriate signal is given.

Shelter-in-Place drills ensure that all are inside the building and exterior doors are locked.

Lockdown Drills will be held periodically. All teachers and staff are aware of the procedure to follow to keep the students safe.

Evacuation Plan In the event of an emergency requiring the evacuation of the school or Church, students will be moved to a safe, off-campus location. Parents will be notified of the designated location via the Parent Alert system (voicemail, e-mail, and/or text message per parent request).

Expulsion

Expulsion will be in response to a student who exhibits a negative attitude or negative behavior which the school deems detrimental to its mission to provide a safe, Christian environment conducive to learning.

Field Trips

If a child's class is planning a field trip, a permission slip will be sent home which the parents are required to sign. The permission slip must be returned to the teacher before the child is permitted to take the trip. No telephone permissions are accepted. Siblings are not permitted on field trips. A chartered bus will transport students on field trips. Students in Grades 3-5 will not be allowed to participate on a field trip if their conduct grade is below 85.

Grading Scales

Grades 3-5

A: 93-100 (Excellent)
B: 85-92 (Very Good)
C: 78-84 (Good)
D: 70-77 (Fair)
F: Below 70 (Failing)

Special Classes

E: Excellent
S: Satisfactory
N: Needs Improvement
U: Unsatisfactory

Kindergarten-2nd Grade Skills

M: Mastery
P: Progressing
N: Not Yet Mastered
NP: Not Grade Level Proficient
: Not Assessed

Grievances

Parents or guardians who have a concern that needs to be addressed by the school should refer to the following guidelines to secure a fair and equitable outcome:

1. For classroom issues, your first contact should be with the child's teacher at an appropriate time.

2. If an agreed-upon outcome is not reached, an in-person conference involving the parent(s), teacher(s), and Principal should be scheduled. Parents wishing to schedule a conference of this nature will need to contact the administrative assistant for scheduling.
3. Further concerns on this matter will be directed to the Pastor.

Health of Students

Keeping children home when they are not feeling well is beneficial for your child as well as the school community. Please use the following checklist to determine when your student should return to school:

- A child has been fever-free for 24 hours, **UNMEDICATED**;
- A child should be free from vomiting or diarrhea for 24 hours;
- A child prescribed an antibiotic has been on the medication for 24 hours;
- A child who requires special accommodations, such as crutches, must have a note from a physician indicating the need and length of time the accommodations will be required.

Food Allergies

Parents are required to notify school administration of any food allergies that a child suffers **prior to the start of school**. Often peanut allergies pose the greatest challenge because peanut butter is a staple for many students. If a child in your child's class suffers from a food allergy of this type, please be considerate not only in choosing items for *your* child's nutrition, but also when sending in birthday snacks or other food provided for classroom functions throughout the year.

Illness or Injury While at School

In the case of student illness or injury that occurs at school, every attempt will be made to notify the parent or guardian. If they cannot be reached, the emergency contact provided by the parent(s) will be notified.

- Small cuts or abrasions will be cleaned with soap and water and covered with a bandage.
- If a doctor's attention is needed, school personnel will use the authorization indicated on the emergency release form completed by the parent(s).
- A child registering a temperature greater than or equal to 100° will be dismissed to the parent, guardian, or designated emergency contact. Remember, students are not able to return to school until they have been fever-free for 24 hours without the use of fever reducing medication.

Immunizations

All students should have their immunizations up-to-date for the current year according to North Carolina State laws and regulations.

Medications

If your child must have any type of medication during school hours, including over-the-counter medicines, the parent must provide a medication form completed and signed by a physician. St. Egbert encourages, whenever possible, for medicines to be given at home or for the parent to administer the medication at school as needed. If a student must receive medicine during the school day, it is the parent's responsibility to provide the school-approved medication administration form stating when and how to administer the medication.

No student can carry medications or self-administer a medicine.

Students may not bring lotion, sunscreen, or hand sanitizer to school, however, they may have chap stick, cough drops, or essential oils with a parent note.

Medication must be provided in the original, labeled container. The label must include the child's full name, the medication name, the unit dosage to be given, the time the medication is to be given, and how much is to be administered. Only an adult may bring medication to school which must be given directly to the administrative assistant.

School personnel will not administer any medication to students unless they have received a medication administration form properly completed and signed by the doctor, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy. **Parents are to understand that the school assumes no responsibility for the effects of medication when it has been properly administered, and, with the completion of the form, releases St. Egbert Catholic School and their employees and agents from any and all liability that may result from a child taking the named medication, according to the written instructions given by the parent.**

Snack and Lunch

Please send a nutritious snack with your child each day. **This is an important physical need for young children.** Please contact the Principal, if you need assistance. Children should come to school with their lunch, or parents may sign-up to purchase Hot Lunch through the school website. Milk may also be purchased through the school website. Snack and/or lunch will be provided for anyone who has forgotten theirs. **Students will not be permitted to call home and food/deliveries should not be brought to the school.**

Soft drinks, candy, chips, glass containers, and lidded drinks are not permitted.

Home and School Association (HASA)

The purpose of this association (under the direction of the Principal, as the Pastor's designee) is to coordinate the spiritual and educational interactions of the home and school, in a program of Catholic child learning. This organization is also responsible for conducting major fundraisers for the school and for coordinating committees and volunteers. **Every family and staff member is a HASA member** and encouraged to attend all meetings and functions of the Home and School Association. St. Egbert Catholic School expects every family to volunteer. Please consider how you are best able to support our school in terms of time, talent, and treasure!

Homework

Homework (written, study-based, or reading-based) is usually assigned to each child in grades K-5. Homework assignments will vary in content according to the subject involved, the needs of the individual child, and the objectives of the teachers. We ask our parents to encourage and supervise good study habits which include homework. Homework is generally assigned 4-nights/week. Teachers are not required to provide advance homework assignments for children going on trips during the school year.

Honors and Awards

Students may have the opportunity to be recognized for several honors and awards throughout a school year. These honors and awards may include, but are not limited to, nor are they guaranteed, to include:

- **First Honors:** Awarded to students in grades 4 & 5 for achieving an “A” average in every core subject.
- **Second Honors:** Awarded to students in grades 4 & 5 for achieving an “A” and/or “B” average in every subject.
-

Note: To achieve First or Second Honors, students must also earn at least a Satisfactory (S+, S) in Art, Music, Technology, and PE. Conduct grade must be 93 or higher for First Honors and 85 or higher for Second Honors. At Graduation, students in grades 4 & 5 are awarded First and Second honors based on the year-end average.

1. **Lesley Ferguson Academic Achievement Award:** Established by our HASA, this award is presented to a graduating fifth grader who has demonstrated consistent academic achievement, leadership, and Christian character throughout their school years. *Mrs. Lesley Ferguson is a former educator and retired principal of St. Egbert School.*
2. **Sonny Hyman Sportsmanship Award:** Also established by our HASA, this award is presented to a graduating fifth grader who has demonstrated outstanding sportsmanship, Christian character, and Physical Education skills throughout their school years. *Sonny Hyman is a former alumnus, parent of two St. Egbert School alumni, and 40-year volunteer PE coach of St. Egbert School.*
3. **Raymonda Ibrahim Christus Award** The recipient of the Raymonda Ibrahim Christus Award possesses the gifts of kindness, forgiveness and compassion towards all. This student is a role model for his/her classmates and the younger students throughout the school. The recipient is diligent, hardworking and determined in the classroom. Their positive attitudes are contagious. This student is caught doing good works daily because they have an inner peace and love that only comes from Christ within.

Weekly Mass and Church Etiquette

School Masses are regularly scheduled for Friday at 9:00 AM. Parents and other siblings are invited to attend but should sit in the rows behind the students or in the wings. Other prayer services are held throughout the year and will be announced in advance. Holy

Days of Obligation or other special occasions may require the weekly Mass to be moved to another day or time.

Note: Please remember that the Sunday Liturgy of the Eucharist is central to our Catholic faith and attendance at Sunday Mass is expected and required of faithful Catholics. All are welcome.

St. Egbert Catholic Church and Chapel are sacred places of worship. Please refrain from gum-chewing, drinking, or eating. Please turn off cell phones and all other electronic devices. Appropriate reverence and silence is required.

Money

Whenever money is sent to school, please place it in a sealed envelope with your child's name, teacher's name, amount enclosed, and purpose of the money clearly marked on the outside of the envelope.

Noon Dismissal Days

Approximately once a month, school will dismiss at 12:00 Noon. These early dismissals allow for faculty curriculum planning, professional development, and school improvement initiatives. SEAS will be available beginning at noon until 5:30 PM. Please pack lunch for your child if they will be in SEAS.

Physical Education Participation

PE classes are considered an important component to our school curriculum. Students are expected to participate in PE unless the parent has sent in a note. If a student has to be excused from PE for more than three consecutive days, a note from a physician is required.

Recess

Recess is an unstructured play time and a development need for elementary students. The daily schedule provides for a minimum of 15 minutes of recess for all grades.

Report Cards

Report cards are issued four times during the school year. PreK assessment packets will be discussed during parent conferences. Kindergarten report cards are issued twice; the first in late January or early February at a Parent-Teacher Conference and the second at the end of the school year. Final report cards will be sent home with students on the last day of school.

Right to Search

St. Egbert Catholic School reserves the right-to-search student belongings on school property at any time.

Sacramental Life

The sacramental life of the children at St. Egbert Catholic School is an important part of

the religious education at our school. The sacraments of Reconciliation and Eucharist are a core component of the Second Grade curriculum. Only children Baptized in the Roman Catholic Church are eligible to receive these sacraments. Families who are interested in joining the Catholic faith should contact the Church Office at 252.726.3559.

School Property

The parent(s) or guardian(s) of a student who carelessly or intentionally destroys or damages any property of the school, or another individual, will be obligated to pay the full amount to restore or replace the item the damaged item (materials and labor).

School Security

In order to promote school security and uninterrupted instructional time for all our children, St. Egbert will enforce 3 important policies:

- 1) Parents and visitors are required to use the FRONT entrance when entering the school building. Upon arrival, please check in at the front desk.
- 2) If you are going to be at our school for a specific purpose, please sign in and out at the front desk. Security and safety regulations require the school to keep track of all volunteers and visitors who are on campus. **Visitors and volunteers require a yellow sticker.** Additionally, all volunteers are required to complete the Diocesan volunteer application and Safe Environment Training course.
- 3) Please be advised that students are instructed not to open outside doors. For example: if a parent is picking up a child and is waiting at the front door, students are instructed to let an adult know someone is waiting to be admitted to the school building.
- 4) **Any weapon brought to school is cause for immediate expulsion. Toy weapons are not allowed on school grounds.**

Cell Phones & Electronics

Students are not permitted to bring cell phones or other electronics, including tablets and smartwatches, on campus during a regularly scheduled school day. Electronics will not be allowed during SEAS. Students who disregard this policy will have their electronic device(s) taken from them and a parent must arrange a time for pick-up from the office.

St. Egbert Catholic School Advisory Committee

St. Egbert Catholic School Advisory Council consists of parishioners, community members and parents, who serve in an advisory capacity to the principal. The pastor is an ex-officio member of the Council. Membership consists of:

1. Those selected by the pastor and principal;
2. Those nominated by the Advisory Council members;
3. A HASA Executive Board member selected by the principal.

Standardized Testing

Students in grades K – 5 will take the i-Ready Assessment in September, January, and May each year. The school will host parent information sessions after test scores are received. Additionally, students in grades K-5 will take the ARK – Assessment of Religious Knowledge- each year in the spring. Diocesan and school-wide data will be disseminated to our school community.

Suspension

In-School Suspension

In-School Suspension will be initiated for consistent inappropriate, disruptive or uncooperative behavior. Parents may be required to attend a conference with the principal and teacher prior to its initiation. In-school suspension may be initiated immediately if deemed necessary by the school. When In-School suspension is given, the student will be separated from the class during the school day. The conduct grade will drop a minimum of 10 points.

Out-of-School Suspension

When out-of-school suspension occurs, a child will be required to leave school grounds and will receive a zero for work missed and a student will receive a U in conduct for Kindergarten and 1st grade. Suspension may be initiated immediately if deemed necessary by the school. Suspension may be recorded on a student's permanent record and the student's conduct grade will automatically drop below 85 for 2nd through 5th.

Transfers

Pupils moving out of the parish, or transferring to another school, are required to return all books and school materials to the teacher. Health records, transcripts of marks, and tests will be mailed directly to the new school.

Tuition

Payments

Tuition may be paid in advance (annual or bi-annual) or in 10 monthly installments. The 10-month plan requires the first payment to be made in August, the last in May.

Arrears

Tuition in arrears for more than two months will not be permitted without a suitable payment program being worked out with the school administration. Families who take

extended vacations or who leave before school has ended are still required to pay tuition. Final report cards WILL NOT be released from our school until all fees are paid in full. No child may be readmitted to St. Egbert Catholic School if tuition from the previous year has not been paid in full prior to the next school year.

Financial Aid/Scholarship

Families wishing to apply for tuition assistance/scholarships, **must first apply for the NC Opportunity Scholarship**. If your family does not qualify for this state-funded program, you must inform the administration in writing with the reason for not qualifying before you may apply for other in-house financial aid. Scholarships administered by the NC Community Foundation are also available and the school will assist you in applying for these funding sources, as well. Please visit www.ncseaa.org for more information on the NC Opportunity Scholarship program. Tuition Assistance/Scholarships are available on a limited basis. To apply for aid, please visit our website and complete the form to apply. Application deadlines for in-house scholarships TBA. Please contact the office if you have any questions regarding this process.

Withdrawal Policy

Families must notify the school in writing if a student is/will be withdrawn from the school. Tuition payment responsibility is stated as follows:

- Registered students who withdraw before the first full day of school are responsible for 1/4 of the full tuition.
- Registered students who withdraw between the first day of school and the last day of 2nd quarter are responsible for 1/2 of the full tuition amount.
- Registered students who withdraw after the last day of 2nd quarter are responsible for the full tuition amount.

School Uniform Requirements

New uniform items may be purchased from the designated school uniform companies (Flynn & O'Hara, www.flynnohara.com or Land's End www.landsend.com) who will provide the embroidered logo. You may also purchase polos, pants, skorts, and shorts at area retail stores that carry uniform line clothing. All polos, dresses, cardigans and fleece jackets not purchased through the uniform companies must be embroidered with the school logo. (Carolina Sports, Morehead City, and Harbor Specialties, Beaufort, will embroider polo shirts and fleece jackets,) (t-shirts which will be used only on spirit days), sweatshirts. Some gently used uniform items may be available at school. Order forms for new items are available Online and at the Front Office. Students have a Fall/Spring and a Winter uniform. There is a transitional time when either uniform can be worn.

| | Fall/Spring Uniform | Winter Uniform | Transitional Time (Either Uniform Acceptable) |
|------------------|---------------------|----------------|---|
| August - October | X | | |

| | | | |
|------------------|---|---|---|
| TBA (Fall) | | | X |
| November - March | | X | |
| TBA (Spring) | | | X |
| May - June | X | | |

Fall/Spring Uniform Requirements

| GIRLS | BOYS |
|---|---|
| Light Blue Polo Shirt (Navy School Logo) | Light Blue Polo Shirt (Navy School Logo) |
| Navy Shorts/Skort (fingertip length) | Navy Shorts (fingertip length) |
| Light Blue Polo Dress Short or Long Sleeved (Navy School Logo) | Belt (plain, navy/black canvas or leather) |
| Belt, if beltloops are on shorts plain, navy/black canvas or leather) | White ankle socks |
| White ankle socks | Athletic Shoes (ties or Velcro; NO Lighted shoes) |
| Athletic Shoes (ties or Velcro; NO Lighted shoes) | School Sweatshirt/Fleece Jacket (optional) |
| School Sweatshirt/Fleece Jacket or Cardigan (optional) | |
| Headbands, Hairbows, Hair clips (Plain navy or white or the uniform plaid. NO seasonal, bright colors or of holiday nature) | |

Winter Uniform Requirements

| GIRLS | BOYS |
|---|---|
| Light Blue Polo Shirt (Navy School Logo) 5th grade only | Light Blue Polo Shirt (Navy School Logo) |
| Plaid Skort (fingertip length) 5th grade only | Navy Pants |
| Light Blue Polo Dress Short or Long Sleeved (Navy School Logo) | Belt (plain, navy/black canvas or leather) |
| Plaid Jumper and White Collared or Long Sleeved Shirt PreK-4th grade | Navy ankle socks |
| Navy Knee Socks or Tights | Athletic Shoes (ties or Velcro; NO Lighted shoes) |
| Athletic Shoes (ties or Velcro; NO Lighted shoes) | School Sweatshirt/Fleece Jacket (optional) |
| School Sweatshirt/Fleece Jacket or Cardigan (optional) | |
| Headbands, Hairbows, Hair clips (Plain navy or white or the uniform plaid. NO seasonal, bright colors or of holiday nature) | |

*****Uniform clothing should not display designer labels or logos*****

Pre-Kindergarten — 4th Grade

Winter Uniform

- Plaid Jumper
- White collar shirt (short or long sleeved)
- Navy knee socks or tights



Spring Uniform

- Light blue polo dress with logo (long or short sleeved)
- Navy skirt or shorts



- Light blue polo with logo (long or short sleeved)



5th Grade Girls

Winter Uniform

- Plaid skirt
- Light blue polo with logo (long or short sleeved)
- Navy knee socks or tights



Spring Uniform

- Light blue polo dress with logo (long or short sleeved)
- Navy skirt or shorts
- Light blue polo with logo (long or short)



Pre-K— 5th Boys

Winter Uniform

- Stays the same
- Navy blue pants
- Light blue polo with logo (short or long sleeved)



Spring Uniform

- Navy blue shorts
- Light blue polo with logo (long or short sleeved)



School Uniform Guidelines

- ALL STUDENTS SHOULD WEAR TENNIS SHOES, EVERY DAY!
- Uniforms need to be clean and neat in appearance with shirts tucked in completely.
- Uniforms should be labeled with your child's name.
- Shorts (boys and girls), skorts, and jumpers must meet finger-tip length requirements.
- If a child is wearing the uniform in a public place, please ensure the student exemplifies the conduct, sportsmanship, and Christ-like behaviors that are required at St. Egbert Catholic School.
- Dangling earrings, nail polish, acrylic nails, tattoos, excessive jewelry, extreme haircuts or lack of proper grooming, beeping watches, lighted shoes, shoes with wheels, etc. are not permitted.
- Headbands should be plain, such as ones you can purchase to match the school uniform. Headbands of a seasonal/holiday nature (i.e. those with whiskers, ears, feathers, etc.) are not permitted. Bows should not exceed 3 inches.
- Boys' hair must be worn no longer than collar length. Fad haircuts are not permitted. Fad haircuts include spiked hair, initials cut into the hair or mohawks.
- No dyed, striped, or colored hair pieces are permitted.
- Girls may wear one pair of small post earrings (one in each ear). Boys are not permitted to wear earrings.
- One small, simple chain with a cross or religious medal is permitted to be worn by girls and boys.
- Watches should be limited to time pieces, no devices that can send or receive messages, have internet capability or have a calculator option.
- Hats may not be worn in the building.
- Non-St. Egbert School outerwear may only be worn outside.
- A rain jacket should be kept in the child's backpack. Certain daily events require students to transition between the school and church properties and access to rain jackets will keep your child comfortable and dry during unexpected weather.