

St. Egbert Catholic School
2025-2026 Parent-Student Handbook

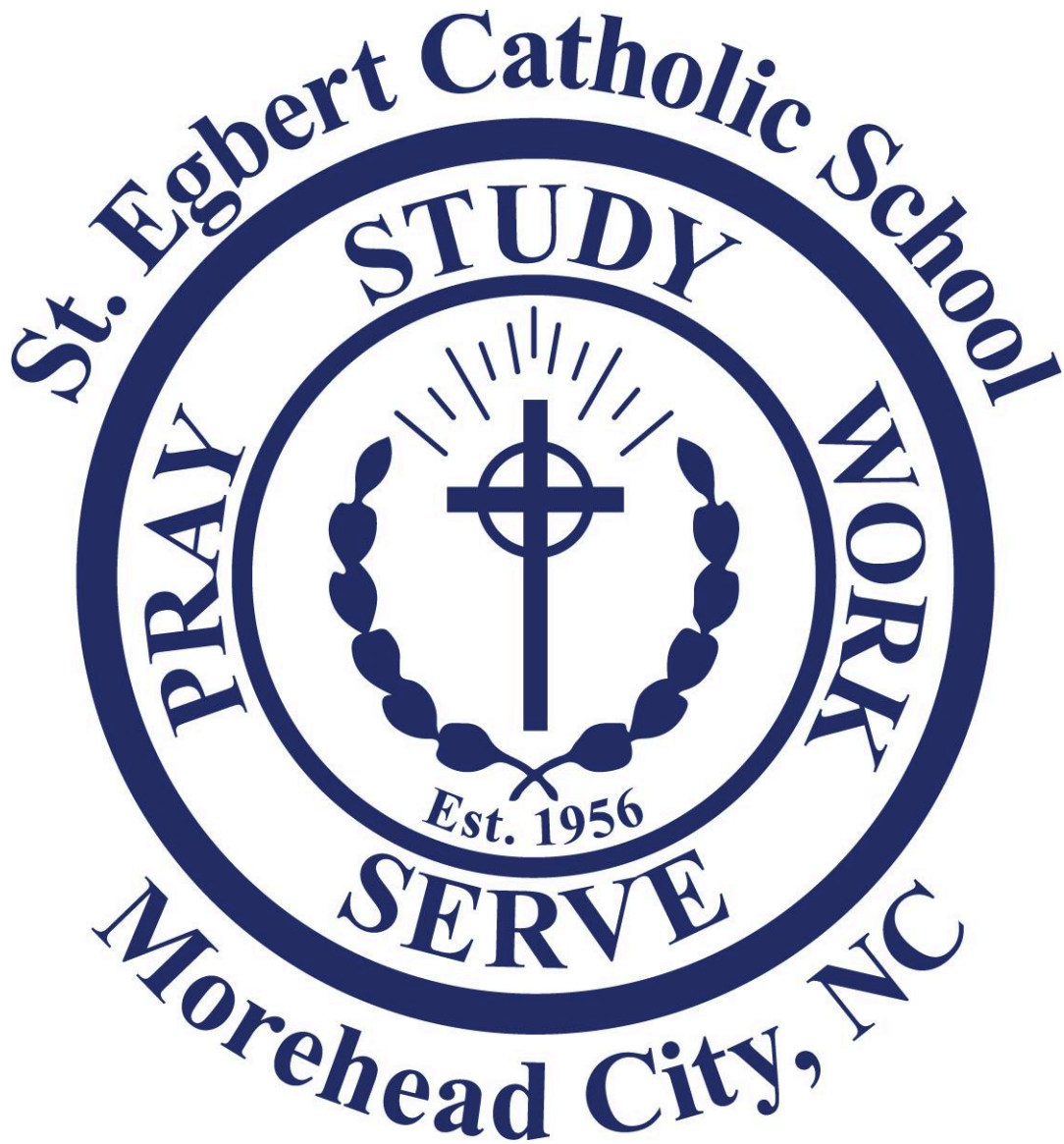
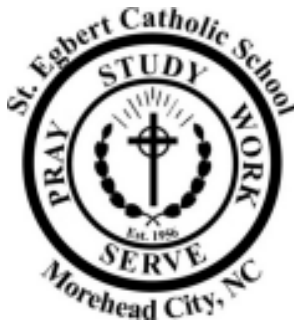


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Welcome to St. Egbert Catholic School

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.

MISSION

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.

VISION

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, 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.

BELIEFS

- 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 potential 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 their place. School is where life skills must be practiced and perfected.

Administration	
Fr. Ryszard Kolodziej	Pastor
Ms. Loredana Modafferi	Principal
Faculty/Staff	Assignment
Mrs. Sheyla White	Pre-K
Mrs. Shannon Nelson	Pre-K TA
Mrs. Deb Connolly	Kindergarten
Mrs. Kelly Caufield	Kindergarten TA
Mrs. Audrey Owens	Grade 1
Mrs. Maria Darress	Grade 2
	Grade 3
Mrs. Casey Rhodes	Grade 4 (Religion 4, Math 4 & 5, Social Studies 4 & 5)
Mrs. Mary Barber	Grade 5 (Religion 5, ELA/Reading 4 & 5, Science 4 & 5)
Mrs. Nancy Guthrie	Library/Tech Coordinator
	PE
Mrs. Kim McGowan	Art
Ms. Kendall Grady	Music
Mrs. Billie Chadwick	Reading Specialist
Mrs. Ann Nyberg	Math Specialist
Mrs. Maura McCoy	Administrative Assistant
Mr. Tyler Atchley	Custodian/Maintenance
Mrs. Virginia Gillespie	SEAS
Mrs. Patricia Sautner	SEAS
Mrs. Jacquelyn McMurdy	SEAS
Mrs. Michele Roberts	Faith Formation

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 to develop moral, intellectual, social, and physical gifts. It is vital that both parents and teachers work together. With all partners in the process working together, the student is afforded the best educational experience. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Parents who cannot support the policies of the school community, or do not display a positive role in the school-home relationship, may be required to remove their child from the school.

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 everyday
- 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.

ACCREDITATION:

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

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

Mr. Marcelo Eureste

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 the general course of studies will not be made.

The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEPs 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:

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 31

Kindergarten: 5-years-old by August 31

First Grade: 6-years-old by August 31

- All Pre-Kindergarten and Kindergarten students must 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 January, 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:

Continued enrollment of the student is subject to the student observing all school rules as set out in the school handbook and includes but is not limited to the following: general behavior, academic performance, and attendance. Continued enrollment in any given school year and re-enrollment in any subsequent year is subject to the continued support by parents and guardians of the mission of the school as documented in the school handbook. Re-enrollment in any subsequent year is subject to mutual agreement. The student, the parents, or the school administration, with or without cause, may withhold that agreement. Enrollment packets and registration fees (non refundable) must be completed/paid no later than February 28th.

STUDENT WITHDRAWAL PROCEDURE:

When a student withdraws from St. Egbert Catholic School during the school year, the parent should notify the school in writing prior to withdrawal. The student's school records will be sent to the new school upon written request from the new school. Tuition and all other financial obligations must be paid through the month of withdrawal. All textbooks and items that are property of the school must be returned and accounted for as well.

TRANSFERS:

Students who are transferring to another school or relocating outside the parish must return all textbooks, library books, and school-issued materials to their teacher prior to withdrawal. Failure to return materials may result in a delay in the release of records.

Official transcripts, standardized test scores, and health records will be mailed directly to the receiving school upon request and once all school and financial obligations have been fulfilled. These documents will not be released to parents or guardians but will be sent confidentially to the new institution to ensure a smooth transition. Parents are encouraged to notify the school office as early as possible to facilitate this process.

ARRIVAL AND DISMISSAL:

SCHOOL DAY (8:00 AM – 3:00 PM)

7:50 AM Students gather in Ferguson Hall with staff supervision (7:55 AM for PreK)

- ☐ Children should arrive no earlier than 7:50 AM

7:55 AM Teachers will walk students to their classrooms

8:05 AM Tardy bell rings.

8:07 AM Prayer and pledge (*Do not ring bell during this time - The front doors will not be open during Prayer and pledge*)

- ☐ Students should be unpacked and, in their seats, or other location designated by a faculty member, ready to begin their morning work.
- ☐ Students should bring a small nutritious snack and water bottle each day

11:55 AM – 12:25 PM Lunch

12:00 PM Pick Up on Early 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. Students attending SEAS on early dismissal days will need to bring a lunch and drink from home, as the lunch program is not available on these days.

3:00 PM 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 or in the alley way. Use the Church or school parking lot.
- Never let your student exit or enter from the driver's side of the vehicle.
- 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 drop-off or dismissal.
- Students are not allowed to cross a street without parent or teacher supervision.
- Students are not allowed to walk, or load backpacks into trunks, between parked cars.
- 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 the school property.
- For the safety and well-being of all students, staff, and visitors, ***pets are not permitted on school grounds at any time.***
- Stay in lane – ***do not pull out and around the cars in line.***
- If your child is not ready to exit the vehicle, please go to the parking lot and walk up. Be considerate of the cars waiting behind you.
- Students should not be left unattended at any time while on campus. Any student dropped off before 7:50 a.m. will remain under the responsibility of the parent or guardian, as school supervision does not begin until that time. Ensuring student safety requires adherence to designated drop-off times.

MORNING ARRIVAL/DROP-OFF PROCEDURE

▪ **K-5th Grade:** From Arendell Street, turn onto **S. 19th 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. If your child needs help, please park and walk them to the door.

▪ **Pre-K students:** Parents should park in the parking lot and wait for your child's teacher to open the PreK gate at 7:55 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. For safety reasons, parents must remain in their vehicles at all times during dismissal, as traffic is continuously moving. Students should enter vehicles promptly and safely to help ensure a smooth and efficient dismissal process.
- **PreK students (and their siblings)** are dismissed at the PreK gate in the school parking lot.
- **Kindergarten through 2nd grade students** are dismissed out the front doors of the school. Drivers should enter Evans St. from S. 19th 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.

- ❖ Please contact the Front Office (252.726.3418) with any dismissal changes no later than 2:30 PM. Do not email the teacher directly, as they are actively engaged in instruction and student supervision and are not expected to monitor messages during the school day.
- ❖ Additionally, do not contact teachers or staff members through their personal phone numbers, as these are not to be used for school-related communication. Using proper channels of communication - specifically through the Front Office - ensures that all dismissal changes are formally received, accurately documented, and handled in a safe and efficient manner in accordance with school protocols.

ATTENDANCE

Absences:

The State of North Carolina requires students to attend classes 180 days per year. Students are expected to attend classes every day unless sickness or family emergencies arise that make absence necessary. The parents or guardian must call or email the school before 9:00 AM to report any student who will be absent or tardy. Please give the following information: the child's name, his/her class, the reason for absence, and the name of the person calling. Please do not send notes or verbal messages with another child regarding absences or tardiness. These procedures are in place to ensure the safety and wellbeing of all students. Parents will receive a phone call or FACTS message if their child has been marked tardy or absent for the day. We have the requirement to report families with three unexcused absences or more to social services. 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.

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 due to illness, a parent may call the school office before 9:30 a.m. to arrange to pick-up homework assignments. A doctor's note is required ***after 3 days out sick***.

The academic performance of a student who has accumulated thirty ***(30) or more days of absences within the school year, 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 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 (3) unexcused absences**, the principal and teacher will schedule a conference with the parents to formulate a plan to support the student's attendance. **After six (6) unexcused absences**, a warning letter will be sent home regarding possible violation of NC Compulsory Attendance Law (N.C. G.S. 115C 378). An assessment will be made to determine if the situation constitutes educational neglect. If it is determined that the situation constitutes educational neglect, the Office of Education of the Diocese of Raleigh will be notified to determine further action. Absences may affect a student's promotion to the next grade.*

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.

Hand Sanitizer:

Students are not permitted to bring personal hand sanitizer to school. For health and safety reasons, hand sanitizer will be provided by the school and made available in classrooms and common areas. If your child has a specific medical need that requires a personal product, please contact the front office for approval.

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 **5 unexcused** tardies within a grading period, the principal and teacher will schedule a conference with the parents to formulate a plan to support the student's attendance. If a student accumulates **10 unexcused** tardies within a grading period, the principal will send a formal letter and schedule a conference with the parent(s). 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. Please do not send children to the door unescorted. A tardy will be excused for the following reasons:***

- ☐ Medical and dental examination and/or treatment of the student (professional note required)
- ☐ Parental written verification of personal illness of the student.
- ☐ Off-campus educational appointments.

EARLY DISMISSAL:

A note must be presented or email sent should the parents request that a child be excused from school for any 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 considered present for the academic day.

BIRTHDAYS:

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:

- 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 labels.
- Notify parents of children with allergies so they may provide an appropriate snack for their child.
- Do not send in drinks, chips, goody bags, treats for other classes, 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. Balloons and decorations are not permitted. Birthday parties and lunch visits are not permitted - this includes parents/siblings going to the classrooms and/or lunchroom to celebrate.*

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 FACTS. Milk may also be purchased through the school. ***Parents are not permitted to drop off lunches from fast-food establishments or restaurants to the front office, lunchroom, or classroom at any time. If such food is brought to the school, it will be held at the front office and sent home with the student at dismissal.***

Students should not call home for forgotten lunches, as this disrupts the instructional day. In the event a student forgets their lunch, the school will provide a small meal, and a \$3.50 charge will be added to the family's FACTS account. ***Please note that soft drinks, candy, glass containers, and lidded beverages are not allowed.*** In the event of an unexpected school closure, any prepaid lunches will be credited toward the next lunch order cycle. Students are expected to bring a water bottle to school each day. To ensure safety and avoid spills, water bottles must: Be no larger than 20 oz (ideally 16 oz or less), have a secure lid and straw or spout, and be clearly labeled with the student's name. Oversized bottles or open-lid containers are not permitted.

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 INFORMATION:

St. Egbert Catholic School requires a complete home/mailling address, phone number, email, and emergency contact for every student. If your family has a change in any of the above items, please notify the office and your child's teacher in writing with the appropriate updates. You may make updates to the information in your FACTS Family Portal at any time.

CODE OF CONDUCT:

Students at 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. 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• Wandering• Interrupting	<p>1st instance = verbal warning</p> <ul style="list-style-type: none">• document in FACTS <p>2nd instance = written warning</p> <ul style="list-style-type: none">• document in FACTS, notify parents <p>3rd instance = refer to Principal</p>
Major*	Plan
<ul style="list-style-type: none">• Actions, words, threats, jokes, or comments based on an individual's sex, race, ethnicity, age, disability, or religion• Pushing, shoving, physical altercation• Horseplay• Defiance• Defacing property• Blatant disrespect• Lying• Cheating• Stealing• Bringing items from home• Opening exterior doors• Bullying	<ul style="list-style-type: none">• Immediate referral to Principal• Principal will handle parent contact• Consequences may include:<ul style="list-style-type: none">• Detention• ISS• OSS• Expulsion

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

DETENTION:

At the discretion of the principal, after-school detention may be assigned to students as a means of addressing behavioral concerns or encouraging greater academic responsibility. This measure is intended to provide students with the opportunity to reflect on their actions, reinforce school expectations, and develop improved study habits or conduct. Detention serves as a corrective and restorative practice aimed at supporting student growth and maintaining a respectful, productive learning environment.

EXPULSION:

Expulsion may be considered as a last resort in response to a student who consistently displays a negative attitude or engages in behavior that is harmful to the values, safety, and educational mission of the school. When such behavior is deemed by school administration to undermine the Christian principles, respectful culture, or academic integrity of St. Egbert Catholic School, expulsion may be necessary to preserve a safe and supportive environment for all students. This decision is made with great care, following appropriate interventions and in alignment with the school's commitment to the dignity and well-being of every member of its community.

IN-SCHOOL SUSPENSION:

In-School Suspension (ISS) may be assigned to students who consistently demonstrate inappropriate, disruptive, or uncooperative behavior that interferes with the learning environment. Prior to implementing ISS, parents may be required to attend a conference with the principal and classroom teacher to discuss concerns and collaborate on a plan for improvement. However, ISS may be initiated immediately at the discretion of the administration if the behavior warrants urgent action.

During ISS, the student will be removed from the regular classroom setting and complete academic work in a supervised, isolated environment for the duration of the school day. This consequence is designed not only to hold students accountable for their actions but also to encourage reflection and behavioral improvement. As part of the disciplinary response, students in grades 3–5 will receive a minimum deduction of 10 points from their conduct grade.

OUT-OF-SCHOOL SUSPENSION:

Out-of-School Suspension (OSS) is a serious disciplinary action reserved for significant behavioral infractions that violate school policies or compromise the safety and integrity of the school environment. When a student is placed on OSS, they are not permitted on school grounds for the duration of the suspension. All missed assignments, tests, or classwork during this period will result in a grade of zero.

For students in Kindergarten through Second Grade, an OSS will result in a conduct grade of “U” (Unsatisfactory) for the grading period. For students in Grades 3 through 5, the conduct grade will automatically drop below 85. Suspension may be recorded in the student’s permanent record and may be initiated immediately if deemed necessary by school administration, depending on the severity of the behavior.

Parents will be notified promptly, and a conference may be required before the student is allowed to return to school. The purpose of OSS is not only to address the behavior but also to emphasize the importance of personal responsibility, self-discipline, and maintaining a safe and respectful learning environment for all.

STUDENT SUPPORT TEAM

The Student Support Team (SST) is made up of the school administrators and teachers to address concerns about a student's academic achievement or behavior. The SST process is designed to assist parents and teachers in developing positive and effective interventions to address and improve student's learning or behavior at school. Assistance of the SST is sought when the teacher or parent has a concern about a student. Specific areas of concern are identified and information is gathered through observation, interview, reviews, and informal assessments. Strategies are suggested by the SST, including behavior contracts aimed at maintaining appropriate classroom behavior. The classroom teacher implements these strategies for several weeks and then reconvenes with the SST to discuss student progress. For a parent to initiate the Student Support Team Process, a referral form must be filled out and given to the child's teacher.

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.

SAFE ENVIRONMENT:

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 Bishops 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. St. Egbert Catholic School abides by the Child Abuse laws of the State of North Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

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.

VOLUNTEERS:

Research shows that schools are more effective when parents are involved in the education of their children. All parents are expected to donate time and effort for St. Egbert Catholic School to provide various services to our students and faculty. Each time a parent signs into the school to volunteer, he/she is expected to log the hours into the parent’s FACTS SIS account. ***At the end of each quarter, parents will submit a summary of their volunteer hours. Parents are asked to volunteer a minimum of 20 hours per year in lieu of a \$250 volunteer fee.*** To maintain a focused learning environment, we ask that volunteers not visit classrooms unannounced or drop in to see their child during the school day. These interruptions can disrupt instruction and impact classroom routines. All school volunteers must complete a “**Level C**” **volunteer application** annually to ensure the safety of our students. Each family is responsible for logging their required volunteer hours in the Family Service Time Log in the FACTS Family Portal. Volunteer opportunities are posted in the FACTS FAMILY PORTAL as school-wide announcements or as classroom specific opportunities.

All volunteers must follow the school’s check-in and check-out procedures:

If you are scheduled to volunteer on campus, you must first report to the front office to sign in and receive a Volunteer Badge. This badge must be worn and visible at all times while on school grounds.

At the conclusion of your volunteer time, please return to the front office to sign out and return the badge. This process is essential for the safety and accountability of everyone on campus.

All Volunteer Requirements:

- Create an account and submit your information for a background check.
- Attend a virtual Safe Environment Training Session. Contact the Front Office for dates and times or see the Diocesan website - <https://dioceseofraleigh.org/child-and-youth-protection/child-and-youth-protection>
- Work in alignment with school staff and policies.
- All volunteers must use the adult bathroom while on campus.
- Do not “drop in” to classrooms or the lunchroom while volunteering on campus.

VOLUNTEER CODE OF ETHICS

Confidentiality: In the course of your volunteer work at St. Egbert, you may overhear confidential information about students, parents, or staff; you are expected to keep this information confidential in any setting inside or outside the school, just as you would wish your privacy rights to be respected.

Communication: Always direct other parents’ questions or concerns to the classroom teacher. It is the school’s responsibility to inform parents of school or classroom news. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Administrative team.

Dependability: The school relies on your support. Follow through on tasks by attending to scheduled times, and please give notice of absence whenever possible.

Respect for Others: Students learn from watching you. Practice patience and understanding toward the students and staff. This helps learners value and apply these qualities.

Role: Volunteers serve as representatives of St. Egbert Catholic School and are expected at all times to uphold the Mission, Values, and teachings of our Catholic faith, as well as adhere to the Diocese of Raleigh Code of Conduct. Failure to follow these expectations may result in the loss of volunteer privileges and the possibility of not being permitted to volunteer at the school in the future.

Dress code: It is expected that volunteers will dress comfortably, but modestly. No workout gear, short shorts, undergarments hanging out or visible, or clothing displaying inappropriate slogans or products.

COMMUNICATIONS:

The St. Egbert Newsletter will be delivered via email on Friday or Saturday. 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. St. Egbert Catholic School uses FACTS SIS as our tool for communication. Teachers and parents are to communicate via emails that have been listed by parents as the means of communication. Each family must register an email address on FACTS SIS for official communication.

Class Dojo School Story is used by faculty to celebrate and recognize students. Email is used for everything else. Please be aware that group texts are not part of the school communications plan.

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.

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 FACTS. 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 (FACTS) may 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.

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. Conferences must be scheduled in advance. Teachers will not meet with a parent if the parent shows up unannounced. Teachers have many other obligations after school and may not be available to meet on short notice. A teacher may invite an administrator or another teacher to the conference at his/her discretion.

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 (7:50 AM until 3:00 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, reading, 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 growth goals are not being met, collaboration with the classroom teacher will be the first step. The Principal and SST (Student Success 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.

The Grading System:

Grades 3-5

Special Classes

Kindergarten-2nd Grade Skills

A: 93-100 (Excellent)	E: Excellent	M: Mastery
B: 85-92 (Very Good)	S+: Satisfactory +	P: Progressing
C: 78-84 (Good)	S: Satisfactory	N: Not Yet Mastered
D: 70-77 (Fair)	S-: Satisfactory -	NP: Not Grade Level Proficient
F: Below 70 (Failing)	N: Needs Improvement	NA: Not Assessed
	U: Unsatisfactory	

** Tests, class participation, class work, projects, and homework are all considered when assigning a grade. The weight of each grade may vary from teacher to teacher.*

Report Cards:

Report cards are distributed four times throughout the academic year to provide regular updates on student progress. Families may access grades and academic performance at any time through FACTS SIS, the school's secure online portal. Parents are encouraged to communicate with teachers directly if they have questions or wish to discuss their child's academic development.

For Pre-K students, progress is documented through assessment packets, which will be reviewed during scheduled parent-teacher conferences. Kindergarten students receive two report cards: the first is shared during a Parent-Teacher Conference in late January or early February, and the second is issued at the end of the school year. Final report cards for all students will be sent home on the last day of school. These reports serve as valuable tools in tracking growth and identifying areas of success and support.

STANDARDS:

The Diocesan guidelines, consistent with the State of North Carolina guidelines, are followed for the teaching of all secular subject areas. A summary of Diocesan standards are available online at www.dioceseofraleigh.org. All students are required to participate in all school events. This includes class programs/performances and religion class. Class programs/performances are sometimes held in the evening. St. Egbert Catholic School has a philosophy of inclusion for all students whose parents/guardians wish for them to receive a Catholic school education, provided the school can meet their educational needs with reasonable accommodations. ***Accommodations may only be done with a written evaluation including diagnosis and following the recommendations of the physician.*** This philosophy is consistent with the mission of the Catholic Church for viewing students with learning differences as children of God and members of the Church.

St. Egbert Catholic School fully adopts and implements the standard guidelines in all subject areas, as defined and set forth by the Diocese of Raleigh. These curriculum guidelines meet and exceed the Common Core. St. Egbert Catholic School places emphasis on developing attitudes, values, and a pattern for living, based on the teachings of Jesus. Instruction in scripture and the Catholic faith, daily prayer, and weekly liturgies are a part of school life. Students of all faiths are included in the religious life of the school. We strive to build self-esteem and instill confidence in each student, while exposing the student to the basic skills needed to begin a solid academic foundation. In addition to the core curriculum subjects of religion, language arts, reading, literature, science, mathematics, and social studies, the school offers physical education, computers, music, and art. Listening, comprehension, creative writing, critical thinking, oral expression, and handwriting skills are emphasized in all subject areas. Correct English usage and sentence structure, in addition to correct spelling, appropriate punctuation, and quality penmanship are integral parts of every written assignment.

SACRAMENTAL PREPARATION:

The sacramental life of students at St. Egbert Catholic School is a vital part of our religious education program and spiritual formation. In partnership with St. Egbert Catholic Parish, the school provides

opportunities for students to prepare for and receive the Sacraments of Reconciliation and Holy Eucharist within a supportive Catholic community rooted in prayer and worship. These sacraments form a central component of the Second-Grade religion curriculum. Only children who have been baptized in the Roman Catholic Church are eligible to receive these sacraments.

The Sacrament of Confirmation is celebrated during high school and is not part of the elementary program. Sacramental preparation is a collaborative effort between parents, teachers, and the parish religious education staff. Parents play an essential role in their child's faith journey, and as such, required meetings, retreats, and special activities are scheduled throughout the year to support this shared responsibility.

Families interested in learning more about the Catholic faith or exploring the Rite of Christian Initiation should contact the St. Egbert Catholic Church Office at 252-726-3559.

STANDARDIZED TESTING:

Students in grades K–5 at St. Egbert Catholic School participate in the i-Ready Diagnostic assessments three times a year - at the beginning, middle, and end of the academic year. These assessments provide valuable insight into each student's academic growth in reading and math and help guide individualized instruction. Once each testing window concludes, families will receive their child's diagnostic results to stay informed of their progress.

In addition, students in grades 2 - 5 will complete the ARK (Assessment of Religious Knowledge) each spring. This faith-based assessment measures students' understanding of key concepts in Catholic doctrine and supports our ongoing efforts to strengthen religious education across grade levels.

Academic Honors:

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: Earned by students in grades 4 & 5 for achieving an "A" average in every core subject and S or S+ in PE, Art, and Music while having a conduct grade of 93 or higher with S or S+ in PE, Art, and Music.

Second Honors: Earned by students in grades 4 & 5 for achieving an "A" and/or "B" average in every core subject and S or S+ in PE, Art, and Music while having a conduct grade of 93 or higher with S or S+ in PE, Art, and Music.

**At End of Year Awards, students in grades 4 & 5 are awarded First and Second honors based on the year-end average.*

School Awards:

Lesley Ferguson Academic Achievement Award: Established by 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 retired Principal of St. Egbert Catholic School.*

Sonny Hyman Sportsmanship Award: Established by 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.*

Raymonda Ibrahim Christus Award: This award is presented to a graduating fifth grader who has demonstrated the gifts of kindness, forgiveness, and compassion towards all. This student is a

role model for other students. The recipient also demonstrates diligence, determination, a positive attitude, and service to others. *Raymonda Ibrahim was an assistant teacher at St. Egbert School for many years.*

St. Cecilia Music Award: Saint Cecilia is the patron saint of musicians, recognized for her unwavering faith and devotion to God. Established by Mrs. Denise Leuci, former Principal, this award is presented to a graduating fifth grader who demonstrated a passion for music and model behavior in music class.

St. Catherine of Bologna Art Award: St. Catherine of Bologna is the patron saint of artists as well as liberal arts. Established by Mrs. Denise Leuci, former Principal, this award is presented to a graduating fifth grader who demonstrated a passion for art and model behavior in art class.

HOMEWORK:

Homework assignments serve to reinforce and enrich learning experiences and/or provide the opportunity to apply and use research skills. Homework assignments include reading, writing, drill and practice, problem solving and analysis, observation, research, projects, report writing, and study materials for future quizzes and tests. Parents and teachers share the responsibility for academic integrity. It is therefore inappropriate for parents to purchase teacher manuals, answer keys, or other such materials. Homework is about learning - not just the grades.

The time allotment for homework depends on the type of assignment and grade level of the student. All teachers are expected to coordinate the scheduling of projects, major tests, and other activities. Homework assignments are posted on the classroom teacher's weekly newsletter and/or student agenda, but are subject to change based on the progress of each class. Total time required for completing homework assignments will vary from one student to another. If a student is consistently exceeding or having difficulty with these recommended times, parents should discuss this with the teacher.

Daily homework assignments should last approximately:

Kindergarten = ≤ 10 minutes

Grade 1 = ≤ 20 minutes

Grades 2 and 3 = ≤ 30 minutes

Grades 4 and 5 = ≤ 45-60 minutes

EMERGENCY DRILLS & 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 your hands over your 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).

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.

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. There are ***NO Dress-Down days on Mass days.***

- Shorts, dresses, skirts, and skorts should not exceed 2 inches above the knee. Cartwheel shorts should be worn under skirts and dresses.
- Spaghetti straps and tank tops are not permitted.
- Graphic t-shirts promoting non-age-appropriate products are not permitted.
- Yoga pants or other form-fitting garments are not permitted
- Flip-flops, slides, sandals, wedges, and heels are not permitted.

FIELD TRIPS:

If a teacher 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. A chartered bus will transport students on field trips. A fee will be charged to defray the cost. Field trips are a privilege and students who do not demonstrate appropriate behavior may not be permitted to attend. ***Only pre-approved parent chaperones, who are Level C approved, will be permitted on a field trip and will be assigned to the supervision of a specified group of students by the teacher. Siblings are not permitted on field trips.***

Field trips are designed to correlate with teaching units and to achieve curricular goals. A field trip is a privilege and not a right. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. All grades do not always have the same number of field trips.

Participation in field trips is considered a privilege, not a right. Individual teachers, in consultation with the administration, may restrict or deny a student's participation based on academic performance, behavioral concerns, or other relevant factors. Students are expected to consistently demonstrate respectful, responsible behavior both in and out of the classroom to remain eligible.

Students with ongoing or serious conduct issues may be deemed ineligible to attend field trips at the discretion of school staff. These decisions will be made with careful consideration of the safety, well-being, and overall success of the learning experience for all participants.

A written official permission slip, signed by the parent/guardian, is required before a student will be permitted to attend a field trip activity. Permission slips are due in the office 48 hours after receipt of the permission slip. A telephone call will not be accepted in lieu of the proper field trip permission slip. All monies for field trips must be applied to the FACTS Family Portal. Money collected for the field trip is non-refundable.

Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day. Parents/Guardians may refuse to permit their student from participating in a field trip by stating so on the proper form.

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 accommodation, such as crutches, must have a note from a physician indicating the need and length of time the accommodation 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 the school year*. 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, Tylenol, cough drops, 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 may carry medications or self-administer medicine, including cough drops.*** Students may not bring lotion, sunscreen, or hand sanitizer to school; however, they may have chapstick, cough drops, or essential oils with a parent note. These will remain in the office, not the classroom or student's backpack. If your child needs cough drops during the school day, please send a written note to the teacher along with the cough drops. The teacher will keep them in a safe place and administer them to your child as needed.

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. A volunteer may NEVER administer any medications to a student.

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 all liability that may result from a child taking the named medication, according to the written instructions given by the parent.

Weekly School Mass:

School Masses are regularly scheduled for Friday at 9:00 AM. Students in grade 3-5 participate in the masses by reading and altar serving. Parents and other siblings are invited and encouraged to attend but should sit in 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 changes to our normal routine.

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.

Church Etiquette:

St. Egbert Catholic Church and Chapel are sacred spaces dedicated to worship and prayer. To maintain an atmosphere of reverence, all individuals are asked to refrain from chewing gum, eating, or drinking while inside. Cell phones and other electronic devices must be turned off or silenced. Respectful silence and appropriate behavior are expected at all times. Students of Saint Egbert Catholic School are expected to uphold and reflect the values of our Catholic faith by demonstrating reverence, attentiveness, and respectful behavior during the celebration of Mass. Participation in liturgical celebrations is a vital expression of our school's spiritual life, and students are called to engage fully and respectfully, showing honor to the sacredness of the Eucharist and to the presence of Christ in our community.

Physical Education Participation:

Physical Education (PE) is an essential part of the curriculum at St. Egbert Catholic School, promoting physical fitness, teamwork, and healthy lifestyle habits. All students are expected to actively participate in PE classes as part of their overall educational experience. If a student is unable to participate due to illness or injury, a written note from a parent or guardian is required. For absences extending beyond two consecutive PE classes, a physician's note must be provided. Supporting students' physical well-being is a shared responsibility, and consistent participation in PE is vital to their growth and development.

Recess:

Recess is an essential part of a child's day, offering unstructured playtime that supports social, emotional, and physical development. Recognizing its importance, the daily schedule at St. Egbert Catholic School includes a minimum of 20 minutes of recess for all grade levels. This time allows students to recharge, build peer relationships, develop problem-solving skills, and engage in active movement, contributing to their overall well-being and academic readiness. In the event of inclement weather, recess will be held indoors, offering a variety of age-appropriate activities such as centers, games, and free play to ensure students continue to benefit from this important break in their day.

Right to Search:

St. Egbert Catholic School reserves the right to inspect and search student belongings, including backpacks, desks, and personal items, while on school property or at school-sponsored events at any time and without prior notice. This policy is in place to ensure the safety, security, and well-being of all

students and staff. By enrolling in the school, families acknowledge and accept this policy as part of the school's commitment to maintaining a safe and respectful learning environment.

School Property:

The parent/guardian of a student who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Students are not permitted to place stickers on any school property, including desks, chairs, textbooks, Chromebooks, or other materials and equipment. Any damage caused by stickers or adhesive will result in a cleaning or replacement fee. Textbooks checked out to the student must have a proper book cover. Writing in textbooks is not permitted. The student will pay for a replacement for damaged or lost textbooks before any final reports, transcripts, or diplomas are presented. Students who engage in this behavior face possible disciplinary action.

SCHOOL SECURITY:

To ensure the safety of our students and maintain an environment that supports uninterrupted learning, St. Egbert Catholic School upholds the following security policies:

Single Point of Entry: All parents, visitors, and volunteers must enter the building through the front entrance. Upon arrival, individuals are required to check in at the front desk.

Sign-In Procedures and Identification: If you are on campus for a specific purpose, such as volunteering or attending a meeting, you must sign in and out at the front office. For safety and accountability, all visitors and volunteers are required to wear a yellow identification sticker while in the building. Additionally, volunteers must complete the Diocesan Volunteer Application and Safe Environment Training before working with students.

Student Safety Protocols: For security reasons, students are strictly instructed not to open any exterior doors for visitors, including parents or family members. If someone is waiting at a door, students are to inform a staff member immediately. All visitors must be admitted through the front entrance by school personnel.

Weapons Policy: The presence of any weapon on school property is grounds for immediate expulsion. This includes toy weapons, which are not permitted under any circumstances.

We appreciate your cooperation in maintaining a secure and respectful environment for all members of the St. Egbert community.

ELECTRONIC DEVICES:

Students are not permitted to bring cell phones or other electronic devices, including tablets, smartwatches, or similar technology, to school during the regularly scheduled academic day. This policy also applies to SEAS (St. Egbert After School), all on-campus activities during school hours, and field trips.

If a student is found in possession of any prohibited electronic device, the item will be confiscated and held in the school office. A parent or guardian must contact the school to arrange a time to retrieve the device in person. Repeated violations may result in further disciplinary action. This policy is designed to minimize distractions, protect instructional time, and maintain a focused, respectful learning environment for all students.

TOYS:

Students should not bring toys from home to school unless specifically requested by a teacher for a class activity. ***This includes small toys, figurines, or keychains attached to backpacks.*** Personal items can be distracting in the classroom and are easily lost or broken.

ADVISORY COMMITTEE:

The St. Egbert Catholic School Advisory Council is composed of dedicated parishioners, parents, and community members who serve in an advisory role to support the principal in advancing the mission and goals of the school. While the Council does not have governing authority, its purpose is to provide thoughtful guidance and recommendations on matters related to school policy, strategic planning, and community engagement.

The pastor serves as an ex-officio member of the Council, offering pastoral insight and oversight. Membership on the Council is determined through the following methods:

1. Appointment by the pastor and principal based on experience, expertise, and commitment to Catholic education.
2. Nomination by current Advisory Council members, with final approval by the principal and pastor.
3. Inclusion of one representative from the HASA (Home and School Association) Executive Board, selected by the principal, to ensure collaboration between parent organizations and the Advisory Council.

Council members are expected to serve as ambassadors for the school, uphold its Catholic identity, adhere to the Bylaws and Constitution, and contribute to long-term planning efforts that benefit the entire school community.

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. With the approval of the Principal, this organization is also tasked with overseeing major school fundraisers and 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!

TUITION:

Payments:

Tuition may be paid in full annually, semi-annually, or divided into ten monthly installments. The first installment is due by **July 1st** to secure your child's enrollment for the upcoming school year. ***All tuition payments must be processed through the FACTS Tuition Management System.*** Families are encouraged to select the payment plan that best meets their financial needs. Timely payments are essential, as failure to meet tuition obligations may impact a student's continued enrollment.

Arrears:

Tuition that is more than two (2) months past due must be addressed immediately with school administration. Continued enrollment will not be permitted unless a suitable and approved payment plan is established. Families are reminded that tuition remains the responsibility of the parent or guardian regardless of absences, including extended vacations or early withdrawals prior to the conclusion of the academic year. ***Final report cards, student records, and transcripts will not be released until all outstanding balances, including tuition and fees, are paid in full.*** Additionally, students will not be allowed to re-enroll or return to St. Egbert Catholic School for the following school year if there is any unpaid tuition from the previous year.

Financial Aid/Scholarship:

Families seeking tuition assistance or scholarships are required to first apply for the North Carolina Opportunity Scholarship in July. If your family is not eligible for this state-funded program, a written explanation must be submitted to the school administration before any request for internal (in-house) financial aid will be considered.

Additional scholarship opportunities are available through the North Carolina Community Foundation, and the school is happy to assist families with the application process for these resources. Please visit www.ncseaa.org to learn more about the NC Opportunity Scholarship and its eligibility requirements.

Tuition assistance and scholarships offered through St. Egbert Catholic School are limited and awarded based on demonstrated need. To apply, visit our school website and complete the financial aid application form. Deadlines for internal scholarship applications will be announced (TBA). For questions or support throughout the process, please contact the school office directly.

Money:

Money should not be sent to school with students. For the safety of our children and to maintain accurate financial records, ***all school-related payments must be made digitally through FACTS.*** This system offers a secure, convenient, and efficient way for families to manage tuition, fees, donations, and other payments.

The **FACTS Giving** function, will provide an easy-to-use platform for making contributions and payments online. This move to digital transactions helps reduce the risk of lost or untracked funds and supports our commitment to transparency and financial accountability.

Uniform Policy

St. Egbert Catholic School students should have a sense of pride in their school uniform. In a Catholic school, the values we teach like humility, compassion, community, and a sense of equity should be reflected in the way we present ourselves. Proper school attire and grooming are an important element in fostering a learning environment where educational objectives are met. The partnership of the school and families is greatly appreciated to be sure the guidelines are adhered to throughout the year.

ST. EGBERT CATHOLIC SCHOOL DRESS CODE 2025-2026

All school uniforms must be purchased from the approved school vendor. No exceptions will be permitted.
LANDS END: landsend.com/myschool 1-800-469-2222 / School Code: 900158338

YEARLY UNIFORM

Girls in PK-5th



Example:



Polo Shirt: Light Blue with Navy School Logo. Shirt may have a Peter Pan Collar (No ruffles or fringe)

Navy Bermuda-style Shorts: No shorter than 1-2 inches above the knee

Belt for shorts & pants: Solid navy, black, or brown canvas or leather, single prong belts with non-decorative buckles are required. Belts must go through the belt loops. Belts should not have logos, words, or decorations

Socks with Skort: Navy blue knee high socks, Tights or straight leggings (No lace, beads, or decorations on socks)

Socks with Shorts: Navy blue quarter high socks (No crew or no-show socks)

Tights: Plain navy blue

Shoes: Solid color black or white athletic shoes with matching laces - (No High Tops, lighted shoes, boots, heels, or shoes with wheels are not permitted)




Sweatshirt: Navy blue with white School Logo (No hoodies)

Fleece Jacket: Navy blue with white School Logo

Navy Skort: Plain flat front or pleated - No bows or buttons (No shorter than 1-2 inches above the knee)

Navy Cardigan/ Sweater: White School Logo

Grooming: All students are expected to maintain a neat and well-groomed appearance. Hair should be clean, combed, and styled so that it does not fall into the face or obstruct vision. Girls are encouraged to wear their hair pulled back or styled neatly away from the face to support focus and presentability throughout the school day. Hair accessories must not exceed 4 inches and must be plain navy or plain white. Large decorative accessories, including bows and flowers are a distraction and may not be worn to school. Neither hair extensions nor non-natural color are permitted. No seasonal, bright colors, or of holiday nature are permitted. The school administration reserves the right to control the extremes in hairstyles and colors.

ST. EGBERT CATHOLIC SCHOOL DRESS CODE 2025-2026	
YEARLY UNIFORM	
<p>Boys PreK-5th</p>   <p>Example:</p> 	<p>Polo Shirt: Light Blue with Navy School Logo</p> <p>Navy Bermuda-style Shorts: No shorter than 1-2 inches above the knee</p> <p>Belt for shorts & pants: Solid navy, black, or brown canvas or leather, single prong belts with non-decorative buckles are required. Belts must go through the belt loops. Belts should not have logos, words, or decorations</p> <p>Socks: Navy blue quarter high socks (No crew or no-show socks)</p> <p>Shoes: Solid color black or white athletic shoes with matching laces - (No High Tops, lighted shoes, boots, heels, or shoes with wheels are not permitted)</p> <p>Sweatshirt: Navy blue with white School Logo (No hoodies)</p> <p>Fleece Jacket: Navy blue with white School Logo</p> <p>Grooming: All students are to be neat and well groomed. Hair should be clean and combed. The maximum acceptable hair length for boys is above the eyebrows, not touching the collar at the back, and trimmed above and around the ears at the sides. Hair must be cut, not pushed back, to meet this requirement. Hair dyed unnatural colors, ponytails on boys, and shaved designs in the hair are not permitted. A simple hairstyle is required. The school administration reserves the right to control the extremes in hairstyles and colors.</p>

- ❖ Uniform items may currently be purchased through Land's End at www.landsend.com using School Code: 900158338. Land's End will provide all items with the official embroidered school logo.
- ❖ **Please note** that starting in October, Flynn O'Hara will become our exclusive uniform vendor. Any uniform purchases made after September must be ordered exclusively through Flynn O'Hara to align with updated policy requirements. Additional details and ordering instructions will be shared soon.
- ❖ Previously purchased uniforms from Land's End will continue to be accepted; however, all students are expected to comply with the updated uniform policy, as adjustments have been made to ensure consistency and clarity in appearance.

Enforcement of Dress Code:

Daily and weekly uniform checks will be made. Parents will be called to bring the correct uniform or students may be sent home to change into the correct uniform. This will reflect on the Conduct Area on the Report Card for "Following School Rules." Continued disregard of the Dress Code policy will result in one-day in-school suspension.

UNIFORM POLICY DETAILS

Additional Uniform Guidelines:

- ☐ Sweaters, fleece jackets and sweatshirts with school logos that conform to the guidelines above may be worn in class.
- ☐ No sandals, flip-flops, boots, canvas shoes, high top shoes, or raised heels are permitted at any time during the school year.
- ☐ No cosmetics such as eye shadow, blush, lipstick, lip-gloss or colored Chapstick, nail polish, or fake nails are permitted in any grade.
- ☐ ALL uniform items are to be of the correct size. Shorts and skorts are to be no shorter than 1-2 inches above the knee. No oversized or undersized clothing is permitted. Uniforms must be worn properly - shirts must be neatly tucked in and not rolled over the top of uniform bottoms.
- ☐ 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.
- ☐ Non-St. Egbert School outerwear may only be worn outside.
- ☐ A rain jacket can 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

Jewelry Policy - Boys and Girls:

- ☐ Students may only wear **one small** Christian religious medal or **one small** small cross on a thin plain gold or silver chain around the neck. No beaded or color necklaces
- ☐ Students are permitted to wear traditional wristwatches. Smartwatches, Fitbits, or any devices with Wi-Fi, Bluetooth, or cellular capabilities are not allowed.
- ☐ Girls may only wear **one small** stud earring per earlobe. No hoops or dangling earrings
- ☐ Boys may not wear earrings
- ☐ No bracelets may be worn

Note: Any teacher may request a student to remove jewelry for the student's safety or if not within dress code policy. Students should not wear valuable jewelry to school. St. Egbert Catholic School is not responsible for lost or stolen jewelry. All uniform regulations and guidelines are subject to the discretion of the Principal.

Uniform Vendors beginning October 2025

The primary uniform company for St. Egbert Catholic School is Flynn O'Hara **www.flynnohara.com**. Flynn O'Hara's toll free number is 1-800-441-4122 for direct consultation. More information to come.

Student Acceptable Use Policy

St. Egbert Catholic School offers students access to computers and the internet strictly for educational purposes in support of the school's academic mission. In order for students to use the internet while on campus, parental consent is required.

To ensure responsible and safe use of technology, we ask that families review the following acceptable use guidelines with their child. These expectations help protect all users and maintain a secure, respectful digital environment that promotes learning.

Misuse of school technology and internet resources will not be tolerated. The following actions are considered unacceptable and may result in disciplinary consequences, including loss of computer privileges:

1. Accessing, displaying, or inputting content that contains inappropriate language, images, or material unsuitable for a Catholic school environment.
2. Violating copyright laws, including illegally copying, downloading, or using software, music, videos, or data without proper authorization.
3. Sending or posting threats, whether implied or explicit, through email, messages, or any online platform.
4. Engaging in harassment, bullying, or insulting language directed toward others for any reason.
5. Plagiarizing - presenting someone else's work, words, or ideas as your own.
6. Students are prohibited from tampering with, damaging, or disabling any part of the school's computer network, hardware, software, databases, or digital files. This includes, but is not limited to, intentionally altering system settings, unplugging equipment, or attempting to bypass security features. Any damage, whether accidental or intentional, to school-issued devices, including computers, headphones, or accessories, will result in the cost of repair or replacement being billed to the parent or guardian.
7. Using another person's login credentials, including student ID or passwords.
8. Wasting network resources through excessive or unnecessary usage.
9. Accessing the internet for personal entertainment, gaming, or any non-educational activity during school hours.
10. Modifying computer settings or desktop images, including changing themes or profile pictures on the school's Google Drive account. Personal photos are not permitted.
11. Off-campus use of social networking websites (e.g., TikTok, Instagram, Snapchat, Facebook, X) presents safety and privacy concerns. Students are not permitted to list St. Egbert Catholic School as their school, reference or include school staff, or name fellow students in any posts, bios, or comments.

These guidelines are in place to promote digital responsibility, protect our school community, and maintain a safe, focused academic environment. Students who engage in any of the previously listed violations - or any other action deemed inappropriate regarding the use of St. Egbert Catholic School's (SECS) computer systems or internet network - may have their access privileges suspended or revoked. Additional disciplinary actions may be assigned at the discretion of the principal, depending on the severity of the offense.

Furthermore, any photos, videos, or captions posted on a student's or parent's social media account (e.g., Facebook, Instagram, Snapchat, TikTok, X [formerly Twitter], etc.) that portray the school, its staff, fellow students, or the parish in a negative, disrespectful, or defamatory manner may result in disciplinary action. This applies whether the content is created or shared during or outside of school hours.

Privacy and Use of Student Information:

We recognize the value of celebrating student accomplishments and showcasing student work; however, we also acknowledge the importance of protecting your child's privacy. The widespread and public nature of the internet makes it impossible to fully control who may access shared information. Therefore, in compliance with privacy laws, SECS requires prior written consent from a parent or guardian before posting or releasing any personally identifiable information.

Personally identifiable information includes, but is not limited to:

- Full student name
- Photographs or digital images
- Home address
- Email address
- Phone numbers
- Dates and locations of class trips or events

If you grant permission and later wish to revoke it, you may do so at any time by submitting a written request to the school principal. Revocation will take effect upon receipt and acknowledgment by the school.

These policies are intended to protect our students and uphold the values and integrity of St. Egbert Catholic School both on campus and online.

Student Agreement

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

Student Name (please print): _____

Student Signature: _____

Date: _____

Grade: _____

Parent Acceptable Use Policy

Use of ClassDojo and Student Media Policy:

At St. Egbert Catholic School, we utilize the ClassDojo School Story platform to share and celebrate student activities, accomplishments, and special moments throughout the school year. Access to ClassDojo is secure, and since parents are required to accept invitations and sign in, all shared content is protected by password security to ensure privacy.

Student Artwork and Writing:

In accordance with school policy, students' artwork and written work may be published on educational websites or platforms, including ClassDojo, only with parental permission. When published, such work will be identified by the student's first name only to maintain privacy and security.

Student Photographs:

From time to time, photographs of students may be featured in various media outlets, such as local newspapers, school newsletters, or other publications, to recognize special achievements and school events. Parents will be asked to specify and approve the venues where they consent to have their child's image appear.

This process ensures respect for each family's preferences while allowing us to highlight and celebrate the wonderful experiences at St. Egbert Catholic School.

- ☐ 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 grant permission for my child's photo **without personal identifiers** to be published on our **school social media** (Facebook and Instagram)
- ☐ I DO NOT grant permission for my child's photograph to be published on the school **website**.
- ☐ I DO NOT grant permission for my child's photograph to be published in the **newspaper**.
- ☐ I DO NOT permission for my child's photo to be published on our school **social media** (Facebook and Instagram)

Parent/Guardian Agreement – Technology Acceptable Use Policy:

As the parent or guardian of a student at Saint Egbert Catholic School, I acknowledge that I have read and reviewed the Computer and Internet Acceptable Use Policy with my child. I understand that the school's technology resources, including Internet access, are intended strictly for educational purposes in support of the school's curriculum and mission.

I recognize that Saint Egbert Catholic School has implemented safeguards to limit access to inappropriate content; however, I acknowledge that it is ultimately my child's responsibility to make appropriate choices while using the network. I agree not to hold the school, its staff, or representatives liable for any exposure to unsuitable material that may occur.

I further understand that misuse of computer facilities or violation of the acceptable use policy may result in disciplinary consequences, including the loss of computer privileges, and that I may be held financially responsible for any damage, repair, or other expenses resulting from my child's misuse of school technology.

Additionally, I certify that my child requires access to a school-issued Chromebook in order to fully

participate in remote learning and to complete Internet-based homework assignments, as we do not have sufficient technology access at home.

By signing, I agree to support the school in its efforts to maintain a safe, responsible, and productive digital learning environment.

☐ I grant permission for my child to use the computers and internet.

☐ I **do not** grant permission.

This form will remain active and on file for the duration of my child's enrollment at Saint Egbert Catholic School. Should I choose to withdraw or revise my consent at any point, I understand that I must do so in writing by submitting a signed letter to the school principal. The revocation of this agreement will take effect once the written notice has been received and acknowledged by the school administration.

Parent or Guardian Name (please print): _____

Signature: _____

Student's Name (please print): _____ Grade: _____

Date: _____