ST. EGBERT CATHOLIC SCHOOL

Parent-Student Handbook

2026 – 2027 School Year

Morehead City, North Carolina

Diocese of Raleigh Schools Office

Founded 1956 · PreK – 5th Grade

www.stegbert.org

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Parents as Partners

St. Egbert Catholic School considers it a privilege to partner with parents in the education of their children, because we believe you, as parents, are your child's primary educators. It is both your right and your responsibility to serve as the primary role model for your child's development – physically, mentally, spiritually, emotionally, and psychologically. In choosing St. Egbert Catholic School, you're making a meaningful commitment, one that reflects your desire to help your child recognize God as the greatest good in his or her life, and we trust you will remain faithful to that commitment.

During these formative years, your child needs consistent support from both parents and faculty in order to grow morally, intellectually, socially, and physically. This is why it's so essential for parents and teachers to work hand in hand; when all partners in the process work together, students are given the very best educational experience possible. It's equally important that neither parents nor teachers allow themselves to be placed in the middle between a student and the other partner, as this rarely leads anywhere positive. Dividing authority between school and home – or even within the home – only teaches children to disrespect authority altogether.

If an incident occurs at school, we ask that you, as parents, make it your first step to look into the complete story before drawing conclusions. Demonstrating mutual respect between parents and teachers models mature, healthy relationships for our students to learn from. Parents who are unable to support the policies of our school community, or who do not contribute positively to the school-home relationship, may be asked to withdraw their child from the school.

Parent Partnership Expectations

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 adequate sleep, arrives and is picked up on time, is dressed according to uniform policy, and completes assignments on time
- Read school notes and newsletters – the St. Egbert Newsletter (school-wide) and each teacher's classroom newsletter, emailed each Sunday afternoon/early evening, outlining curriculum, learning objectives, homework, tests and quizzes, and other important updates
- Provide a nutritional lunch, snack, and access to a refillable water bottle every day
- Reinforce academic requirements at home
- Notify the school in writing/email or by phone when a student is absent or tardy, stating the reason
- Teach your child to take responsibility for personal behavior, respect self and others, and foster independence
- Be ambassadors for our school in the community
- Support the religious, behavioral, social-emotional, and educational goals of the school
- Check in at the front office and complete Safe Environment Training when visiting or volunteering
- Participate in school functions, fundraisers, and service projects
- Support and cooperate with all school policies and the authority of administration, faculty, and staff
- Cooperate with teachers and administration on discipline matters
- Complete necessary forms and report information changes to the office in a timely manner

- Meet all financial obligations to the school
- Discuss problems directly with the people concerned
- Communicate respectfully following the concept of subsidiarity – contacting the classroom teacher before the administration

Catholic Identity, Mission, Vision, Beliefs

The campus of St. Egbert Catholic School, founded in 1956 and located in Morehead City, NC, is home to students in Pre-Kindergarten through 5th grade. As an Elementary School under the Diocese of Raleigh Schools Office, St. Egbert offers a rigorous curriculum that emphasizes academic achievement within a Christian community, where every individual is loved and respected.

At St. Egbert Catholic School, we are committed to providing a well-rounded education that nurtures each child's mind, body, and spirit. Our mission is to weave sacramental values into everyday life, cultivating a faith community grounded in God's love. We believe every child is a gift from God, and we honor their unique strengths and talents by ensuring all students have access to a Catholic education that is both inclusive and affordable.

St. Egbert Catholic School 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.

Diocesan Schools Mission Statement

The mission of the schools in the Diocese of Raleigh is to engage our school community in creating a quality education within a Catholic environment that fosters the current and future development of the whole student.

St. Egbert Catholic School 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 PreK – 5th Grade students are challenged and inspired to achieve spiritual growth, academic excellence, and social awareness
- A setting where administration, faculty, and staff recognize and support the diverse talents and needs of all students whose families have entrusted their education to this parish school

In Support of Our Philosophy, We Believe

- A child is a gift of God
- Authority comes from God, and authority entails accountability for those over whom it is exercised; respect for authority must be engendered in the children we teach
- Children must be trained in moral living – the Ten Commandments and the Gospel message are the basis of good ethics and good citizenship
- A climate of love and respect is necessary for optimum learning
- Parents are the primary educators of their children, and each child possesses unique potential that must be nurtured
- The school is a bridge between a child's home and the wider society; school is where life skills must be practiced and perfected

Governance

The Pastor is primarily responsible for ensuring that the needs and priorities of the parish are identified and met. St. Egbert Catholic School is a component of the total education/faith formation program of St. Egbert parish. The Pastor is the representative of the Bishop of the Diocese of Raleigh and, according to Canon Law, is thereby the designated leader of the parish. The governance of St. Egbert is the responsibility of the Pastor, who collaborates closely with the Principal, the St. Egbert Catholic School Advisory Committee, the Pastoral Council, and the Parish Finance Council.

St. Egbert Catholic School Advisory Committee (SAC)

In accordance with Canon Law and Diocese of Raleigh policy, the School Advisory Committee is established to assist and advise the Principal, who remains accountable to the Pastor. Composed of dedicated parishioners, parents, and community members, the Committee serves in an advisory capacity – it does not hold governing authority – to support the Principal in advancing the school's mission and goals.

The committee serves in a consulting manner and is tasked with advising on:

- Strategic planning and academic excellence
- Policy development and review, and budget concerns
- Gaining support of various groups and publics for the school
- Creating understanding of Catholic education and promoting financial support for St. Egbert
- Cooperating with and supporting the principal as defined by diocesan guidelines
- Maintenance of school facilities

The Pastor serves as an ex-officio member of the Committee. Membership is determined through appointment by the Pastor and Principal, nomination by current Advisory Committee members with final approval by the Principal and Pastor, and inclusion of one HASA Executive Board representative selected by the Principal. SAC members serve as ambassadors for the school, uphold its Catholic identity, adhere to the Bylaws and Constitution, and contribute to long-term planning.

Accreditation

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

Statement of Non-Discriminatory Policy

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.

Acceptance to St. Egbert Catholic School

Acceptance into St. Egbert Catholic School comes with high expectations concerning effort and conduct. Prior to enrollment, all students take part in a screening process, during which students from PreK (age 4) through 5th grade demonstrate their academic skills in reading and mathematics. All new students continue to be observed throughout their first quarter, and acceptance status may be revoked if they are not meeting the school's academic standards by the end of that period.

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

General Expectations

In order for students to develop effective work habits, good moral practices, and high-quality communication and thinking skills, they are expected to comply with the following general school rules and guide to behavior:

- Discipline: Arrive on time, come prepared, and be ready to fully engage in class
- Diligence: Stay attentive and give genuine effort in all your work
- Kindness: Show respect for the space and belongings of others
- Self-Control: Use appropriate language and volume in every setting
- Courtesy: Treat others with respect and consideration at all times
- Responsibility: Choosing to do what is required and expected of you, even when no one is watching
- Honesty: Speak the truth, always guided by love
- Comply with the St. Egbert Catholic School uniform policy

In general, the classroom teacher will primarily handle disciplinary procedures locally, with parent conferences held as needed. In Grades 3–5, students may be included as participants in such conferences, and consequences may be more automatic and/or significant. All families are entitled to Christian due process in disciplinary matters – if a resolution cannot be reached with a teacher, families may bring the matter to the Principal.

Respect and Caring of Materials & Texts

Each student accepts responsibility for the care and proper treatment of all materials, including Chromebooks. Cubbies and desks are provided for storage; each student should have a backpack with no wheels (PreK–2). Personal items brought from home should be marked with the student's name. Drawing on or writing in books is not permitted. If a book or Chromebook is lost or destroyed, the family assumes financial responsibility for full replacement cost; the same applies if a student marks on or destroys school property or another student's property.

Arrival & Dismissal Procedures

The school day runs from 8:00 am to 3:00 pm. Students may begin arriving at 7:50 am (7:55 am for PreK) and gather in the School Hall under staff supervision. At 7:55 am, teachers walk students to their classrooms. The tardy bell rings at 8:05 am, and prayer and the pledge begin at 8:07 am (front doors are not opened during this time).

Dismissal begins at 3:00 pm and ends at 3:10 pm. Before Care runs 7:00–8:00 am. After Care (SEAS) begins at 3:05 pm and ends at 5:30 pm; students not picked up by 3:10 pm are signed into SEAS.

Early Dismissal Days

- On early dismissal day, school dismisses at 12:00 pm, which allows our faculty time for curriculum planning, professional development, and school improvement initiatives.

- On these days, SEAS is available beginning at noon and running until 5:30 pm; however, since the lunch program is not offered on early dismissal days, students attending SEAS should bring a lunch and drink from home.

An adult-to-adult or safety patrol transfer is required for drop-off and pick-up – there is no drop-and-go, and all students must be accompanied by an adult. The school parking lot is closed during school hours. As North Carolina law requires, children younger than age 8 and weighing less than 80 pounds must be properly secured in a child restraint or booster seat; children under age 5 and 40 pounds must be in the rear seat if there is an active passenger-side front airbag. Please see the link below for further details regarding car seats and boosters. https://www.buckleupnc.org/choosing-using/

General Guidelines for Drivers and Students

- No parking in the alley way during arrival/dismissal – 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, 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 supervision, or walk/load backpacks between parked cars
- Do not block the crosswalk; stay in lane; do not pull out and around cars in line
- Written parent permission is required for any child who will leave school property by walking home or elsewhere
- Students should not be left unattended at any time; students dropped off before 7:50 am remain the parent's responsibility, as supervision does not begin until then

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 up to the coned Stop sign. 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:

- **3rd, 4th, and 5th grade:** dismissed out the back doors; enter Shepard St. from S. 17th St., traveling westbound. Parents must remain in their vehicles at all times
- **PreK students (and siblings):** dismissed at the PreK gate in the school parking lot
- **Kindergarten–2nd grade:** dismissed out the front doors; enter Evans St. from S. 19th St., traveling eastbound. Eye contact between teacher and parent must be made before release

Please contact the Front Office (252.726.3418) with dismissal changes no later than 2:30 pm – do not email the teacher directly, and do not contact staff through personal phone numbers.

Early Dismissal for an Appointment

If a student needs to be picked up before the end of the school day, the school office must be notified. Students must be signed out in the front office by an authorized adult. Diocesan policy states that students are not released to anyone other than their parents, guardians, or persons listed for pick-up on their personal data sheet without written permission. No one should ever go directly to a classroom to pick up a student. If a student returns before the end of the school day, they must come to the school office with an adult to sign back in. No student is to use a personal cell phone to call home during the day.

Avoid Dismissals Between 2:30–3:00 pm

In order to not disrupt dismissal procedures and compromise safety and efficiency, we strongly encourage parents not to sign students out of school between 2:30–3:00 pm. Please arrange schedules to accommodate this request.

Carpool/Dismissal Changes (Occasional)

Parents must report carpool changes via phone call and/or email to administration and teacher(s). Students are not permitted to leave the school grounds with a person not listed on their Pick-Up list. For long-term changes, log into the FACTS Family Portal to update pick-up information.

No Re-Entry Policy – 3:00 Rule

To maintain a secure building during dismissal and After Care (3:05–5:30 pm), no re-entry into the school building is permissible for students or parents unless it is an emergency or with administration's permission. Forgotten items may be collected the following school day between 7:50 am and 3:00 pm.

Attendance Policy

School Hours

The school is open from 7:50 am – 3:00 pm on regular school days. The school office is open from 7:50 am – 3:30 pm on regular school days.

School Closings

If school must be closed due to weather or other emergencies, parents will be notified through FACTS, email, and text, with information also shared on social media and Class Dojo.

Tardiness

Students arriving after the front doors close at 8:05 am must be signed in at the front office by an adult. Students are considered tardy if not unpacked and ready to begin the school day at 8:05 am. Five unexcused tardies in a grading period trigger a parent conference with the principal and teacher; ten unexcused tardies trigger a formal letter and conference. All tardies and absences beyond two days are considered unexcused unless an official doctor's note is presented.

Absences

North Carolina requires students to attend 185 instructional days or 1,025 instructional hours per year. Parents must call or email before 9:00 am to report an absence or tardy, providing the child's name, class, reason, and caller's name. The school must report families with three or more unexcused absences to social services. A student who is fever-, vomit-, and diarrhea-free for 24 hours may return to school; students sent home with a fever or vomiting will not return the next day.

Students absent due to illness have one day to make up work for each day absent. A doctor's note is required after three days out sick. A student who accumulates thirty or more days of absence (including tardies) within the school year will have their status for the following year reviewed by the principal.

Compulsory Attendance

In accordance with the NC Compulsory Attendance Law (GS 115C-378), attendance is recorded daily. Parents of students not in compliance are subject to investigation and may be charged with a Class 1 Misdemeanor. Excused absences are due to illness, doctor's appointments, or a death in the immediate family; all other absences are unexcused. Three unexcused absences trigger a parent conference; after ten, a warning letter is sent regarding possible violation of NC Compulsory Attendance Law, and an assessment for educational neglect may follow.

Excused Extended Absences (Not Vacations)

In the case of excused extended absences – which must be approved by the principal – the family will work with the teacher(s) to ascertain appropriate makeup work. As a general guideline, students will be expected to make up 60–100% of the work, depending on the length of absence and learning objectives.

Family Vacation

Family vacations planned during the academic school year will be recorded as unexcused. Missed assignments are the student's responsibility, and 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); tests must be taken within one week of the original test date. Teachers are not required to provide makeup work until the student returns from vacation. The school calendar provides for extended time away from school throughout the year, and families are encouraged to schedule trips during these times.

Communications

Communication is vital to our partnership with St. Egbert families, and we use a variety of means to communicate, whether for academics, volunteer opportunities, special events, or other important school news. Problems and/or complaints should be communicated in the following order: for general classroom concerns/behaviors and academic or instructional concerns – Teacher → Principal → Pastor.

St. Egbert Newsletter

Want to be in the know? This is the perfect place to start! Our St. Egbert Newsletter is sent directly to parents/guardians via email, keeping our whole community connected. Each edition provides a brief recap of recent happenings, a preview of upcoming calendar events, updates from various school organizations, and other important news and highlights from around the school community.

FACTS

St. Egbert uses the FACTS school information system to maintain parent/student profiles and grades. All families must keep contact information current in FACTS, as it is the primary source used for the St. Egbert Newsletter, classroom newsletters, teacher emails, progress reports, and report cards. All school families are required to have a FACTS account; please check junk/spam folders and set FACTS to an "allow" list for your account.

School Telephone

Parents should not call asking to speak with or leave a message for a child at school; the administrative assistant will only seek out students in real time for urgent messages. Teachers are not available for unscheduled phone conversations during the day; conferences may be requested by email. The school office telephone is not for general student use; students should only request permission to use it for emergencies or special circumstances. Students may not use personal cell phones to contact parents or vice versa.

Google Classroom

Google Classroom is the Learning Management System used to provide student access to digital content. Its "guardian" feature allows parents to receive daily and/or weekly updates on student work, including late or missing assignments. Teachers send invitations at the start of the year using FACTS email addresses.

Website and Social Media

St. Egbert uses digital media platforms to share our mission, calendar items, upcoming events, and campus photos:

- Website: www.stegbert.org
- Facebook: St. Egbert Catholic School
- Instagram: @stegbertcatholicschool

Academics & Curriculum

Curriculum

St. Egbert Catholic School offers a full academic program including religion, reading, spelling, handwriting, language arts, mathematics, science, social studies, art, music, library, and physical education.

Catholic Identity Integration

While our academic standards align with the state, our curriculum is distinctively Catholic. Religious education is woven throughout every aspect of school life, and teachers integrate Gospel values, Church teachings, and a Catholic worldview across all subject areas.

Religion

Religion is a core subject at every grade level, PreK through 5th, and includes participation in weekly Mass. Exceptions to course attendance or participation are not permitted.

Sacramental Preparation

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, forming a central component of the Second-Grade religion curriculum. Only children baptized in the Roman Catholic Church are eligible. Confirmation is celebrated during high school and is not part of the elementary program. Required meetings, retreats, and activities are scheduled throughout the year.

Altar Server Training

Beginning with the 2026–2027 school year, all Catholic students who have received their Sacraments will be expected to complete Altar Server Training as part of their lived expression of our Catholic faith at St. Egbert.

Weekly School Mass

School Masses are regularly scheduled for Friday at 9:00 am. Students in grades 3–5 participate by reading and altar serving. Parents and siblings are invited but should sit in rows behind the students or in the wings.

Physical Education Participation

All students are expected to actively participate in PE classes. A written parent note is required for illness or injury; absences beyond two consecutive PE classes require a physician's note.

Recess

The daily schedule includes a minimum of 30 minutes of recess for all grade levels. In inclement weather, recess is held indoors with age-appropriate activities.

Toys

Students should not bring toys from home unless specifically requested by a teacher for a class activity, including small toys, figurines, or keychains attached to backpacks; personal items can be distracting and are easily lost or broken.

Student Support Team (SST)

The SST, made up of administrators and teachers, addresses concerns about academic achievement or behavior and helps develop positive, effective interventions. Strategies including behavior contracts are implemented by the classroom teacher for several weeks before the team reconvenes. Parents may initiate the process by completing a referral form with the child's teacher.

Early Childhood Education Philosophy

The Diocese of Raleigh Early Childhood Centers/Preschools believe a developmentally appropriate Catholic preschool experience allows freedom to play, explore, and discover the wonders of God's world through sensory experiences that stir the imagination.

Pre-Kindergarten Program

The Pre-Kindergarten program operates during the same hours and with the same amenities and rules as the rest of the school. Current physical exam and immunization records must be on file.

Toilet-Trained Policy

Children in PreK (and grades K–5) are expected to use the toilet independently – recognizing the need, holding it until reaching the bathroom, managing clothing, wiping, flushing, and washing hands without adult assistance. Staff will assist with accidents in PreK–Kindergarten; if accidents persist, parents will be called to discuss readiness for school.

Instruction

Effective instruction is rooted in research-based best practices, ongoing professional development, collaborative planning, and instructional coaching, emphasizing high expectations, differentiated instruction, and data-informed decision-making. We believe every child is made in the image and likeness of God and is deserving of the very best education we can provide.

Homework

Homework reinforces classroom concepts and builds self-discipline, personal responsibility, and time management. Parents may not purchase teacher manuals or answer keys. Homework assignments are posted on Google Classroom, weekly newsletter, and student agenda (1st–5th). Recommended time allotments:

- 10 minutes total for Kindergarten
- 20 minutes total for Grade 1
- 30 minutes total for Grades 2–3
- 45 minutes total for Grades 4–5

Completion and Responsibility

Homework is the responsibility of each student; students in Grades 3–5 should be capable of completing it independently. Forgotten assignments are not delivered to the front office once the student has arrived at school. If a student is absent on the due date, the assignment is due on the first day they return.

Liturgies

Each day begins and ends with prayer. All students are required to attend Mass on Friday mornings; family members are welcome and encouraged to attend.

Assessments

Assessments are an essential component of effective teaching and learning. St. Egbert uses a variety of formative and summative assessments to measure student progress, inform instruction, and ensure students are on track to meet grade-level expectations.

Standards

Catholic schools in the Diocese of Raleigh are aligned to the North Carolina Standard Course of Study (NCSCS), ensuring every student receives an education that is academically challenging and benchmarked against state expectations while maintaining Catholic identity. All students are required to participate in all school events, including class programs/performances (sometimes held in the evening) and religion class. Accommodations may only be made with a written evaluation, including diagnosis, following a physician's recommendations.

Standards Alignment

All diocesan schools implement instructional programs aligned to the NCSCS across English Language Arts, Mathematics, Science, and Social Studies.

Grading, Report Cards & Progress Reports

Posting of Grades

Student grades are posted in FACTS throughout the year and updated weekly; parents may check FACTS at any time.

Report Cards & Progress Reports

Report cards are electronically generated at the end of each of the four nine-week grading periods. Pre-K progress is documented through assessment packets reviewed at conferences. Kindergarten students receive two report cards; all other students receive final report cards on the last day of school. Homework is evaluated solely for completion rather than accuracy.

Conferences

All parents are required to attend one scheduled parent-teacher conference held shortly after the first grading period, plus a second conference (in person or by phone) in the spring. Beyond these two required conferences, teachers and parents are welcome to request additional meetings at any time if academic, behavioral, or other concerns arise, so that support can be provided promptly and collaboratively. All conferences must be scheduled in advance; parents are not permitted to enter instructional areas during the academic day (7:50 am–3:00 pm) without a scheduled appointment.

Promotion & Retention (PK–Grade 5)

Advancement to the next grade is based on daily performance, assessment results, teacher recommendations, and demonstrated social-emotional maturity. The Administration may recommend grade repetition, tutoring, or summer school as a requirement for promotion following conferences with teachers and parents.

Grading System

Kindergarten – Second Grade Skills Scale	Developmental Scale of Growth	3rd–5th Grade Grading Scale	Letter / 7-Point
Mastery (M)	Student is independently successful with a standard/skill	A	93–100
Progressing (P)	Student is growing toward mastery in a standard/skill	B	85–92
Not Yet Mastered (N)	Introduced to the standard/skill but not yet consistent	C	77–84
Not Grade Level Proficient (NP)	Performing below grade-level expectations	D	70–76
Not Assessed (NA)	Not yet assessed on the standard/skill this period	F	69 and below

Enrichment Classes

Art, Music, and Physical Education teachers report progress using the following scale. Students receive two grades: Skill Development and Participation.

- E = Excellent – consistently strong skill development and/or engagement above expectations
- S+ = Good – solid skill development and/or engagement, slightly above expectations
- S = Satisfactory – meets expectations
- S- = Inconsistent Mastery – inconsistent or still developing
- N = Needs Improvement – below expectations, would benefit from additional support
- U = Unsatisfactory – significantly below expectations

Academic Honors

Students in grades 4 & 5 may be recognized for First Honors (an "A" average in every core subject, S or S+ in PE/Art/Music, and a conduct grade of 93+) or Second Honors (an "A" and/or "B" average in every core subject, S or S+ in PE/Art/Music, and a conduct grade of 93+), awarded at End of Year Awards based on the year-end average.

School Awards

- *Lesley Ferguson Academic Achievement Award* – presented to a graduating fifth grader for consistent academic achievement, leadership, and Christian character (named for a retired St. Egbert Principal)
- *Sonny Hyman Sportsmanship Award* – for outstanding sportsmanship, Christian character, and PE skills (named for a St. Egbert alumnus, parent, and 40-year volunteer PE coach)
- *Raymonda Ibrahim Christus Award* – for kindness, forgiveness, compassion, diligence, and service to others (named for a longtime St. Egbert assistant teacher)
- *St. Cecilia Music Award* – for a passion for music and model behavior in music class
- *St. Catherine of Bologna Art Award* – for a passion for art and model behavior in art class

Standardized Testing & Benchmarking

Standardized test scores are just one of many pieces of information that indicate students' growth and development. Families should avoid student absences during testing times.

i-Ready Diagnostic: Grades K–5

Students participate in the i-Ready Diagnostic – a nationally normed, adaptive assessment in Reading and Mathematics – three times per year:

- Fall – establishes a baseline and informs initial instructional groupings
- Winter – measures mid-year growth and informs instructional adjustments
- Spring – documents end-of-year growth and informs planning for the following year

Assessment of Religious Knowledge (ARK), Grades 3–5

The Diocese of Raleigh has adopted the ARK to measure religious knowledge across the diocese. It is a low-stakes, brief assessment conducted in the spring semester; individual reports are not provided.

Behavior & Discipline

Behavior Expectations

Whether on or off campus, students in uniform are expected to conduct themselves in a manner that reflects the standards expected at school, since the uniform represents the individual student, the school, and all its families. Every student has the right to learn within a caring, safe environment, and is expected to support and actively participate in that environment at all times.

St. Egbert Code of Conduct: Living Our Catholic Virtues

Virtue	Students Demonstrate This By…
Respect	Greeting teachers/adults by name; treating fellow students as they wish to be treated; helping keep the school clean and orderly; keeping hallways quiet; removing hats indoors; staying quiet in restrooms
Honesty	Being truthful even when difficult; taking responsibility for their own actions; doing their own work with integrity
Kindness	Speaking with gentle, encouraging words; including classmates; offering help without being asked; treating every person with compassion and Christian charity
Diligence & Responsibility	Giving full attention to lessons; raising a hand and waiting to be called on; recording assignments carefully; completing homework and assignments neatly
Courtesy & Self-Discipline	Walking, not running, through hallways; arriving on time; offering a sincere apology when needed; taking pride in appearance; greeting the Pastor by name

Failure to Uphold Behavior Expectations and Code of Conduct

Classification of offenses (minor or major) is subject to the discretion of Administration. Corporal punishment will never be used. Most infractions are handled by the teacher; more serious infractions – including inappropriate physical behavior, language, or interactions – may be handled by Administration.

Conduct Plan

The following four levels outline how St. Egbert addresses student behavior, from everyday classroom expectations to patterns of repeated behavior. Levels 2, 3, and 4 are documented in FACTS.

Level 1: Classroom and School Procedures

Each classroom maintains a plan for classroom management, including clear expectations, positive reinforcement of virtues, an area for quiet reflection, and a system of parent communication and documentation. Most daily issues are handled locally in the classroom.

Level 2: Minor Infractions

Examples include talking out of turn, being off-task, lack of participation, uniform infractions, wandering, and interrupting. Response steps: 1st instance – verbal warning (documented in FACTS); 2nd instance – written warning (documented, parents notified); 3rd instance – referral to the Principal.

Level 3: Major Infractions

Examples include discriminatory actions or comments; physically aggressive behavior; making others feel unsafe; egregious disobedience; pushing/shoving; horseplay; bullying; defiance; cheating; defacing property; lying; blatant disrespect; stealing; opening exterior doors; inappropriate touching; and bringing items that could injure or intimidate others. Response: immediate referral to the Principal, parent contact, and consequences that may include detention, In-School Suspension, Out-of-School Suspension, or expulsion.

Level 4: Patterns of Behavior

Repeated Level 2 or 3 behaviors result in a parent meeting with administration and a collaboratively created behavior plan. Failure to change the pattern may result in a further meeting and potential removal from the school.

Detention

At the discretion of the Principal, after-school detention may be assigned as a corrective and restorative practice to encourage reflection, reinforce expectations, and develop improved study habits or conduct.

Guidelines for Suspensions & Expulsion

Suspension and expulsion fall within the jurisdiction of the Principal/Director; the Pastor is notified when a suspension is deemed necessary, and counseling is available upon request. The Diocese maintains a strict policy on illegal drugs and firearms/weapons, which may result in dismissal and referral to law enforcement. Suspension or expulsion may follow a single major offense or a series of minor offenses; the administration reserves the right to use these actions for any behavior that brings discredit upon the school or seriously impairs the rights of others.

In-School Suspension

ISS may be assigned for consistently inappropriate, disruptive, or uncooperative behavior. A parent conference may be required beforehand, though ISS may be initiated immediately if warranted. Students in grades 3–5 receive a minimum 10-point deduction from their conduct grade.

Out-of-School Suspension

OSS is reserved for significant infractions; students are not permitted on school grounds during the suspension and missed work results in a grade of zero. For grades K–2, OSS results in a conduct grade of “U”; for grades 3–5, the conduct grade automatically drops below 85. Parents are notified promptly, and a conference may be required before the student returns.

Expulsion

Expulsion may be considered as a last resort for behavior that consistently undermines the school's Christian principles, respectful culture, or academic integrity, following appropriate interventions and with care for the dignity and well-being of the entire community.

Annual Review of Student Academic and Disciplinary Records

The principal reserves the right to review a student's academic and disciplinary record at any time to consider whether the student will be invited to return, and to determine whether the school-family partnership is productive and viable. Continued enrollment is a privilege, not a right.

Student Actions That Can Lead to Suspension

Cheating/Forgery/Plagiarism

A first instance results in confiscated work, parent contact, administration notification, and a zero, with the option to earn up to 50% credit through resubmission. A second incident results in an administrative referral, no credit, and a parent-admin conference to determine further consequences, including possible suspension or dismissal.

Disrespect

Severe disrespect toward an administrator, teacher, staff member, fellow student, or parent volunteer results in referral to administration; a second incident results in a parent conference to determine continued enrollment.

Harassment

Harassment or use of a gender, racial, or ethnic slur toward an adult or student may result in suspension; a second incident triggers a parent conference, and severe cases may lead to expulsion. In a case of alleged sexual assault, the school will notify parents of both parties, call the Morehead City Police Department and Child Protective Services, and notify the Pastor and the Diocese of Raleigh.

Stealing

Students involved in stealing will receive consequences deemed appropriate by administration and will be responsible for restitution.

Threatening or Fighting

Physical or verbal threats toward an adult or student are referred to administration and may merit suspension or expulsion; a second incident results in a parent conference to determine continued enrollment.

Vulgarity or Obscene Gestures

Vulgar or obscene language or gestures toward an adult or student may result in suspension; a second incident triggers a parent conference.

Bullying/Cyber-bullying

Bullying is when a student or group targets an individual repeatedly using physical or psychological aggression. The Principal and teacher investigate, conference with all involved students, and determine appropriate consequences. A second confirmed incident may trigger a parent conference to determine continued enrollment.

Inappropriate Use of Social Media

Defamatory content regarding the school, faculty, other students, or the parish – including in text messages – may lead to consequences up to and including suspension and/or expulsion, in consultation with the Pastor.

Sexting

Possession or transmission of inappropriate photos faces suspension and/or expulsion. In a reported and identified case, the school will call the Morehead City Police Department and Child Protective Services and notify the Pastor and the Diocese of Raleigh.

Additional Unacceptable Behaviors

No drugs, alcohol, knives, guns (real or toy), or items construed as weapons are allowed on campus. No possession or distribution of sexually explicit material, matches, lighters, tobacco, vape, or e-cigarette products. Bringing such items may result in suspension or expulsion. During a behavior investigation, student belongings may be searched in the presence of two adults and the student if appropriate.

Elastic Clause Concerning Conduct

Since it is impossible to foresee all problems that can arise, this clause empowers the Pastor, Principal, faculty, and staff to take disciplinary action for any behavior that violates the spirit and philosophy of St. Egbert Catholic School, even if not specifically addressed herein.

Food and Food Allergies

Morning Snacks

Students in PreK through Grade 5 are provided a scheduled morning break for a nutritious snack. Families are encouraged to send healthy, ready-to-eat options.

Water Bottle

Students are expected to bring a labeled water bottle each day, no larger than 20 oz (ideally 16 oz or less), with a secure lid and straw or spout. Oversized bottles or open-lid containers are not permitted.

Lunch Service

St. Egbert offers an optional, additional-cost lunch program through FACTS. If not participating, please pack a well-balanced lunch. *Soda, candy, energy drinks, glass containers, and lidded beverages are not permitted*; students do not have access to a refrigerator or microwave. Parents may not bring or deliver outside food, including fast-food or restaurant meals, to the front office, lunchroom, or classroom during the school day; such food will be kept in the front office and returned at dismissal. The student will be given a school lunch, and the parent will be charged for that lunch in FACTS.

Refund Policy

Any meal canceled in the Hot Lunch Program creates a non-expiring credit, automatically applied to the next order. FACTS does not issue refunds on a credit balance unless the account is closing (ex. A student is leaving the school).

Forgotten Lunches, Snack, Water Bottle

Students may not call home for forgotten items; the school will provide a small meal ($5.00 charge), a snack ($1.00 charge), or a water bottle ($2.00 charge) added to the family's FACTS account.

Food for Celebrations/Events/Food Allergies

Items sent for birthday celebrations are used as a classroom snack. Please keep nutritional and allergy issues in mind so that no child in the class is left out.

Treats Sent to School

- Confirm the date and treat with the child's teacher
- Send individual servings in their **original** container with ingredient labels
- Notify parents of children with allergies so they may provide an appropriate snack
- Do not send drinks, chips, goody bags, or treats for other classes

Invitations to Parties

Personal gift exchanges should take place outside of school hours; gifts, flowers, and balloons should not be sent to school. Birthday invitations may be distributed at school only if the entire class (PreK/K) or the entire class, all girls, or all boys (Grades 1–5) is invited. Balloons, decorations, birthday parties, and lunch visits are not permitted at school.

Notifications and Classroom Policies on Food Allergies

Parents must notify administration of any food allergies prior to the start of the school year and complete a Food Allergy Action Plan with the classroom teacher. Medical information is confidential and shared only on a need-to-know basis; sharing or trading food in class is prohibited, and proper hand-cleaning is taught and encouraged.

Food for School Field Trips

The teacher and administrator evaluate each field trip's appropriateness for students with life-threatening allergies. Medications, including an EpiPen, and the student's Emergency Medical Form must accompany the student, and a cell phone must be available for emergencies. Parents of a student at risk for anaphylaxis will be invited to accompany their child on the school trip.

Food for After Care (SEAS) and Activities

After Care and school activities must be consistent with school policies regarding life-threatening allergies; supervising staff will know the location of Allergy Action Plans and EpiPens.

Health

Please use the following checklist to determine when your student should return to school after an illness:

- Students sent home with an illness will not be able to return to school the next day.
- Fever-free for at least 24 hours without the use of medication
- Free from vomiting or diarrhea for at least 24 hours
- Able to eat and drink
- On antibiotics (e.g., for strep) for at least 24 hours
- A note from a physician for any special accommodation, such as crutches

Head Lice Policy

Designated staff may inspect any student for head lice at any time. Students diagnosed with live lice will be sent home early and may return to class after treatment has begun; families must keep the school updated on progress.

Special Accommodations

Any accommodation required at school for special health needs requires documentation from a physician, including specifics and duration. For example, a child requiring crutches must have a note from a doctor indicating specifics of the accommodation needed and the length of time the crutches will be required. Children with asthma or allergic conditions that require restrictions on certain activities should submit written details from their doctor.

Student Injuries or Illness While at School

In case of significant accident or illness, every attempt is made to notify the parent/guardian, then an emergency contact if needed. This authorization must be on file by the first day of school. Serious injuries/illness are documented on a FACTS Medical Report shared with parents and the Principal.

First Aid

Minor cuts and scrapes are cleaned with soap and water and bandaged; ice may be provided for minor contusions. No other treatment is administered without written authorization. Sunscreen and bug spray should be applied before arrival. For injuries beyond basic first aid, the school logs the incident in FACTS (notifying the parent via email) and also calls the parent.

Medications

Any medication given during school hours – including over-the-counter medicine – requires a physician-signed medication form. No student may carry or self-administer medication, including cough drops. Chapstick, cough drops, or essential oils with a parent note remain in the office. Medication must be in its original, labeled container and delivered by an adult directly to the administrative assistant; there are no exceptions. The school assumes no responsibility for the effects of properly administered medication, and a volunteer may never administer medication.

Immunizations

All students must be in compliance with North Carolina state law regarding immunizations (see http://www.immunize.nc.gov/schools/schools.htm) or submit valid medical or religious exemption documentation approved through the Diocesan office.

Safety & Security

Campus Safety & Video Surveillance Notice

This property is intended for the care, education, and supervision of minors; unauthorized individuals are prohibited. All visitors must scan their driver's license in the main office and wear a visible visitor badge. St. Egbert utilizes video surveillance for safety, security, and incident documentation, and does not use facial recognition, biometric identification, or automated identity matching technologies.

School Security

Single Point of Entry: all parents, visitors, and volunteers must enter through the front entrance and check in at the front desk. **Sign-In and Identification:** visitors and volunteers sign in/out and wear a yellow identification sticker; volunteers must complete the Diocesan Volunteer Application and Safe Environment Training. **Student Safety Protocols:** students may not open exterior doors for visitors, including parents. **Weapons Policy:** the presence of any weapon – including toy weapons – is grounds for immediate expulsion. **Verkada Visitor Management System:** all volunteers, visitors, and parents (including early pick-up and drop-off) require a valid driver's license to check-in. The Verkada Visitor Management System securely scans and verifies information through a national database. This added layer of security is consistent with practices in other diocesan schools and many public schools, and it helps us ensure that everyone on campus is properly identified and accounted for, adding an extra layer of security to our campus.

Right to Search

St. Egbert reserves the right to inspect and search student belongings at any time and without prior notice, to ensure the safety, security, and well-being of all students and staff.

Safe Environment for Children and Youth

St. Egbert follows Diocese of Raleigh policy in accordance with the U.S. Conference of Catholic Bishops Charter for the Protection of Children and Young People (available at http://www.usccb.org/issues-and-action/child-and-youth-protection/charter.cfm), including criminal background checks for staff, volunteer screening, and training on proper supervision and recognizing signs of abuse.

Responsibility to Report

Any adult who suspects a child has been hurt or abused must report the incident immediately and directly to the Principal or Pastor, in writing, and it will be reported to civil authorities.

Child Abuse Laws

St. Egbert abides by North Carolina child abuse laws; all cases of suspected abuse or neglect must be reported to Child Protective Services and the Morehead City Police Department.

Emergency Drills & Evacuation Plan

In a school emergency, medical emergency, or lockdown, parents should encourage and support school safety programs, avoid impeding emergency responders by overloading phone lines or gathering near school grounds, keep contact/dismissal information current in FACTS, and read and observe the school's emergency guidance.

Fire Drills

Required monthly by the State of North Carolina. Students and staff rise in silence, close doors, walk silently in a single-file line to the assigned location, stand silently facing away from the building, and return when an “all clear” signal is given.

Tornado Drills

Held periodically and at least once during tornado season. Students and staff rise in silence, walk quickly and silently to the designated location, kneel facing the wall with heads down and hands over their heads, and remain silent until the appropriate signal is given.

St. Egbert Catholic School – in coordination with the Morehead City Police Department – has implemented a crisis plan for emergencies. All teachers, staff, and students are briefed on procedures to keep children safe, using the Standard Response Protocol: Hold, Secure, Lockdown, Evacuate, and Shelter.

Volunteer Policy

Research shows that schools are more effective when parents are involved in their children's education. All parents are expected to donate time and effort, logging hours into the FACTS SIS account each time they volunteer and submitting a quarterly summary. Parents are required to volunteer a minimum of 20 hours per year in lieu of a $250 volunteer fee. To maintain a focused learning environment, volunteers should not visit classrooms unannounced or drop in during the school day.

All volunteers must complete a Personal Information Sheet; anyone with direct supervisory responsibility for students (including all coaches) must complete the Diocesan volunteer application, a criminal background check, and Safe Environment Training, updated annually. Each family is responsible for logging volunteer hours in the Family Service Time Log in the FACTS Family Portal; opportunities are posted as school-wide announcements, on Class Dojo, or as classroom-specific opportunities.

Volunteers Are Expected To

- Be accompanied by and under the direct supervision of a teacher or administrator at all times when not in public spaces
- Sign in and wear a visitor/volunteer badge while on campus

- Behave courteously to all children and adults, and adhere to all campus rules
- Use the adult bathroom while on campus
- Notify the office of available scheduling times and cancellations

Volunteers May Not

- Be on campus outside the allotted time arranged with their supervising teacher or administrator
- Conference with teachers unexpectedly or visit a classroom unannounced
- Use cell phones when supervising children
- Bring siblings to an activity
- Confer with students or staff beyond the designated volunteer task

Volunteer Code of Ethics

- Confidentiality: keep any overheard information about students, parents, or staff confidential
- Communication: direct other parents' questions to the classroom teacher; raise concerns with staff first, then the administrative team if necessary
- Dependability: follow through on scheduled tasks and give notice of absence whenever possible
- Respect for Others: practice patience and understanding toward students and staff
- Role: uphold the Mission, Values, and teachings of our Catholic faith and the Diocese of Raleigh Code of Conduct
- Dress code: dress comfortably but modestly – no workout gear, short shorts, visible undergarments, or inappropriate slogans

The St. Egbert administration has the right to remove or reject volunteers from participating in school events/functions.

General Policies

Family Custodial Situations

The school will not position itself between parents in disagreements over custody. In the absence of an official court document specifying otherwise, the school will communicate with and facilitate relationships with all legal guardians. Custody arrangement details, including court orders, must be conveyed to administration in writing.

Inclement Weather

School staff begins monitoring weather at the first predictions of inclement conditions. A Parent Alert (email, voice, and/or text) is delivered via FACTS regarding delays or closings. In most cases, the school follows Carteret County Public Schools decisions but reserves the right to review on a case-by-case basis. Announcements are also made on Channel 12 and local Morehead City and Beaufort radio stations. St. Egbert will not hold school on Saturdays to make up lost days.

Dress-Down Days

Proper attire must be worn; there are no dress-down days on Mass days.

- Shorts, dresses, skirts, and skorts should not exceed 2 inches above the knee; cartwheel shorts worn under skirts/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

Photography at School Performances

The use of cameras and camcorders during performances can distract performers and obstruct other audience members' views. Parents choose photography/video permission or refusal annually at enrollment, and families are asked to abide by event-specific photography guidelines.

Social Media

Parents' social media postings should be handled carefully, with consideration of appropriateness and permission before posting pictures or comments of St. Egbert events. Defamatory, inappropriate, or questionable content regarding other students, families, faculty/staff, and/or parish may result in termination of enrollment.

School Property

A parent/guardian whose student carelessly destroys or damages school property will be obligated to pay the full cost of repair or replacement. Stickers, adhesive damage, and writing in textbooks are not permitted; replacement fees apply, and outstanding balances must be settled before final reports, transcripts, or diplomas are released.

Admissions, Registration & Tuition

All students, regardless of priority category, participate in the school's religion program. Once accepted, re-enrollment will not be denied on the basis of affiliation with another religion. Students may pre-apply from birth through entry into PK or K.

Priority Enrollment

Additional preference is given, in order, to:

- Children already enrolled and attending who wish to reapply
- Siblings of current St. Egbert students
- Children of active, contributing members of St. Egbert Catholic Church
- Other Catholic families with supporting documentation of active registration at another parish
- All other families

Age Requirements

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

Application Portfolio

Applications are available online at www.stegbert.org; an application fee of $50.00 (non-refundable) is charged per application. Required documentation includes a Teacher/Principal Recommendation Letter (1st–5th Grade applicants), most current report card, birth certificate, updated immunization record, and other educational testing results as applicable (including IEP paperwork – St. Egbert does accept students with IEPs but must be able to service them appropriately). An interview, student shadow day(s), and placement testing may also be part of the process.

Enrollment Decisions

The St. Egbert Admissions Committee reserves the right to make final admissions decisions based on all available information to serve the best interests of the student and school. All enrollment decisions are final and not subject to appeal; applicants may be placed on “wait pool” status due to space or resource limitations. New students are observed during their first quarter, and acceptance status may be revoked if standards are not met.

Family Engagement

Parents/guardians of students in PreK–Grade 5 must volunteer at least 20 hours per school year (recommended at 5 hours per quarter), including support of major HASA fundraising events. Any hours not fulfilled by May 7th will result in a $250 fee.

Tuition & Fees

Tuition and fees are determined by the Pastor and Principal with input from the Parish Finance Council and School Advisory Committee.

Registration, Technology & Book Fees

A per child registration (starting at $365.00) and technology and book fee ($125.00) are required to complete the registration and enrollment process. These fees are non-refundable. In-house early registration is held in December; registration opens to the community in January. Families with an outstanding balance at registration will not be permitted to re-enroll.

Re-Enrollment for 2027-2028 School Year

Continued and subsequent enrollment is subject to observance of all school rules and the continued support of the school's mission, and is a mutual agreement that any party may withhold. Enrollment packets, FACTS Fees, and registration fees must be completed by February 28th. Multiple child discounts are not available.

- Early Re-Enrollment in December – $365 per student
- Regular Re-Enrollment in January – $465 per student
- Late Re-Enrollment in February – $500 per student

Methods of Payment

At enrollment, families choose their payment option through the FACTS Tuition Management System. The first installment for the 12-month plan is due by July 5th to secure enrollment.

Payment Plan Options

- Bi-Monthly: 20 equal payments on the 5th and 20th of each month, August through May, with any remaining balance paid in full by May
- Monthly (12 Months): 12 equal payments, July through June, with any remaining balance paid in full by June
- Monthly (10 Months): 10 equal payments on the 5th or 20th, August through May, with any remaining balance paid in full by May
- Annual: one payment due by July 20th before the school year begins

A FACTS Payment Plan Enrollment Fee is drafted 14 days after selecting a plan: $20 for Annual Plans, $50 for Monthly and Bi-Monthly Plans.

St. Egbert Tuition Policy

Parents/Guardians are legally responsible to ensure the payment of all required fees and tuition for their student(s) registered at St. Egbert Catholic School for the entire school year. All fees are non-refundable. The Accounts Receivable Tuition Policy protects the school's financial health by ensuring collection of tuition, its primary revenue stream. The Pastor and school administration have discretion to refer delinquent accounts to a collection agency, though exceptions may be granted for demonstrated hardship.

Non-Sufficient Funds (NSF)

FACTS assesses a $30.00 late fee and a $30.00 NSF fee. St. Egbert additionally assesses a $45.00 fee to offset the banking charge on a returned check.

Delinquent Accounts

Start of School: no student may begin classes if a prior-year balance remains unpaid, or if the account is not current on the first day of school.

- Accounts 30 days past due receive an email requesting payment within 10 business days
- Any delinquent funds remaining unpaid after two (2) weeks will be automatically charged to the parent's card on file in FACTS

Re-Enrollment/End of School Year: any unpaid balance at re-enrollment or year-end will prompt contact from administration regarding enrollment status, which is not guaranteed.

Tuition Assistance

Families concerned about tuition costs are encouraged to apply for tuition reduction and/or assistance, awarded annually based on demonstrated need.

- North Carolina Opportunity Scholarship – available for all students (rising K–8th grade); priority window early February to early March; free to apply and all families are asked to apply
- FACTS Grant & Aid Application – considered only if eligible for and applied to the NC Opportunity Scholarship; window early February to early March; FACTS application fee required

All tuition grant applications are confidential; the Grant Committee, Pastor, Business Manager, and School Bookkeeper may have access to records.

Withdrawing Enrolled Students

Written notice of withdrawal should be given to school administration 30 days prior. Tuition and other obligations must be paid through the month of withdrawal, and all school property must be returned. School records will not be forwarded until accounts are settled.

Transferring Students

Students transferring or relocating must return all textbooks and school-issued materials before withdrawal. Transcripts, test scores, and health records are mailed directly and confidentially to the receiving school once financial obligations are fulfilled.

Tuition Refund Policy

Once a family notifies the school in writing of withdrawal: if tuition was pre-paid in full or half, amounts beyond the month of withdrawal will be refunded (*no refunds for the month of withdrawal or prior months*). If paying monthly through FACTS, future automatic payments are terminated with no refund of earlier payments. This applies to all payments, including those made before the school year begins.

Arrears

Tuition more than two months past due must be addressed immediately with administration; continued enrollment requires an approved payment plan. Tuition remains the family's responsibility regardless of absences or early withdrawal. Records and transcripts will not be released, and re-enrollment will not be permitted, until all balances are paid in full.

Money

Money should not be sent to school with students; all school-related payments must be made digitally through FACTS, including the FACTS Giving function for donations.

Field Trips

A signed permission slip is required before a child may take a field trip; no telephone permissions are accepted. A chartered bus transports students, and a fee is charged to defray the cost. Field trips are designed to correlate with teaching units and curriculum. Field trips are a privilege, not a right or a tradition, and students who do not demonstrate appropriate behavior may not be permitted to attend. Students on a behavior plan relinquish the right to represent St. Egbert on a field trip. Only pre-approved, Level C-approved parent chaperones are permitted; siblings are not permitted on field trips.

Permission slips are due in the office 48 hours after receipt; all field trip fees are applied through the FACTS Family Portal and are non-refundable. Students must ride the bus to and from the field trip with their class – students not on the bus may not participate and will be counted absent.

Permissions

Written parental permission is required for a student to leave school grounds for a field trip. If a permission slip is not on file, the student remains at school with another class. If a child does not attend school on a field trip day without notifying the school in writing, it is considered an unexcused absence.

Chaperones

All chaperones must be 21 or older with proper volunteer documentation on file, stay attentive to students, and avoid cell phone distractions; chaperones may not bring siblings. Only “official” chaperones designated by the teacher are covered by the school's risk management insurance – parents may not independently drive to a field trip destination to accompany the class.

St. Egbert Catholic Home and School Association (HASA)

HASA brings together the spiritual and educational efforts of home and school in support of a well-rounded Catholic learning experience. While not a policy-making organization, it plays a vital role by offering programs that inform parents and faculty and foster appreciation for Catholic education. Under the Principal's direction, HASA also oversees major school fundraisers and coordinates committees and volunteers. Every family and staff member is a HASA member.

The Association is guided by a Spiritual Director (the Pastor or designee) and an Honorary President (the Principal). An Appointed Officer is selected jointly by the Spiritual Director and Honorary President, while the President, Vice President, Recording Secretary, Treasurer, and Catholic Liaison are elected officers. A representative from the HASA Executive Board attends each School Advisory Committee meeting.

HASA Sub-Committees include the Fundraising Committee (organizing annual fundraising events and cultivating donor relationships), the Sunshine Committee (preparing and serving food for staff and school events, and sending condolence gifts), and the Curriculum Enrichment, Cultural, Social Studies, and Science Fair Committee (coordinating enrichment programs).

Before & After School Program

The Before and After School Program (SEAS) is a fee-based program open to all enrolled students. Before School runs 7:00–8:00 am, with games and reading before students go to their classrooms. After School (SEAS) begins at approximately 3:10 pm and runs until 5:30 pm daily (from noon on early dismissal days).

SEAS Daily Schedule

- 3:00–3:10 pm – Students are checked in to SEAS
- 3:15–3:55 pm – PreK–1st grade outside (weather permitting); 2nd–5th grade attend Homework Help
- 4:00–5:30 pm – All students come together for a snack and continue to play outside (weather permitting) until pick-up

Authorized adults may sign out children at any time during the program but no later than 5:30 pm; a late fee of $5 per minute applies after 5:30 pm. SEAS operates daily except on school holidays, vacations, staff development days, and inclement weather days. A child dismissed from the program for behavior issues will be handled at the discretion of After School Staff and the Principal, in consultation with the family.

Pickup Procedures

All children in After School must be checked out by an authorized After School staff member; parents and pick-up contacts must provide their FACTS Member ID or driver's license to check out students.

Before & After School Fees

Days per Week	Before Care (Monthly)	After Care / SEAS (Monthly)
5 days	$75.00	$300.00
4 days	$60.00	$240.00
3 days	$45.00	$180.00
2 days	$30.00	$120.00
Drop-in (per day)	$20.00	$65.00

A 20% sibling discount applies (discount applied after the full rate for the first child). Fees are billed monthly through FACTS the month following attendance (e.g., September attendance billed by October 5th). Delinquent fees will result in a student being unable to participate in the program.

Cell Phone & Electronic Devices Policy

St. Egbert Catholic School does not permit students to bring or use cell phones, smartphones, smart devices (such as Apple Watches, Fitbits, and similar technology), handheld games, music players, or earbuds during the school day. This policy also applies to SEAS (St. Egbert After School), all on-campus activities during school hours, and school field trips. If a student needs to contact a parent or guardian, they may use the school phone in the main office, and parents/guardians are encouraged to call the Front Office to relay messages to their children as needed.

If a student is found using or in possession of a prohibited electronic device during the school day, the device will be confiscated and held in the school office. A parent or guardian must come in person to retrieve the device. Administration will determine whether additional consequences are appropriate. Repeated or serious violations may result in further disciplinary action, up to and including suspension or, in extreme cases, expulsion. This policy is intended to reduce distractions, protect instructional time, and support a focused, respectful learning environment for all students.

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 – humility, compassion, community, and a sense of equity – should be reflected in the way we present ourselves. The partnership of the school and families is greatly appreciated to be sure the guidelines are adhered to throughout the year.

Lost and Found

Please label all personal items (backpack, jackets/clothing, water bottles, lunch boxes) at the start of the year. It is a student's responsibility to retrieve lost articles from the Lost and Found at the Front Office. Smaller valuables (jewelry, electronics, eyewear) are kept in the Front Office; unclaimed items are given to charity or placed in the St. Egbert Used Uniform Closet.

Purchasing Uniforms

All school uniforms must be purchased from the approved school vendors, which provide items with the official embroidered school logo; no exceptions are permitted.

- Lands' End: landsend.com/myschool · 1-800-469-2222 · School Code: 900158338
- Flynn O'Hara: www.flynnohara.com · 1-800-441-4122 · School Code: NC102

Enforcement of Dress Code

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

St. Egbert Catholic School Dress Code 2026–2027 – Yearly Uniform: Girls in PK–5th

- Polo Shirt: Light blue with navy school logo; 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, non-decorative buckle
- Socks with skort: navy blue knee-high socks, tights, or straight leggings (no lace, beads, or decorations)
- Socks with shorts: navy blue quarter-high socks (no crew or no-show socks)
- Tights: plain navy blue
- Shoes: Solid white, navy blue, gray, or black athletic shoes. The shoe's emblem or logo may be a different color from the base shoe, as long as that accent color is also white, navy blue, gray, or black. (***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: hair should be clean, combed, and styled so it does not fall into the face or obstruct vision; girls are encouraged to wear hair pulled back. Hair accessories must not exceed 4 inches and must be plain navy or plain white – no large decorative accessories, hair extensions, or non-natural colors. The school administration reserves the right to control extremes in hairstyles and colors.

St. Egbert Catholic School Dress Code 2026–2027 – Yearly Uniform: Boys PreK–5th

- Polo Shirt: light blue with navy school logo
- 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, non-decorative buckle
- Socks: navy blue quarter-high socks (no crew or no-show socks)
- Shoes: Solid white, navy blue, gray, or black athletic shoes. The shoe's emblem or logo may be a different color from the base shoe, as long as that accent color is also white, navy blue, gray, or black. (***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

Grooming: hair should be clean and combed; maximum length above the eyebrows, not touching the collar, trimmed above and around the ears. Hair dyed unnatural colors, ponytails, and shaved designs are not permitted – a simple hairstyle is required.

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
- 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 must be the correct size and worn properly, with shirts neatly tucked in
- If wearing the uniform in public, students should exemplify the conduct and Christ-like behavior required at St. Egbert
- Non-St. Egbert outerwear may only be worn outside; a rain jacket may be kept in the backpack

Jewelry Policy – Boys and Girls

- One small Christian religious medal or cross on a thin plain gold or silver chain (no beaded or colored necklaces)
- One small Christian religious bracelet
- Traditional wristwatches are permitted; smartwatches, Fitbits, or any Wi-Fi/Bluetooth/cellular devices are not allowed
- Girls may wear one small stud earring per earlobe (no hoops or dangling earrings); boys may not wear earrings

Any teacher may request a student remove jewelry for safety or dress code reasons; students should not wear valuable jewelry to school, as St. Egbert is not responsible for lost or stolen items. All uniform regulations are subject to the discretion of the Principal.

Student Acceptable Technology 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. Parental consent is required for internet use on campus.

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.

Unacceptable Uses

Misuse of school technology and internet resources will not be tolerated and may result in disciplinary consequences, including loss of computer privileges:

- Accessing, displaying, or inputting content unsuitable for a Catholic school environment
- Violating copyright laws, including illegally copying or downloading software, music, videos, or data
- Sending or posting threats, whether implied or explicit
- Engaging in harassment, bullying, or insulting language toward others
- Plagiarizing – presenting someone else's work, words, or ideas as your own
- Tampering with, damaging, or disabling the school's network, hardware, software, or digital files; damage to devices will be billed to the family
- Using another person's login credentials
- Wasting network resources through excessive or unnecessary usage
- Accessing the internet for personal entertainment, gaming, or non-educational activity during school hours
- Modifying computer settings, desktop images, or Google Drive profile pictures
- Off-campus use of social networking sites listing St. Egbert as the student's school, referencing staff, or naming fellow students

Any photos, videos, or captions posted on a student's or parent's social media that portray the school, staff, students, or parish negatively, disrespectfully, or defamatorily may result in disciplinary action, whether posted during or outside school hours.

Privacy and Use of Student Information

SECS requires prior written consent from a parent or guardian before posting or releasing personally identifiable information, including full student name, photographs, home address, email address, phone numbers, and dates/locations of class trips or events. Consent may be revoked at any time by submitting a written request to the school principal, effective upon receipt and acknowledgment.

Parent Acceptable Technology Use Policy

Use of ClassDojo and Student Media Policy

St. Egbert utilizes the ClassDojo School Story platform to share and celebrate student activities and accomplishments; access is secure and password-protected. Students' artwork and written work may be published on educational platforms only with parental permission and identified by first name only.

Student Photographs

Photographs of students may be featured in local newspapers, school newsletters, or other publications to recognize achievements and events. Parents will be asked to specify and approve the venues where they consent to their child's image appearing.

Technology Use Agreement

Parents acknowledge reviewing the Computer and Internet Acceptable Use Policy with their child and understand that technology resources are intended strictly for educational purposes. While the school implements safeguards to limit access to inappropriate content, it is ultimately the child's responsibility to make appropriate choices, and the school, its staff, and representatives are not held liable for exposure to unsuitable material. Misuse may result in disciplinary consequences and financial responsibility for damage or repair costs. If a child requires access to a school-issued Chromebook in order to fully participate in remote learning and complete internet-based homework assignments, a Chromebook will be provided by the school. This consent form remains active for the duration of enrollment and may be revised or withdrawn in writing at any time.

NC Student Lifeline Act

Suicide & Crisis Lifeline

To reach the Suicide and Crisis Lifeline, call 988 or text HOME to 741741

NC Peer Warmline

To reach the NC Peer Warmline, call 855-733-7762

Right to Amend

St. Egbert Catholic School reserves the right to amend this Handbook. Changes made during the current school year will be communicated to parents and guardians in the St. Egbert Newsletter sent by the Principal. All families attending St. Egbert Catholic School are expected to comply with all guidelines and requirements herein. The Principal and Pastor, after consultation with the superintendent, reserve the right to dismiss a family that does not respect the guidelines and requirements of our school.

Parent-Student Handbook Acknowledgment

When you have finished reviewing this document, please complete the Parent-Student Handbook Acknowledgment → Google Form. This form must be *submitted by August 21, 2026*. Thank you!