



ST. EGBERT CATHOLIC SCHOOL

A Catholic Education Grounded in Faith, Hope,
Charity and Human Excellence

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*Parent-Student
Handbook*

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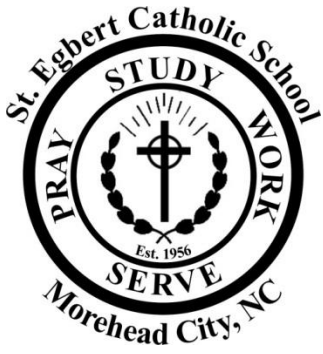
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WELCOME TO ST. EGBERT CATHOLIC SCHOOL!

On behalf of the Pastor and Principal, Faculty and Staff, we would like to welcome all of you to St. Egbert Catholic School! This handbook provides an explanation of the policies and procedures that allow the school to operate smoothly and efficiently.

Parents, please take the time to go over the school guidelines with your children, giving extra attention to the school rules. Follow-through with these rules from home-to-school and from school-to-home will aid in the progress of each child's successful upbringing.

PLEASE SIGN AND RETURN THE LAST PAGE OF THE HANDBOOK INDICATING THAT YOU HAVE READ AND UNDERSTAND THE CONTENTS OF THE HANDBOOK.

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

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

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

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 potentialities that must be nurtured.
- We believe the school is a bridge between a child's home and the wider society in which the child will take his place. The school is where life skills must be practiced and perfected.

ACCREDITATION

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

ADMISSIONS POLICY

St. Egbert Catholic School admits students who meet its educational standards of any race, color, creed or national ethnic origin. All are entitled to the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational or admissions policies.

Applications for admission are considered in the following order:

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

Age and Registration Requisites

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

All 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 \$295 per child registration fee is required to complete the registration and enrollment process. This fee is *non-refundable*. In-house registration is typically held for 1-2 weeks during the month of February, then registration will open to the community. Any family with an outstanding tuition balance at registration time will not be allowed to re-enroll their child(ren) for the next school year. Parents should contact the principal as soon as possible to discuss possible solutions.

Re-Enrollment

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

ARRIVAL AND DISMISSAL

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

8:00 AM *School doors open.*

Children should not be dropped off earlier than 7:45 AM; parents are responsible for their children until the school doors open at 8:00 AM.

8:10 AM *Tardy bell rings.*

Students should be unpacked and in their seats or other location designated by a faculty member, ready to begin their morning work.

10:10-10:30 AM *Recess for K- 5th Grades.*

Students should bring a small nutritious snack to eat during this time.

2:40 PM (Kindergarten at 2:35 PM) *Dismissal for Pre-K and 1st-5th Grades.*

GENERAL GUIDELINES FOR DRIVERS AND STUDENTS

- ✓ During arrival and dismissal time, cars are NOT to be parked OR DOUBLE-PARKED in front of the school. This time is reserved for dropping off or picking up students only.
- ✓ Everyone should utilize the crosswalk area in front of the school. Please do not jaywalk!
- ✓ Parents needing to enter the school should park their car in the parking lot.
- ✓ If your child needs assistance exiting the car, please pull forward into the marked parking spaces on the road, the church parking lot, or into the side parking lot.
- ✓ Drivers should not use the side alley.
- ✓ Drivers should not double-park in the street.
- ✓ Students are not allowed to cross a street without parent or teacher supervision.
- ✓ Students will not be allowed to walk, or load backpacks into trunks, between parked cars.
- ✓ Please do not block the crosswalk.
- ✓ Students will not be allowed back into the school during, or after, dismissal time.
- ✓ A parent's written permission is required for any child that will leave school property at the end of the day by walking home or to another specified destination.
- ✓ The school is not responsible for providing supervision after a student leaves school property.

MORNING ARRIVAL/DROP-OFF PROCEDURE

- ✓ **K-5th Grade:** From Arendell Street, turn onto **S. 18th Street** and then turn left onto Evans Street. Parents should drop off their children in the front of school. Please pull as far forward as possible. Children should exit on the passenger side of the vehicle. Please do not block the crosswalk!
- ✓ **Pre-K students and their siblings:** Parents, please park in the side parking lot or on 17th Street between Evans and Shepard Streets. Walk with your child(ren) to the Pre-Kindergarten Courtyard gate.

AFTERNOON DISMISSAL/PICK-UP PROCEDURE

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

- ✓ **Kindergarten, 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. Parents should exit their vehicles and wait at the gate.
- ✓ **1st thru 3rd grade students** are dismissed out the front doors of the school. Drivers should enter Evans St. from S. 18th St., travelling in an eastbound direction. Parents should park in designated areas only, exit their vehicles, and wait on the front patio area for their child to be dismissed. Parents pulling into the drop-off/pick-up area should remain in their cars.
- ✓ **Pre-K students and their siblings** should be picked up at the Pre-Kindergarten Courtyard gate.

*Please be mindful that the faculty has personal business and responsibilities to attend to after school. Students need to be picked up promptly at dismissal time. It is the parents' responsibility to inform other after school care centers when St. Egbert Catholic School dismisses early. **Students not picked up within 10 minutes of dismissal will be checked into SEAS (the after school program). Daily drop-in rates will apply.***

ATTENDANCE

ABSENCES

Parents should call between 8:25-9:00 AM to request **make-up work** for a student who will be absent. Assignments will be ready to be picked up at the **end** of the school day.

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

Students are given 2 days to complete homework for each day of an excused absence. Make-up testing for absences will be given during recess time.

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

Make-up work for unexcused absences may be done at recess time or as determined by the teacher.

*Once a student accumulates **six** unexcused absences, the principal and teacher will schedule a conference with the parents. Only **10** unexcused absences may be accumulated for the school year.*

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

Advance Assignments that will be given for student absences which have been cleared by the school are limited to the following subject areas:

- 5th Grade: Spelling
- 4th Grade: Spelling and supplemental reading
- 3rd Grade: Spelling and supplemental reading
- 2nd Grade: Spelling and supplemental reading
- 1st Grade: Reading Book
- Pre-K and K: None

Perfect Attendance Please refer to the Honors and Awards section (p. 11).

TARDINESS

Students are considered tardy if they are not unpacked, in their designated classroom or location and ready to begin the school day at 8:10 AM. For every **three** tardies that a student accumulates over a nine-week grading period, a recess will be missed. Once a student accumulates **10** tardies, parents are required to schedule a conference with the principal and teacher. After 8:10 AM, parents will need to sign their child into school at the front office.

EARLY DISMISSAL

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

BIRTHDAYS

Pre-K parents, please refer to the Pre-K handbook for more specific guidelines.

Invitations to parties:

In order to be sensitive to our students' feelings, birthday invitations may be given out at school only if:

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

Treats sent to school:

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

- ✓ Confirm the date with the child's teacher.
- ✓ Send in **individual** servings such as cupcakes, cookies, or popsicles.
- ✓ Notify parents of children with allergies so they may provide an appropriate snack for their child.
- ✓ Do not send in drinks, chips, etc.

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

CARE OF BOOKS

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

CHANGE OF ADDRESS/PHONE NUMBER/EMAIL/EMERGENCY CONTACTS

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

CODE OF CONDUCT

Students of St. Egbert Catholic School should at all times remember the privilege and the responsibility which is theirs in being Christian students in a Catholic school.

Students will demonstrate respect:

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

Students shall:

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

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- ✓ 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 your appearance and develop good grooming habits.

Students should avoid:

- ✓ Entering a classroom if the teacher or another designated adult is not present.
- ✓ Interrupting a speaker. When an adult (i.e. teacher or parent) is speaking to someone, wait at a distance from the person speaking until they are available for your attention.
- ✓ Laughing and/or making fun of others.
- ✓ Staring, pointing or making gestures.
- ✓ Pushing, shoving or elbowing, paying close attention while in line transitioning from one area to another.
- ✓ Chewing gum or eating at inappropriate times.
- ✓ "Sponging" food or borrowing small items and not returning them.
- ✓ Boasting or showing-off accomplishments or possessions.
- ✓ Playing practical jokes at another's expense.
- ✓ "Horseplay" in order to attract attention.
- ✓ Cheating or copying another person's work and turning it in as their own.
- ✓ Bullying or harassing another individual.

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

CHILD PROTECTION

A safe environment for the students is our top priority. Our policies reflect the policies of the Diocese of Raleigh which are in accordance with the US Conference of Bishops. The guidelines include conducting criminal background checks for all staff and volunteers; ensuring completion of the Personal Information Sheet by volunteers; training for staff and volunteers on the proper supervision of children and proper conduct with and in the presence of children; education in recognizing the signs of abuse; and reporting procedures.

Any adult in the St. Egbert Community who becomes aware that a child has been hurt or abused by any school or church personnel or volunteer is obligated to immediately report the incident to the Principal or to the Pastor. All allegations should be made in writing and will be reported promptly to the appropriate civil authorities for further investigation. In addition, the Bishop has established an office to investigate allegations openly and the Principal and Pastor will follow these guidelines.

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

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

- Complete [The Diocese of Raleigh Application for Volunteers](#) Forms available at the Front Office.
- Attend a Safe Environment Training Session. Contact the Front Office for dates and times.

CLOSING OF SCHOOL FOR INCLEMENT WEATHER OR EMERGENCY

The closing of school due to weather conditions follows the directions given by the Carteret County Public School System. **If the Carteret County Public Schools are closed, St. Egbert Catholic School is closed.** We will

also follow the county schools' late opening schedule.

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 *ParentAlert* system will also issue a pre-recorded phone message, as well as an e-mail, and/or text to all school families. Families will be asked to select which method(s) of alerts they wish to receive.

COMMUNICATIONS

Weekly school communications will be sent home with your eldest child on Wednesday. Please remove and review the contents, complete any required forms, and return the envelope by Friday. This information will also be made available on the school website: www.stegbertcatholicsschool.org

Individual teachers may also send communications home with students. Please be sure to check student assignment pads and take-home folders each night.

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

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

CONFERENCES

Parents should be actively involved in their child's education since they are the primary educators of their children. The school encourages communication between parents and teachers. If a parent wishes to contact a child's teacher, a note should be sent to the teacher. The teacher will contact the parent at his/her earliest convenience to discuss the concern and/or schedule an appropriate meeting time.

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. These conferences are typically scheduled during the month of February. Second quarter report cards are distributed to the parents at this time.

Parents should always make contact with the child's teacher prior to contacting the principal to discuss a concern. See *Grievances* for further clarification.

Parents, please do not enter instructional areas during the academic day (8:10 AM until 2:40 PM) without a scheduled appointment time.

CURRICULUM

St. Egbert Catholic School follows the Common Core Curriculum mandated by the State of North Carolina. These Common Core standards are modified by the Diocese of Raleigh to allow a more in-depth and rigorous curriculum for our students. Religion is considered a core class along with language arts, science, math, and social studies. Supplemental courses are offered as well, including: art, music, PE, library, technology, and Spanish.

Curriculum modifications will be made for students only after collaboration with the school's Principal, the child's teacher, and a consulting professional. 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.

CUSTODY AND FAMILY ISSUES

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

DETENTION

After school detention may be deemed necessary for students who need to improve their behavior or put more effort into their study habits.

DIRECTORY OF FAMILIES

A directory of families will be provided to you by the Home and School Association. It will include information approved by parents for publication. This information should not be shared or used for any matter other than to conduct school business.

DRESS-DOWN DAYS

Occasionally, students will be permitted to dress out-of-uniform. Proper attire must be worn and tennis shoes must be available for PE class.

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

EMERGENCY DRILLS AND EVACUATION PLAN

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

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

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

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

Shelter-in-Place/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 and Church, students will be moved to a safe, off-campus location. Parents will be notified of the designated location via the Parent Alert system (voicemail, e-mail, and/or text message per parent request).

EXPULSION

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

FIELD TRIPS

If a child's class is planning a field trip, a permission slip will be sent home which the parents are required to sign. The permission slip **MUST** be returned to the teacher before the child is permitted to take the trip. No telephone permissions are accepted. We ask that siblings not attend field trips. A chartered bus will transport students on field trips.

GRADING SCALES

Grades 1-5, Spanish, Technology

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

Conduct, Art, Music and PE

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

Pre-Kindergarten Skills

- 3: Proficient
- 2: Developing
- 1: Emergent
- NA: Not Assessed

GRIEVANCES

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

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

HEALTH OF STUDENTS

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

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

Food Allergies

Parents are required to notify school administration of any food allergies that a child suffers. 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.

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- 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.

Immunizations

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

Medications

If your child must have any type of medication during school hours, **including over-the-counter medicines**, the parent must provide a medication form completed and signed by a physician. St. Egbert encourages, whenever possible, for medicines to be given at home or for the parent to administer the medication at school as needed. If a student must receive medicine during the school day, it is the parent's responsibility to provide the school-approved medication administration form stating when and how to administer the medication. No student is allowed to carry medications, or self-administer a medicine. Students should not bring chap-stick, lotion, sunscreen, or hand sanitizer to school.

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

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

Snack and Lunch

You may send a snack with your child each day. Please make every effort to make these snacks nutritious. Children should come to school with their lunch, or parents may sign-up to purchase Hot Lunch through the HASA. Hot Lunch forms will be sent home every other month. If your child does not have lunch, a sandwich will be provided for 50 cents. Milk may also be purchased through the school. Additional information will be provided to you. ***Soft drinks, glass containers, and lidded drinks are not permitted.***

HOME AND SCHOOL ASSOCIATION (HASA)

The purpose of this association (under the direction of the Pastor and Principal) shall be to bring the Home and School into closer touch with one another; to encourage the efforts of the school; and to instill in the hearts of children and parents, a loyalty to Christian educational endeavors. This organization is also responsible for conducting major fundraisers for the school and for coordinating committees and volunteers. Every family is encouraged to attend all meetings and functions of the Home and School Association. Parents are members by virtue of the fact that their child is enrolled in the school. St. Egbert Catholic School expects every family to volunteer. Please consider how you are best able to support our school in terms of time, talent, and treasure!

HOMEWORK

Homework (written, study-based, or reading-based) is usually assigned to each child in grades 1-5; Kindergarten begins homework after Christmas break. Homework assignments will vary in content according to the subject involved, the needs of the individual child, and the objectives of the teachers. We ask our parents to encourage and supervise good study habits which include homework. Homework is generally assigned 4-nights/week. Teachers are not required to provide advance homework assignments for children going on trips during the school year.

HONORS AND AWARDS

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

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

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

1. **Lesley Ferguson Academic Achievement Award:** Established by our HASA, this award is presented to a graduating fifth grader who has demonstrated consistent academic achievement, leadership, and Christian character throughout their school years. *Mrs. Lesley Ferguson is a former educator and retired principal of St. Egbert School.*
2. **Sonny Hyman Sportsmanship Award:** Also established by our HASA, this award is presented to a graduating fifth grader who has demonstrated outstanding sportsmanship, Christian character, and Physical Education skills throughout their school years. *Sonny Hyman is a former alumnus, parent of two St. Egbert School alumni, and 40-year volunteer PE coach of St. Egbert School.*
3. **Richard Waters Perfect Attendance Award** is presented to students who are present for the entire time school is in session. If a student has an excused absence or an early dismissal during the school year, they will not be classified as having Perfect Attendance. A student who is checked out of school after 11:30 AM will not be counted absent; however, they will not qualify for Perfect Attendance which requires the student to be in attendance for the entire time school is in session. *Richard Waters is an alumnus who achieved perfect attendance for the ENTIRE SIX YEARS he attended St. Egbert School.*
4. **Excellence in Attendance Award** is presented to a student who was dismissed after 11:30 AM, limited to no more than three times per school year.

WEEKLY MASS AND CHURCH ETIQUETTE

School Masses are regularly scheduled for Wednesday at 8:30 AM. Parents and other siblings are invited to attend, but should sit in the rows behind the students or in the wings. Other prayer services are held throughout the year and will be announced in advance. Holy Days of Obligation or other special occasions may require the weekly Mass to be moved to another day or time.

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

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

MONEY

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

NOON DISMISSAL DAYS

Approximately once a month, school will dismiss at 12:00 Noon. These early dismissals allow for faculty curriculum planning, professional development, and school improvement initiatives. SEAS will be available beginning at noon until 6:00 PM.

PHYSICAL EDUCATION PARTICIPATION

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

RECESS

Recess is an earned privilege which students achieve by cooperating with school and classroom rules, including completion of all homework assignments.

REPORT CARDS

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

RIGHT-TO-SEARCH

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

SACRAMENTAL LIFE

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

SCHOOL PROPERTY

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

SCHOOL SECURITY

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

- 1) Parents and visitors are required to use the FRONT entrance when entering the school building. Upon arrival, please check in at the front desk. We ask that you not come into the instructional areas during

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- school time without checking in with someone at the front office. If you wish to have something delivered to your child or to his/her classroom, please leave it with school personnel at the front desk.
- 2) If you are going to be at our school for a specific purpose, please sign in and out at the front desk. Security and safety regulations require the school to keep track of all volunteers and visitors who are on campus.
 - 3) **Any weapon brought to school is cause for immediate suspension. Toy weapons are not allowed on school grounds.**

SCHOOL TELEPHONE USE, CELL PHONES & ELECTRONICS

The school telephone may not be used without permission and this permission should not be asked unless it is a case of real necessity. Parents should call their child during school hours only in the event of a real emergency. Matters like arranging to stay with a friend overnight need to be settled at home.

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

ST. EGBERT CATHOLIC SCHOOL ADVISORY COUNCIL

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

1. Those selected by the principal;
2. Those nominated by the Advisory Council members;
3. A Home-School Executive Board member selected by the principal.

STANDARDIZED TESTING

In the fall, students in 2nd-5th grades will take the Iowa Test of Basic Skills and/or the CogAT. Parents will be informed of the child's scores during February conferences. Fourth grade students are required to take the 4th Grade Writing Assessment in the Spring. Parents will be notified of scores when they become available.

SUSPENSION

In-School Suspension

In-School Suspension will be initiated for consistent inappropriate, disruptive or uncooperative behavior. Parents may be required to attend a conference with the principal and teacher prior to its initiation. In-school suspension may be initiated immediately if deemed necessary by the school. When In-School suspension is given, the student will remain in the classroom for instruction, but will be separated from the class during recess, lunch, PE and special activities. The conduct grade will drop a letter grade.

Out-of-School Suspension

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

TRANSFERS

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

TUITION

Payments

Tuition may be paid in advance (annual or bi-annual) or in 10 monthly installments. Installments will be paid via automatic draft through **24Tuition**. The first payment is due in August; the last in May.

Arrears

Tuition, in arrears for more than two months, will not be permitted without a suitable payment program being worked out with the school authorities. Families who take extended vacations or who leave before school has ended are still required to pay tuition.

Final report cards WILL NOT be released from our school until all fees are paid in full. No child may be readmitted to St. Egbert Catholic School if tuition from the previous year has not been paid in full prior to the next school year.

Financial Aid/Scholarship

Tuition Assistance/Scholarships are available on a limited basis. To apply for aid, please visit www.factstuitionaid.com and complete the application. Applications are due for the upcoming school year no later than April 30th. Please contact the office if you have any questions regarding this process.

WITHDRAWAL POLICY

Families must notify the school in writing if a student is/will be withdrawn from the school.

In terms of tuition payment responsibility, please refer to the guidelines below:

- Registered students who withdraw before the first full day of school are responsible for 1/4 of the full tuition.
- Registered students who withdraw between the first day of school and January 15th are responsible for 1/2 of the full tuition amount.
- Registered students who withdraw after January 15th are responsible for the full tuition amount.

UNIFORMS

Other than school t-shirts and school sweatshirts, all new uniform items should be purchased from the designated school uniform companies (Flynn & O'Hara, www.flynnohara.com; Land's End, www.landsend.com). St. Egbert Catholic School t-shirts and sweatshirts are **only** available through our Home & School Association. Order forms for these items are available at the Front Office. Used uniform items are also available through the Home & School Association.

FULL UNIFORM DESCRIPTION BY SEASON

Fall/Spring Uniform	Boys	Girls
School T-Shirt	•	•
School Sweatshirt (optional)	•	•
Navy Shorts (fingertip length)	•	•
Navy Skorts (fingertip length)		•
Belt (Navy canvas or black braided)	•	• (if loops are present)
White crew socks	•	•
Athletic Shoes (ties or velcro)	•	•

Winter Uniform	Boys	Girls
Embroidered light-blue polo shirt short- or long-sleeved)	•	
Navy blue pants	•	
Belt	•	
School Sweatshirt (optional)	•	•
Navy Cardigan (optional)	•	•
Navy Fleece, Embroidered (optional)	•	•
Plaid Jumper (with blue or black bike shorts underneath)		•
White Peter-Pan collared blouse (short- or long-sleeved)		•
Navy crew socks	•	
Navy knee socks or tights		•
Athletic shoes (ties or velcro)	•	•

UNIFORM SEASONS

	Fall/Spring Uniform	Winter Uniform	Transitional Time (either uniform is acceptable)
August - September	•		
October 1 st – 31 st			•
November - March		•	
First Day of Spring – April 30 th			•
May - June	•		

EXCEPTIONS TO FULL UNIFORM POLICY

For Pre-K Students

- ✓ School t-shirt should be worn daily.
- ✓ School sweatshirts should be worn over the t-shirt, as determined by the weather.
- ✓ Students may wear any type of bottoms along with the school t-shirts/sweatshirts.
- ✓ No belts, please!

For Kindergarten Students

- ✓ A belt is not required for bottoms with loops.
- ✓ Shirts are not required to be tucked into the pants.

OTHER GUIDELINES

- ✓ **ALL STUDENTS SHOULD WEAR ATHLETIC SHOES, EVERY DAY!**
- ✓ Uniforms need to be clean and neat in appearance with shirts tucked in completely.
- ✓ Uniforms should be labeled with your child's name.
- ✓ If a child is wearing the uniform in a public place, please ensure the student exemplifies the conduct, sportsmanship, and Christ-like behaviors that are required at St. Egbert Catholic School.
- ✓ Dangling earrings, nail polish, acrylic nails, tattoos, excessive jewelry, extreme haircuts or lack of proper grooming, beeping watches, lighted shoes, shoes with wheels, etc. are not permitted.
- ✓ Girls may wear one pair of small post earrings (one in each ear). Boys are not permitted to wear earrings.
- ✓ One small, simple chain with a cross or religious medal is permitted to be worn by girls and boys.
- ✓ One watch may be worn.
- ✓ Hats may not be worn in the building.
- ✓ Non-St. Egbert School outerwear may only be worn outside.
- ✓ A rain jacket should be kept in the child's backpack. Certain daily events (i.e. lunch) 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.