



St. Stephen School
214 Reed Street
Oil City, PA 16301
☎ 814.677.3035
📠 814.677.2053

Welcome Back, Knights!

I am thrilled to begin the 2024-2025 school year! My focus throughout the school year will be to provide the best Catholic education possible in Venango County, while working to ensure the strength and longevity of our School.

Please take a few moments to carefully read through the following pages of information. If you have any questions, you may contact me, or the school office. Many of the pages require signatures. These can be returned to the school with your student on the first day of school.

We look forward to seeing you on **Monday, August 26, 2024**, for the first day of school.

Parent Communication

- Communication will be sent via email, through the FACTS Parent Portal and Parent Alert, as well information mailed to families.
- A digital newsletter will be sent by the principal by email each Friday with updates for the upcoming week.
- Parents are encouraged to check their email daily for communication from the school.
- Ensure that the email address you have provided the school is an email address that you check daily. If you need to make any changes, please contact the school office.

Parking

- Parking is not permitted in any bus lane (West Third and Reed Street Entrance) or on the sidewalks near the school.
- Leave all bus lanes open for the safety of the students as they are arriving and departing from the school building.
- When picking up your child(ren) at dismissal, please utilize the parking lot.

Arrival/Entering the Building

- Students will be admitted to the building no earlier than 7:30 a.m. Unfortunately, we cannot accommodate earlier drop-offs, and students will remain outside until a staff member reports for door duty at 7:30.
- Students who are dropped off between 7:30 and 7:45 will report to the cafeteria. At 7:45, students will be dismissed to their classrooms to begin their day.
- For the safety of our students and staff, no adults will be permitted in the building to walk their children to their classroom. Staff will ensure they safely arrive to their classroom. We appreciate your cooperation.
- If you would like to talk to your child's teacher, we recommend that you make an appointment by emailing the teacher or calling the office.
- The tardy/late bell will ring at 8:05. Students who are not in the building at this time will need to ring the bell for entrance and report to the office.
- All guests-parents who visit the building during the school day should enter via the 3rd Street door and sign-in at the office.

Tardy

- Students arriving after 8:05 a.m. will be considered tardy and must go to the office for a late slip before going to class.
- Please see the student handbook for a list of possible infractions if students are repeatedly tardy.

Attendance Policy

- The attendance policy is enclosed in the *August Parent Packet* and on the website. When a student is absent, a written/email excuse must be provided to the school within 3 days in addition to a phone call.
- Per PA School law, students are only permitted to be absent for 10 days without a doctor's excuse.
- If there are any questions concerning the attendance policy, please contact the school office.

Dismissal

- Dismissal for bus riders is 2:55 p.m. and for all others is 3:00 p.m.
- Changes in your child's dismissal arrangements must be received in the office no later than 2:15 p.m. for your child's safety. Please email changes to dismissal to office@venangocatholic.org.
- Please be sure your child knows their daily dismissal routine.
- After 3:10 p.m., your child will be escorted to the school office, where they may be picked up.

Bus Policy

- Bus transportation is arranged by calling your local public school district transportation office.
- Students are expected to follow the St. Stephen code of conduct and represent the school positively while riding to and from school. If a behavior referral is received from a transportation company, parents will be notified and students are subject to disciplinary consequences from administration.

Friday Folders

- Friday Folders will be going home every Friday (Preschool will receive on Thursday).
- The folders will be filled with important parent information and monthly calendars.
- They need to be signed and returned to school the following Monday.
- If school is not scheduled for Friday of a given week, the Friday Folder will be sent home on the last day of the week.

Please visit the school website and your FACTS Parent Portal to access various resources and important information throughout the school year. Parents may request a printed copy of the school handbook or other documents by contacting the office.

To fully ensure each child's success, we would like to partner with you to help your child(ren) grow academically, emotionally, and spiritually. Our students are always at the heart of all that we do.

Sincerely Yours in Christ,

Ms. Katherine Chandley, Principal