



Venango Catholic Jr./Sr. High School
1505 West First Street
Oil City, PA 16301
814-677-3098



St. Stephen School
214 Reed Street
Oil City, PA 16301
814-677-3035

Venango Region Catholic School

Dear Venango Catholic Jr./Sr. High School Families,

I am thrilled to welcome you to the 2023-2024 school year! Thank you for the privilege that I have every day working with your children.

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 Tuesday, August 29, 2023, for the first day of school.

Parent Communication

- Communication will be sent via email, School Reach (phone broadcast system), and mailed to VRCS families.
- 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 get in touch with the school office.

Parking

- Parking is not permitted in any bus lane nor on the sidewalks near the school. Please do not pass busses when dropping off. Students who are driving to and from school must complete a form on file in the VC office.
- Leave all bus lanes open for the safety of the students both as they are arriving and departing from the school building.
- When picking up your child(ren), please pull into a parking spot.

Entering the Building

- Upon entering the school building, all students must report to their homeroom (1st period class) cafeteria before 8:05 a.m.
- 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.
- All guests must be buzzed in via the main entrance before reporting to the office to sign in.

Arrival Time

- Students may arrive no earlier than 7:30 a.m. until a monitor is on duty.
- Doors open at 7:30 a.m., and prayer and announcements begin promptly at 8:05.
- Students who arrive after this time will need to ring the bell for entrance to the school.

Tardy

- Students arriving after 8:05 a.m. will be considered tardy and must go to the office for a tardy slip before going to class. Depending on the reason for tardiness (excused or unexcused) students may receive a demerit for arriving late to 1st period.

Lunches/Food

- Students are permitted to carry a water bottle throughout the day—there is a water bottle filling station on the first floor.

- A daily hot lunch is available for purchase in the cafeteria, as well as various al-la-cart items. Students are asked to purchase a ten-lunch punch card for \$30 from the cafeteria staff. Checks can be made out to Nutrition Inc.
- Students who pack are permitted to keep their lunch in the fridge in the cafeteria and/or use the available microwaves.

Backpacks/Lockers

- In the interest of safety, students must store their backpacks in their lockers during the school day. Students will have time between classes to visit their lockers and exchange materials.
- Combination locks are available in the VC office. Student lockers are to be kept closed and locked at all times.

Attendance Policy

- The attendance policy is enclosed in the *August Parent Packet*. When a student is absent, a written/email excuse must be provided in addition to a phone call. Students are only permitted 10 absences without a doctor's excuse.
- If there are any questions concerning the attendance policy, please contact the school office.

Dismissal

- Dismissal is 3:00 p.m.
- Parents/guardians are reminded that they cannot block the bus lanes at arrival and dismissal times.
- Changes in your child's dismissal arrangements must be received no later than 2:15 p.m. for your child's safety. This includes changes to bus transportation—we do not want to hold up the bus line or for a student to miss their ride.

Bus Policy

- Bus transportation is arranged by calling your local public school district transportation office.

Monthly Packets

- Information will be sent home monthly in the family envelope. Periodically, additional information may be sent home on an as-needed basis.

Throughout the school year, please visit the school website to access various resources and important information, including monthly calendars, event reminders, and the student handbook. Parents may request a printed copy of the school handbook 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. Thank you for believing in VRCS and valuing the quality of education provided at Venango Region Catholic School.

Please do not hesitate to contact us if you have any questions, concerns, or ideas that you would like to discuss.

Sincerely Yours in Christ,

Katherine Chandley

Principal