



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

---

## Welcome Back, Knights!

As we prepare to begin a new school year, I want to extend a warm welcome back to all of our families. Whether you are returning or joining us for the first time, we are so glad to have you as part of our school community. The start of a new year brings with it fresh opportunities for learning, growth, and connection, and I look forward to working together to make this year one filled with joy, success, and meaningful experiences for all of our students.

### Parent Communication

- Communication will be sent via email, through the FACTS Parent Portal and Parent Alert, as well information mailed to families or distributed in Friday Folders.
- A digital newsletter (Smore) 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.

### 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.
- The first three parking spots closest to the Mary statue in the parking lot will remain reserved for pick-up and drop-off.
- If you drop your child-off on 3rd street and plan to walk them to the door, please do not block traffic on 3rd street and park on the correct side of the street.

### 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 a.m.
- For the safety of our students and staff, parents are not permitted in the building to walk their children to their classroom. Staff will ensure they safely arrive to their classroom. We appreciate your cooperation.
- All guests-parents who visit the building during the school day should enter via the 3rd Street door and sign-in at the office.

### Lunch

- Students are responsible for bringing lunch daily to school. Parents may also pre-purchase a hot-lunch from the school's cafeteria. Lunches for the upcoming week should be ordered by Friday at noon. Late orders cannot be accepted.
- If a student forgets to bring their lunch, they will be given the daily hot-lunch, and parents will be responsible for repaying the school.
- If a student will be absent or arrive late to school, please call the office in the morning so that we can accurately account for lunch orders.

### Tardy

- 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 to receive a late slip.
- 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, even if you have previously called the school to report the absence.
- Per PA School Code, students are only permitted to be absent for 10 days without a doctor's excuse.

### Dismissal \*(ED=Early Dismissal, New 25-26)

- Dismissal for bus riders is 2:55 p.m. (12:25 p.m. ED) via the 3rd street gym door. All walkers are dismissed at 3:00 p.m (12:30 p.m. ED) via the parking-lot (Mary door).
- Changes in your child's dismissal arrangements must be received in the office no later than 2:15 p.m. (11:45 a.m. ED) for your child's safety. Please email changes to dismissal to [office@venangocatholic.org](mailto:office@venangocatholic.org) or call 814-677-3035.
- Please be sure your child knows their dismissal plan for the day. If there is conflicting information, we are not always able to confirm with parents before buses depart.
- After 3:10 p.m. (12:40 p.m. ED), 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.
- All students are expected to sign and adhere to the St. Stephen School Transportation Pledge, as well as the rules of the transporting school district.

Please be sure to visit our school website and your FACTS Parent Portal regularly for access to important updates and helpful resources throughout the year. If you prefer a printed copy of the school handbook or other materials, simply contact the office—we're happy to provide them.

At St. Stephen School, we believe that strong partnerships between home and school are essential to every child's growth. Together, we can support your child(ren) in their academic, emotional, and spiritual development. Our students remain at the center of all we do, and we are deeply committed to helping each one thrive.

Sincerely Yours in Christ,

Ms. Katherine Chandley, Principal