

St. Stephen School General Information

214 Reed Street
Oil City, PA 16301-2790
(814) 677-3035
www.saint-stephens.org

Admissions Policy

Students must be five (5) years old by August 1 of the year of entry to Kindergarten and six (6) years old by August 1 of the year of entry to First Grade. At the time of registration, birth and baptismal certificates and the required health data must be present.

Registration

Registration for Kindergarten and other grade levels is held in the spring of each year. The exact date is announced in the parish bulletins and the local newspapers. A cap will be placed on a class enrollment at 26 students. After that point any students who wish to enroll would be placed on a waiting list. Classes will not be split mid-year.

Transfers

Transfers to St. Stephen must arrange a meeting with the principal. No transfers will be accepted after February 1, with the exception of families moving into the area. No students on suspension from a local school district or currently expelled from a local school district will be accepted.

Student Records

The principal is required to keep a complete and accurate record of each child's attendance and academic progress in the permanent folder. These records are to be kept for 100 years after the 21st birthday.

When a student transfers to another school, the following information is mailed to the receiving school: (1) health records, (2) copies of academic records, (3) copies of standardized test scores. The student's parents must provide the school with the name and address of the new school.

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Schedule

School begins promptly at 8:10 AM. Bus riders will be dismissed at 2:55 PM and walkers will be dismissed at 3:05 PM. Morning Kindergarten operates from 8:10 AM to 11:00 AM, and afternoon Kindergarten operates from 12:00 PM to 2:50 PM.

Early Arrivals

Please remember that bus riders and students who have received permission in writing from the office are the only students permitted in the building before 8:00 AM. All other early arrivals will be sent to the office. It is important that our parents cooperate with this policy.

Tardiness

Students arriving to school after 8:10 AM or afternoon Kindergarten students arriving after 12:00 PM will be marked tardy. Students must report to the office to obtain an admission slip and should have an excuse explaining the reason for their tardiness. Any student arriving at school after 9:30 AM will be marked absent for a half day. If a student arrives after 12:30 PM they will be marked absent for the entire day. These guidelines apply even if the student has been at a doctor's appointment and did not report to school first.

Early Dismissal Excuses

If it is necessary to remove your student from school before dismissal, please write an excuse and include the reason, date, time and your signature. If a student leaves prior to 1:30 PM they will be marked absent for a half day. These guidelines apply even if the dismissal is for a doctor's appointment and does not return to school.

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Attendance

The state of Pennsylvania requires compulsory attendance by all students between the ages of seven (7) and sixteen (16). Compliance with this law is the responsibility of the parents. The school is obliged to keep an accurate record of daily attendance. This record is to be kept indefinitely.

Absences

Please call the school between 8:00 – 8:30 AM if your child will be absent. You will also need to write an excuse when your child returns to school. The excuse must include the date, reason for absence and the parent's signature.

Vacations are discouraged during school times as they disrupt the flow of teaching and learning. Try to schedule trips around the school calendar. When it is necessary to remove your child from school for such a trip, it is the parent's and the student's responsibility to make arrangements to make up any class work that is missed and to complete the assignments.

Office Hours

The school office is open from 8:00 AM until 3:30 PM during the school year for your convenience. If it is necessary to come at another time, please call for an appointment.

Parental Permission

Parental permission slips are required for all field trips. Permission slips will be sent home by your child's teacher prior to the event. Any student not returning a permission slip will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of the proper forms.

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Telephone Policy

In Order to alleviate office congestion and instill responsibility in the students, the use of the telephone will be restricted. Students are responsible for remembering, lunches, homework and gym clothes, etc. After school plans should be made before they leave for school in the morning.

Visitors

Visitors to the school are always welcome. All visitors should use the main patio door and report directly to the office. If it is necessary for a parent to meet directly with a student, you must report to the office and the student will be called to the office. Student visitors are not permitted unless they have a permission slip from the principal. While visiting they must abide by the rules and regulations of the school and must be dressed appropriately.

Lost and Found

There are many items misplaced at school each year. Lost items are easily returned if they are labeled with the student's name. If an item is found, please place it in the lost and found. If an item is lost, have your child check the lost and found. Periodically lost and found items will be donated to charity.

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Academic Information

Standardized Tests

In accordance with the recommendation and approval of the Superintendent of Schools for the Diocese of Erie, a testing program, which includes standardized tests of academic achievement and of mental ability, is in place. The results of these tests provide a continuing record of each child's academic progress in comparison with the national norms. They are also an invaluable aid to your child's teacher in diagnosing individual strengths and weaknesses in order to provide effective individualized instruction. You will be notified ahead of time when these tests are to be scheduled. Please do not plan to take your child out of school for appointments or trips during that week, as it is very difficult to schedule make-up test times.

Diocese of Erie Grading System

Achievement:

- A- 93 to 100
- B- 85 to 92
- C- 76 to 84
- D- 69 to 75
- E- 68 and Below

Effort:

- 1- Excellent
- 2- Steady Progress
- 3- Needs Improvement

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Report Cards

K-5 Report cards are issued 4 times per year at the end of each nine-week grading period and progress reports are issued approximately halfway through the quarter.

6-8 Middle School report cards are issued three times during the year and progress reports are issued midway through each trimester.

Both the progress reports and report cards are to be signed and returned to the homeroom teacher. A parent/teacher conference is scheduled once during the school year, usually at the end of the first grading period.

Academic Recognition

Students will be recognized for outstanding achievement for each grading period. The following criteria are used for the honor system.

Principal's List:

- Students must achieve "A's" in all major subjects: Religion, English, Math, Science, Reading, Social Studies, Spelling & Primary Handwriting
- Students must achieve "A's" or "B's", "1's" or "2's" in all minor subjects: Art, Music, Physical Education, Library, Computer & Specials

Honor Roll:

- Students must achieve "B's" in all major subjects: Religion, English, Math, Science, Reading, Social Studies, Spelling & Primary Handwriting
- Students must achieve "B's" or "2's" in all minor subjects: Art, Music, Physical Education, Library, Computer & Specials

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Merit Award:

- Students must demonstrate commendable academic effort during the grading period, even if it falls short of the Principal's List or Honor Roll.

This academic recognition system has been established to provide an opportunity to recognize students who are doing an excellent job in their classroom work.

Academic Banquet

In the spring of each school year, an Academic Banquet is held to honor those students in grades 4-8 who have consistently been on the Principal's List or Honor Roll. The requirements vary by grade level. Each student who qualifies is sent an invitation to the banquet.

Emergency Procedures

Fire – Every 2 weeks during September and October, and once a month thereafter, fire drills will be conducted. A fire evacuation route is posted in each classroom.

Disaster – Disaster drills will be held during the months of September and January. Each classroom has a designated area to which the classroom teacher will lead them in the event of a disaster.

Inclement Weather – Please listen to the local radio stations in the event of inclement weather. They will announce any delays, cancellations or early dismissals. St. Stephen abides by the decision of the Oil City School District concerning inclement weather.

Make-up Days – Any days of school missed due to the weather will be made up according to the schedule decided upon by the local school district.