

WELCOME, EAGLES!

Saint John's of Little Canada 2023-2024 Back to School Information Packet Grades PreK-8

Welcome to the 2023-2024 school year. In this packet, you will find everything you need to know about our return to school. Please read each page carefully, as many of your questions will be answered here. Save this flip book in a handy spot to refer to for all of your favorite Saint John's-related important numbers and reminders

**Are you ready
to soar?**



Who Ya Gonna Call ...

If my child is:

- sick
- running late to school
- will be picked up earlier than the normal dismissal time
- will be picked up by someone other than you (the parent/guardian): **Karla Schultz**

If I'm curious about before- and after-school care: **Tani Riel**

If I have a question about Athletics: **Sarah Davis**

If I want to volunteer at one of our annual events: **Dan Hurley**

If I want to volunteer for Recess Duty: **Dan Hurley**

If I want to sign my child up for band, piano, theater or one of our many musical instruments: **Tim Hoffman**

If I want to sign my child up for another extracurricular, such as Lego Club or other arts camps, as available: **Jen Owens**

If I have billing questions in my TADS account: **Karla Schultz**

If I have questions about:

- TADS enrollment
- changing contact information in TADS
- scholarships/tuition assistance
- Educate Parent Portal (grades 5-8)
- conference sign-ups
- lunch account issues: **Kathy LaCasse**

Dan Hurley, principal: dhurley@sjolc.org, 651-288-3220

Karla Schultz, school office administrator:
saintjohnschool@sjolc.org, 651-484-3038

Tani Riel, Eagle Club/PreK: triel@sjolc.org

Kathy LaCasse, registrar: klacasse@sjolc.org, 651-288-3223

Jen Owens, office admin: jowens@sjolc.org

Sarah Davis, athletics: sdavis@sjolc.org

Tim Hoffman, tim.hoffman@totinograce.org

Father Tom Balluff, pastor: pastor@sjolc.org, 651-484-2708

TBD, faith formation



WHO TO CALL

So much information can be overwhelming!

We realize there is so much communication that happens throughout the school year. Some of the best ways to stay on top of all that is happening:

- *Mr. Hurley's weekly newsletters Tuesdays around 10:30 am are filled with all the latest happenings. We also store all the newsletters on our school website so you can refer back to them as needed. (Look under About/Eagle News on our school website.)
- the school website www.school.sjolc.org
- social media is updated frequently throughout the day

*If you are not receiving Mr. Hurley's weekly newsletters, please check your spam and junk folders. If you still don't see them, please reach out directly to Mr. Hurley at dhurley@sjolc.org.



STAY INFORMED!

Before You Do Anything Else ...

Most of your mandatory forms can be found in your TADS account. Please visit your TADS account to see what required documentation is needed for your student. You may also submit your documents through TADS, email them to klacasse@sjolc.org or send to the school office.

Our fax number is 651-481-1355, should your doctor's office need that information.

As a general rule of thumb...

New students require:

- birth certificate
- health care summary
- immunization records.

All preschool and kindergarten students require:

- the most current immunization record
- health care summary
- early childhood screening (contact the school district in which you reside to schedule this screening)

All students (PreK-8) and their parents should:

- Complete the Educational Benefits Application (this assists us in all our publicly funded services and programs, required annually for all families!) Information on this application will be available at Back to School Night and on our school website under Current Parents/Hot Lunch Program
- Sign and submit the Technology Code of Conduct (provided by teachers)



FIRST STOP: TADS

School Closing Due to Emergency or Inclement Weather



In case of emergency or severe weather, please check our website, Facebook/Instagram pages or watch WCCO TV/Fox 9/KSTP for school closings. No announcement means that school is in session. Saint John School is closed if the Roseville Public School District is closed because of severe weather conditions. Please note: Saint John School may be closed even though the Roseville School District is open. In that situation, Saint John School will be specifically named on the TV. All other times, we are considered to be part of the Roseville School District closings.

The phone numbers of emergency contacts listed during enrollment in TADS (designating alternative care for your child(ren) in the event of early dismissal or an emergency) will be used as necessary.



SCHOOL CLOSINGS

A TYPICAL SCHOOL DAY

8:40 A.M.: Drop-off* (carline): No early drops allowed. See our carline process here: <https://school.sjolc.org/arrival-dismissal>

9:00 A.M.: Classes begin (students will be marked tardy if they arrive past this time)

11:15 A.M.-12:35 P.M.: Staggered lunch hour/recess

3:10 P.M.: Classes end, carline pick-up* begins

3:30 P.M.: Kids moved to Eagle Club, charges will apply

Carline Map



**Preschool uses the preschool door; use lot off of Little Canada Road*

EAGLE CLUB CARE

Before- and after-school care is available from 7:00 to 8:30 A.M., and again from 3:00 to 6:00 P.M. weekdays during the school year. Contact Tani Riel for more information: triel@sjolc.org.



DAY IN THE LIFE

Important & Exciting Upcoming Dates

Wednesday, August 30: Back to School Night; school gym, school dining hall & individual classrooms

- 5:30-6:00 P.M. Screenstrong Presentation in the Gym

- 6:00-7:30 P.M. Open House, Back to School Packet Pick-up, School Community Information tables, Used Uniform Sale, and Spiritwear order pick up in the school dining hall; you can also visit classrooms before/after stopping in the school dining hall

-7:00-7:30: 2nd Screenstrong Presentation (in case you miss the first one)

Tuesday, September 5: First Day of School

- 8:40-9:00 A.M. Welcome and Photo Ops in Gathering Space

Friday, September 8: Spirit Wear Day

Thursday, October 5: School Photo Day (K-8 & TTH PS/PK) uniforms required (make-up day & MWF PS/PK November 3)

Saturday, September 23: Saint John's Fall Festival

Saturday, Oct. 7: School Marathon, in partnership with Roseville-area Catholic Schools & Knights of Columbus

9:00 A.M. Central Park, Roseville

View Full Calendar [Here](https://school.sjolc.org/school-calendar):

<https://school.sjolc.org/school-calendar>



MARK YOUR CALENDARS

SAINT JOHN'S BUS SERVICE



Sign Up or Update Your Address Today

Is your student riding the bus this school year? Jim Monroe, the transportation coordinator, needs to hear from new families or families who changed your address from last school year.

**Please email or call Jim Monroe at
james.monroe@isd623.org or 651-635-1638.**

Families who took the bus last year, and have no changes to their address, will receive a bus route card in August.



TAKE THE BUS

Attendance Policy & Hotline

A parent/guardian is required to call or email the school each morning of a student's absence, **30 minutes prior to the official school start time**. Please call (651) 484-3038 or email schooloffice@sjolc.org. Be sure to leave your child's name, grade and reason for absence. Failing to communicate the absence with the office may lead to your child being marked with an unexcused absence. You may email your student's teacher in addition to notifying the school office.

Attendance Hotline

651-484-3038

schooloffice@sjolc.org



ATTENDANCE

PREP THOSE SMILES



Picture Day is Thursday, October 5!

Uniforms are mandatory for School Picture Day (no free dress passes allowed). PS–Grade 8 will participate in pictures on this day. (For PS/PK, students attending school on Tuesdays will have pictures that day. If you have a MWF schedule, then your pictures will be during the re-take day in November.) Our partner is Interstate.

Photography, and payments and orders can be made online:
www.INTER-STATE.COM/ORDER

Our Use Code Is: 81142WA

Samples of photos are typically shared about 2–3 weeks after pictures are taken, along with order forms.

There will be a re-take Picture Day on November 3 for MWF PS/PK students, anyone who is absent, and/or would like a different photo.

Questions? Contact Karla Schultz
at schooloffice@sjolc.org.



PICTURE DAY

Uniform Policy (In a Nutshell)

All

- Navy blue or khaki twill pants, must have belt loops (except PS and K). Pants should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denim, etc. No jogger pants.
- Navy blue or khaki twill knee-length dress shorts only, must have belt loops (exceptions PS and K). Shorts can only be worn from March through October. Shorts should be plain and free of obvious labels; no extra pockets, loops, zippers, flares, denim, etc., and should be worn at the waist in the correct size.
- Navy blue or hunter green short- or long-sleeved polo shirt with current Saint John's School logo. Shirts must be tucked in at all times. No logos except the Saint John's School logo. No turtlenecks.
- Sweatshirts/Performance Wear: a quarter-zip navy blue pullover with Saint John's School logo only. Approved Saint John's School sweatshirts are allowed. No hooded sweatshirts on Mass days. No tie dye, with the exception of Spirit Wear days. Polo uniform shirts are to be worn under sweatshirts/sweaters at all times.
- Unisex sweater vests in navy blue with Saint John's School logo only. No sweaters.
- Navy blue, white, or black socks (small logos allowed on socks).
- Shoes must be closed-toed, no heels, and to be worn with socks.
- Black, brown or navy blue belts only with a small buckle, required for grades 1-8 when wearing pants.

Girls

- No stretch pants; navy blue or black ankle-length leggings only under skirts or jumpers. No cropped leggings.
- Uniform plaid only. Skirts (PS-8) and Jumpers (PS-5) must not be shorter than 2.5 inches above the knee. Skirts may not be rolled over at the waist. Shorts must be worn under skirts and jumpers.
- Girls, 6-8: Use of makeup in moderation only.
- Girls PS-5: May wear post earrings. These earrings may not extend below the earlobes. Girls 6-8: May wear post earrings and small hoop earrings (less than ½ inch diameter).

Boys

- Pants and shorts must cover boxers.
- Boy's hair length should not extend over the shirt collar, ears, or eyebrows. No ponytail.
- PS-8: No makeup is allowed.
- Boys, PS-8: No earrings are allowed.

Hair & Jewelry

- Hair should be kept neat and clean and not extend below the eyebrows. No spiked hair. No colored/dyed hair. No glitter in hair is allowed. No hats or head coverings are allowed to be worn inside the school or church buildings during the school day.
- Jewelry NOTE: Teachers reserve the right to have students remove distracting jewelry. For the safety of all students, no jewelry is allowed during gym classes.



UNIFORMS

Important reminder: The old Saint John's logo is officially retired; shirts with this logo will be considered out-of-uniform.

No Uniform Passes

- Passes may not be used on Mass days or other days that students are in church (i.e.: stations, rosary or reconciliation, etc.) Neat and clean clothes only, i.e.: no holes/rips in clothing, Saint John's Athletic or knee-length shorts only.
- No midribs exposed at any time. No spaghetti strap tops. Tank tops need to have shoulder straps that are 3 fingers wide. Shorts and pants must cover boxers. Must wear socks at all times.

Athletic Wear/Gym Clothing

- **Grades PS-8:** tennis shoes that tie, zipper or Velcro. No open back and/or slip on styles or shoes with elevated heels for gym class.
- **Grades 4-8:** White, black or navy socks. Shirts, shorts and pants should be one of the following colors: hunter green, navy, black or grey. No advertising/sayings/logos allowed. Items should be plain or Saint John's Athletic Wear.

Out of Uniform Notification: Students are expected to be in full uniform during the school day. If the student is not able to correct the uniform violation, they will not be allowed to attend class until they are in uniform. Uniform exceptions will be made for medical reasons only, with a signed note from a physician.

Need uniforms? Back by popular demand is the "Used Uniform Sale," which will be held at Back to School Night. Cash or check only, please. All items are priced to move, and there is even some brand-new Spirit Wear in the mix. Used uniform donations are still being accepted: Please drop off any used uniform donations in the marked box in the Gathering Space any weekday between 7:00 A.M. and 4:00 P.M.

ORDER NEW UNIFORMS HERE

Donalds Website: <https://www.donaldsuniform.com/home.php?cat=207&page=1>

Revolution Sports: Email or call Dan Ponsolle
dan@revolutionsportinggoods.com, 651-334-7645

*The previous pages are a summary of Saint John's Uniform Policy.
For the complete text, please see the [Student Handbook](#).*



UNIFORMS, ETC.



Let's Get Social

If you aren't "following" our social media, now's the time to do so! We have exciting news and regular incentives that are shared only on our social media channels.

Instagram page:

<https://www.instagram.com/saintjohnlittlecanada>

Facebook page:

<https://www.facebook.com/SaintJohnLittleCanada>

Hashtag Us:

#LeadersInLiteracy

#WeLoveSJOLC

#CountOnCatholicSchools

#SoarEaglesSoar



SOCIAL MEDIA

New Roles, New Faces

The start of each new school year brings updates to existing staff roles and new faces to share.

Mr. Randy Frels - our new full-time preschool teacher. Randy filled in for Mrs. Cook last year, so he is a familiar face.

Ms. Maddy Maietta - Maddy will be moving from the front office to 2nd grade working as an aide for Mrs. Burgoyne.

Mrs. Lucy Flaherty - Lucy Flaherty will join us as we add a second section of third grade! Mrs. Flaherty has been working in the Mounds View school district and completed her BA at the University of Minnesota and is currently completing her Master's in teaching at Hamline University.

Mrs. Ellie Kriese-Molnar our new Middle School Science teacher. Ellie brings a solid skill set; she earned her Bachelor of Science in Biology at the University of Wisconsin River Falls and completed her Master of Arts in Educational Studies.

Ms. Ashley Prax - Ashley is an alumna of our school who is graduating from the University of River Falls in December with a Music degree in education and will be our full-time music teacher as of January.

Mrs. Jen Owens - Jen will be tackling a few roles. She will be the long-term substitute for music through December. Beginning January she will be the new face in the Front Office taking over for Maddy as an administrative assistant.

Ms. Sarah Davis - Sarah will be taking over our athletic program. We are looking forward to continued success in our athletic program.



NEW STAFF

Volunteer This Year!

We've heard (via Mr. Hurley's surveys) that you want to get more involved in your child(ren)'s education and the day-to-day activities we have here at Saint John's, and we have an abundance of one-time and regular volunteer opportunities we'd love to share! Should you want to volunteer in small doses throughout the year or more regularly scheduled roles, we would love to find the right fit for you. Check some of them out here:

www.school.sjlc.org/volunteer.



The first step is to ensure you are registered and up-to-date on your Safe Environment training, a prerequisite for all adults who work with kids in our Catholic School System here in the Archdiocese of St. Paul and Minneapolis. Please contact Kay Wimer (kwimer@sjlc.org) to check your status and/or get the process started. Important: You will not be able to volunteer, even on a field trip, until you have completed the requisite online training, put forth by VIRTUS and McDowell Agency. Learn more on our website here: www.school.sjlc.org/virtus.



VOLUNTEER!

Eagle Athletics

All athletics at Saint John's School are offered to students in grades 5-8 unless otherwise noted. We are continuing to seek extracurricular options, camps, and clinics for all grade levels. If you have questions, ideas, or feedback, would like to sign up to volunteer, or are interested in coaching, please don't hesitate to contact Athletic Director Sarah Davis at sdavis@sjolc.org.

Fall Sports

Soccer

We are excited about the return of coach Dan Theisen for the 2023 soccer season, which runs September through October. Practices will be held immediately after school right on our Saint John's soccer field.

Volleyball

The lively sport of Volleyball is open to boys and girls in grades 5-8; we hope to host multiple teams again this year. Practices and home games take place in our school gymnasium from September through October.

Cross-Country

Coach Laura Haraldson is hopeful to field a cross-country team this year. Cross-country is open to students in grades 5-8. Practices will be held at 7:45-8:30 am on Tuesday and Thursday mornings before school.



[www.school.sjolc.org/
information-calendar](http://www.school.sjolc.org/information-calendar)

ATHLETICS



Back By Popular Demand: Theater & the Arts!

This year musical theater returns for our students in grades 4-8. Last year the Saint John's Musical was *Frozen* - and it was another huge hit! We will work with Totino-Grace, who will produce the program. Totino-Grace Theater staff will be at Saint John's Back To School Night for sign-ups.

In addition, our partners at Totino will be signing kids up for orchestra, band and voice lessons! Piano and guitar/ukelele are a couple of the other options available to grades 1-8.

Be sure to attend Back to School Night
to learn more!



EXTRACURRICULARS

Parent Portal

What is the Educate Parent Portal?

Parents can find information regarding assignments, attendance, and report cards for their students in **grades 5-8** in their secure Educate Parent Portal. For parents of 5th graders and new students in 6-8, by mid-September you should receive an email from our registrar, through Educate, inviting you to create a password for your portal.

How do I access my portal?

Please see the useful links on our website in the Educate Parent Portal section for more information on how to use Parent Portal in Educate <https://school.sjolc.org/educate-parent-portal>. You may also use the help button in Educate if you have additional questions that aren't covered in these links.

Technical difficulties?

If you are a new parent and have not received an email, or a returning parent who forgot your password, please email Kathy LaCasse at klacasse@sjolc.org.



EDUCATE PORTAL

Who Participates in Back to School Night?

Everyone is encouraged to participate in our Back to School Night open house. Parents and students alike are encouraged to attend.

This year parents will be introduced to Screenstrong, a program regarding safe internet practice beginning at 5:30 P.M. in the school gym. Please stop in the school dining room for Back to School Packet Pick-up, school community information tables, Used Uniform Sale, and Spiritwear order pick-up. You can also visit classrooms starting after the Screenstrong Presentation ends.

Here's the schedule of events:

5:30-6:00 P.M.: Screenstrong Presentation in the Gym

6:00-7:30 P.M.: Open House, Used Uniform Sale, school community information tables, and Spiritwear order pick-up in school dining hall and classrooms. **Pick up your Back-to-School family packets with information for the new year!**

7:00-7:30: 2nd Screenstrong Presentation (in case you miss the first one)



BACK 2 SCHOOL NITE

Hot Lunch Program

Lunches are free under the Free School Meals Bill recently passed in Minnesota. CKC is managing our hot lunch program this year. Students will place their hot lunch order with their teacher every school morning during attendance.



Breakfast will also be provided for free. Students may select a breakfast, in the Gathering Space, when they arrive at school. Please arrive as close to 8:40 am daily so children have enough time to select their breakfast before school begins.

The Free School Meals Program will provide a whole lunch and breakfast for free. If your student will be bringing a cold lunch and would like to purchase milk to go with their lunch, that will still need to be paid for.

Milk only = \$.35

PayPams

We will use PayPams for our meal accounting system. Parents will need to create an account through PayPams to prepay your milk-only charges. Your child will be assigned a lunch number to charge their milk as it is received.

Overdue balances may be assessed a late fee. Please look for more information on how to set up your PayPams account on our website.

Educational Benefits

We encourage everyone to fill out the Educational Benefits Application (formerly the Free/Reduced Lunch Application). **The completion of this form provides much needed public funding for our school.** Paper applications are available. Please look for further information on our website.

You can also check our website for updates on the hot lunch program.

<https://school.sjolc.org/hot-lunch-program>



HOT LUNCH

Important Links

School Website

www.school.sjolc.org

2023-24 Calendar

www.school.sjolc.org/school-calendar

School Supplies

www.school.sjolc.org/supply-list

PreK & K-8 Handbook

www.school.sjolc.org/parent-resources

Athletics

www.school.sjolc.org/information-calendar

Volunteering

www.school.sjolc.org/volunteer

Fundraisers

www.school.sjolc.org/fundraisers

TADS

www.mytads.com/a/stjohnsschoollittlecanada

Parish Website

www.sjolc.org

Hot Lunch Program

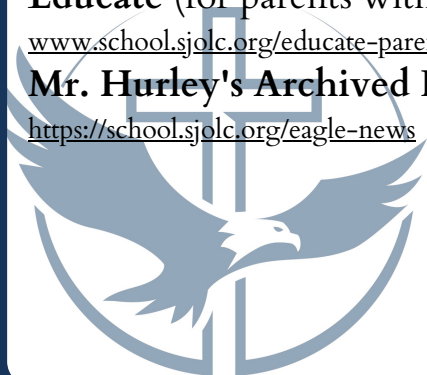
www.school.sjolc.org/hot-lunch-program

Educate (for parents with students in grades 5-8)

www.school.sjolc.org/educate-parent-portal

Mr. Hurley's Archived Newsletters

<https://school.sjolc.org/eagle-news>



KEY LINKS