

IMPORTANT BACK TO SCHOOL DATES

- Wednesday, August 3** **Freshman Picnic**
All freshmen and their parents are invited to attend a picnic at 6:00 PM on Wednesday, August 3. This is an informal opportunity to meet classmates, other parents and members of the administration before the start of the school year. Join the Aggies at the Jaycee Picnic Shelter in Central Park in Roseville. Watch the Parent Newsletter for more information.
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- Wednesday, August 17** **Parent Welcome Fiesta**
Please join us for a *parents-only* social to welcome those parents who are new to Saint Agnes and to reconnect with returning parents. The Fiesta will take place from 4:30 - 7:30 PM in UAC Commons. Parents are welcome to stop in anytime during these hours to socialize and enjoy delicious Southwestern appetizers. Phy-Ed uniforms, school sweatshirts, and other important information will be available on this evening.
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- Tuesday, August 23** **Preschool & Kindergarten – “Meet My Teacher”**
“Meet My Teachers” for Preschool and Kindergarten families will be Tuesday, August 23rd. “Meet My Teachers” provides students and parents the opportunity to see the classroom, meet teachers, drop off school supplies and paperwork, and prepare for a successful first day! We request that all new families attend “Meet My Teachers.” For Preschool returning families, “Meet My Teachers” is optional. Please look for a Sign-Up Genius via email in August.
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- Wednesday, August 24** **Upper School Orientation for ALL New Students and ALL 7th Grade Students**
This special orientation event is for students who are new to the Upper School at Saint Agnes. This includes: ALL 7th Grade students and any other students transferring into the school in grades 8-12. Orientation will take place from 10:00am-12:30pm.
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- Thursday, August 25** **First Day of School/Orientation (Grades PreK-12)**
The first day of school for Grades PreK-12 will be Thursday, August 25. This day is a split-half day for the Lower and Upper Schools. Please note that no lunch will be served this day. Please see below for important information for each grade on the first day/week of school:
- Lower School (PreK-6) – 7:55am-11:00am**
All PreK-6 students report to their homerooms at 7:55am and will be dismissed at 11:00am. **No After School Care provided.* All Preschool and Kindergarten students will attend half days 7:55am-11:00am on Friday, August 26. Students in 1st through 6th grade will dismiss at 2:45pm starting Friday, August 26.
- Upper School (7-12) – 12:00pm-2:45pm**
All 7-12 grade students will report to House/Advisory at noon, participate in a welcome assembly, and then progress through their seven class periods. Dismissal will be at 2:45pm. They will report at 7:55am for their first full day on Friday, August 26th.
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- Wednesday, September 7** **School Picture Day (Preschool-12th Grade)**
Order forms will be handed out at school earlier in the week. Students will be photographed in their school uniforms, excepting seniors. Seniors will be provided guidelines for dress during the first week of school.

BACK TO SCHOOL CHECKLIST

Events:

- August 17 – Parent Welcome Fiesta (4:30-7:30pm)
- August 23 – Preschool & Kindergarten “Meet My Teacher”
- August 25 – FIRST DAY OF SCHOOL (PreK-6 7:55-11:00am; 7-12 12:00pm-2:45pm)

Forms/Paperwork:

- Signed Tuition Agreement (TADS)

The following forms will be sent via Permission Click on Thursday, August 11 to the email address listed in TADS/Educate as your primary household email address. All three forms are required. Further information on each form is included below in this mailing.

- Non-Public Aid Request (Permission Click)
- Signed Student/Parent Handbook Agreement (Permission Click)
- Annual Health Update/Permission Slip Information (Permission Click)

You will receive an email requesting that you confirm your family information for the student directory. Please reply with necessary amendments.

- Review Directory Verification Email – reply if changes are necessary

Health Forms (<https://www.saintagnesschool.org/back-to-school/> - look for Health Forms):

- Up-to-Date Immunization Records (Only K, 7, transfers)
- Health History (Only K, transfers)
- Health Exam Forms (if needed for sports participation)

Optional: (More information below)

- Transportation Reimbursement Form (via Permission Click)
- Application for Educational Benefits (Free/Reduced Meals)
- Volunteer Form (also available online)

Supplies/Materials (more information below):

- School Uniforms
- School Supplies (Use www.schooltoolbox.com if you wish!)
- PhyEd Uniforms

FORMS INCLUDED IN THIS MAILING

APPLICATION FOR EDUCATIONAL BENEFITS (Free/Reduced Meals)

Please complete an application if you think you may qualify. The school receives other financial benefits, such as scholarships grants based on the data submitted. The federal pandemic relief for 2021/22 has been discontinued. To receive Free/Reduced meals you must complete an application for 2022-23.

The Minnesota Department of Education provides an application process for Free & Reduced Meals. If your family qualifies for free/reduced meals, you will only need to prepay for additional entrées or milk. Families that qualify for reduced meals will also receive meals at no cost this year. The cost of an extra entrée is \$1.80 and extra milk is \$0.35. Applications are included in this mailing and are available on the Parents page of the website – look for Hot Lunch under Parent Resources. If you plan to apply, please understand that if you qualify, it is not retroactive. If you have not applied yet, please contact the Business Office. Based on the number of qualified applicants, the school receives funding for textbooks and other education grants, even if you don't eat the free/reduced meals. Please contact Sandy Veal with any questions at 651-925-8815 or sveal@saintagnesschool.org.

VOLUNTEER OPPORTUNITIES (Also available on Permission Click)

We are blessed to have many parents that give back so generously to the school with their time and talents. It is important for everyone to know that the real cost of education exceeds the actual price of tuition at Saint Agnes. For this reason, we need everyone's support in assisting us with their time and talents.

A listing of various possible volunteer opportunities is included in this packet and will also be available on Permission Click. Check off those events that interest you and you will be contacted as needed. **We have a daily need for hot lunch helpers throughout the year.** Volunteers need to always be compliant with the Archdiocese Essential Three (E3) Safe Environment requirements. If you have any questions about volunteering, please contact Annette Beaudry, Volunteer & Safe Environment Coordinator, abeaudry@saintagnesschool.org or 651.925-8826.

FORMS TO BE FILLED OUT ONLINE

To reduce paperwork and take advantage of digital signing technology, the following forms are to be completed online via Permission Click. If completing the form online is not feasible for your family, please contact the Main Office at 651-925-8700, and we will assist you with paper versions.

Please Note: Your household will receive three (3) email invitations from Permission Click on Thursday, August 11 with a request to complete each required form and sign. The email invitation will go to the email address listed in TADS/Educate as your primary household email.

1) NONPUBLIC AID – TEXTBOOKS, NURSING, COUNSELING (Required)

Each year we ask parents to sign a nonpublic education fund form. This form enables Saint Agnes to receive services and funding for our school from the State of Minnesota. The materials and amount of services that we receive are in no way contrary to our Catholic mission. The funding comes from a portion of your taxes paid to the state. It is extremely important for you to complete this form so that Saint Agnes School can receive maximum financial support from the state. Our estimated total amount for services and funding for the 2022-23 school year is approximately \$250,000, but parents must complete this form to request the services/funds.

2) HEALTH UPDATE/PERMISSION SLIP INFORMATION (Required)

Previously, we have asked for an annual health update for students on a paper form from St. Paul Public Schools. We have combined the essential information from this form with the necessary medical and emergency contact information from our permission slip form for field trips. Completing this form eliminates the need to continually supply this information on permission slips. Rather, you will be able to simply acknowledge permission for your student to participate in the field trip and confirm that the previously supplied medical and emergency contact information is still current. If you have questions regarding this form, please contact Mr. Karl Hendrickson, Assistant Headmaster, at 651-925-8755.

3) STUDENT/PARENT HANDBOOK AGREEMENT (Required)

This form indicates your agreement to abide by the provisions and conditions set forth in the Saint Agnes School 2022-23 Student/Parent Handbook. When completing the form, you will be able to download a copy of the Handbook for your files and see substantive changes from the prior Student/Parent Handbook.

Links to the following optional forms will also be available on the school website and in future School Newsletters.

1) TRANSPORTATION REIMBURSEMENT

Many families who commute from outside the cities of St. Paul and Minneapolis are eligible to receive transportation reimbursement monies from their local public school district. Please review the form to determine your eligibility and contact your local public school district for guidelines. If further assistance is needed, please contact Mrs. Kathy Kilduff in the Main Office at 651-925-8703. As reimbursements arrive from various districts during the summer months, the Business Office will either apply these to current tuition and fee balances, sending appropriate communication to families, or will forward the reimbursement check directly to the respective families.

2) VOLUNTEER OPPORTUNITIES

See details above. This form may be filled out online if desired.

IMPORTANT INFORMATION

ACADEMIC ONLINE PORTAL

Educate is our online academic portal for families. *Educate* is a secure website that houses academic records for all Saint Agnes School students (K-12). Parents and students can log onto *Educate* to review grades, homework, report cards and other information on classes at <https://educate.tads.com/>. New families will receive information by email in August on how to access *Educate*.

AFTER SCHOOL CARE FEES

We offer After School Care supervision to students in grades K-6 from dismissal (3:00 PM) until 5:00 PM each school day. This program, located in our school cafeteria, offers Saint Agnes families supervision of their student's self-directed use of time within a monitored space, a school supply of games, art activities, access to our courtyard playground (weather permitting), and an opportunity to complete homework. Students in grades K-6 remaining in After School Care beyond 3:15 pm will receive a snack at no charge. In addition, there are days in which a faculty member is available for tutoring within the program free of charge. Use of After School Care is monitored by a sign-in/sign-out system using a cloud-based application accessed via laptop. **How it Works/Fees:** Any K-6 student not picked up immediately after school must go to the After School Care area until a parent arrives. K-6 students that have not been picked up by 3:05 PM – except for those students involved in after-school sports and other pre-approved activities – will be charged a fee of \$0.10 per minute per student between 3:05 PM and 5:00 PM; this is a base rate of \$6.00 per hour per student. Students not picked by 5:00 PM will be assessed a late pick up charge of \$10.00; students who still have not been picked up by 5:30 PM will be assessed a larger penalty of \$20; recurring incidences of late pick-up may result in a withdrawal from the program. Based on the actual minutes logged in After School Care from the sign-in/sign-out system, a monthly bill will be added to each family's TADS account on the 15th of each month. Please budget accordingly if you have multiple students in the After School Care Program. **NOTE:** Any family experiencing financial hardship and needing assistance with covering the After School Care expense should contact our Business Administrator, Bob Collett, at bcollett@saintagnesschool.org. There is no cost to any 7-12 grade students who are onsite after dismissal.

DUAL-ENROLLMENT REGISTRATION DATES 2022-23

We are happy to host our Dual-Enrollment option once again for some high school courses through the University of Mary! We continue to have 20+ courses available for 3.00 credits. The fee will remain \$95 per course (3.00 credits) as last year. To avoid confusion about registration dates, we've decided to publish them now for the sake of clarity. Sign up information will be distributed to students during the first week of school and in the School Newsletter. Contact Mr. Michael Adkins at 651-925-8756 with questions.

Semester 1 Courses

Deadline: Tuesday, September 13

Note: sign up is only for below at his time

Apologetics	THE 104
A History of Catholic Dogma	THE 250
The Creed	THE 112
Sacraments & 10 Commandments	THE 221
Photojournalism	ART 108

Semester 2 & FULL-YEAR Courses

Deadline: Tuesday, December 6

Note: students may not sign up for Sem 1 courses at this time

Latin I, Latin II, Latin III, Latin IV, Latin V	LAT 101, LAT 102, LAT 201, LAT 202, LAT 301
Catholic Moral Theology	THE 270
The Great Conversation (Senior Honors English)	PHI 201
World Literature (Senior English)	ENG 130
European History (non-Honors & Honors)	HIS 102
U.S. History (non-Honors & Honors)	HIS 271
Catholic Social Doctrine	THE 208
Introduction to Old Testament	THE 110
Introduction to New Testament	THE 203
Honors Calculus II	MAT 210

FUNDRAISING REQUIREMENTS

Saint Agnes has a \$100 fundraising fee for each student with a \$300 maximum per family. Students are asked to participate in the school-wide Annual Car Raffle to meet this obligation. We are delighted that a new automobile has been donated to the school for the purposes of this raffle. Sale of raffle tickets begins in November of 2022 and concludes at our Red & White Dinner on February 11, 2023. Students will be receiving details about the raffle in the fall; additional prizes and incentives will also be awarded to top student sellers. If a family chooses not to participate, or does not meet the \$100 per student goal, a respective fee per student will be added to their tuition account.

IMMUNIZATION RECORDS

Minnesota law requires that every student who is enrolled in school have up-to-date immunization records on file. Unless there are medical, conscientious, or legal exemptions, children are to be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and chicken pox. **Parents: Please note that various boosters are due in Kindergarten and the 7th grade year.** Please check with your care providers for more information. Forms are available on our website at www.saintagnesschool.org/back-to-school/ - look for Health Forms.

K-6 HOMEROOMS/7-12 CLASS SCHEDULES

Your son/daughter's class assignments for the school year, including K-6 homeroom teachers, will be available online through your Educate account by Thursday, August 18. Every effort was made to accommodate Upper School student course requests made in the spring. Course selections will be adjusted due to schedule conflicts and academic needs only, *and all must be accompanied by written parent permission.* A \$50 fee per course change will be charged for any voluntary schedule change requests; there is no guarantee that approved requests can be accommodated. *No changes will be granted after the end of the first week of school.* If, after August 18, you are unable to access your schedule or have questions regarding Educate, please contact either Mr. Michael Adkins, Lower School Director, at 651-925-8756 or Mr. Karl Hendrickson, Assistant Headmaster, at 651-925-8755. Upper School locker assignments and combinations will be visible on student schedules on the first day of school.

MASS SCHEDULE

During a typical week, there will be two Masses for school students.

Thursday, 8:25 AM – Lower School (Grades K-6)

Thursday, 9:30 AM – Upper School (Grades 7-12)

On occasion, Mass times will be adjusted for various liturgical celebrations. Daily Mass at the Church of Saint Agnes is offered each weekday morning at 6:30 AM, First Fridays at 5:15 PM, and the long-standing Ordinary Form Latin Sung Mass on Saturday mornings at 8:00 AM continues as normal.

PICK-UP & DROP-OFF PROCEDURES

During times of heavy traffic (e.g. morning drop off and afternoon pickup), we ask families to please follow a set of procedures to keep traffic flowing smoothly and pedestrians safe. Please take a moment to review the procedures as posted on the school's website on the Parents page:

<http://www.saintagnesschool.org/parents/> - look for Traffic Procedures under Parent Resources

PRESCHOOL AND KINDERGARTEN FIRST DAYS

Preschool and Kindergarten will dismiss at 11:00 AM for the first two days of school, Thursday, August 25 and Friday, August 26. This early dismissal helps to ease the transition to full days of school for our newest Aggies.

REQUIRED PHY-ED UNIFORMS

Grades 5-12 will be wearing a Saint Agnes Physical Education uniform. The uniform is \$10.00 for the shirt and \$10.00 for the shorts. These may be purchased from the Phy-Ed Department during the first week of school in August.

SAFE ENVIRONMENT REQUIREMENTS FOR VOLUNTEERS (Essential Three/E3)**New Volunteers**

New volunteers must complete the following E3 requirements before being placed on a volunteer roster.

VIRTUS Online Requirements

- Code of Conduct
- Background Check
- Safe Environment training

Create your account at: <http://www.virtusonline.org>

Paper Requirements

The following paper forms must be completed and returned to the school office.

- 123B Informed Consent
- Saint Agnes Volunteer Application paperwork.

Current Archdiocesan volunteers who are new to Saint Agnes may need to complete paperwork to be E3 compliant at Saint Agnes; but should not need to create a new VIRTUS account.

Current Volunteers

Volunteers must always be E3 compliant.

- You will receive automated notices from the VIRTUS system when requirements are due.
- You must maintain a current email address in your VIRTUS account to receive notifications.
- Complete requirements promptly.
- Overdue VIRTUS accounts will be made "inactive" and you will not be allowed to volunteer.

Contact Annette Beaudry, Safe Environment Coordinator, abeaudry@saintagnesschool.org or 651.925-8826 to update your account, reactivate an account, or for questions.

SENIOR YEARBOOK PHOTOS

To ensure uniformity in style and quality, senior students will have their yearbook photo taken at Saint Agnes on picture day, which is Wednesday, September 7. There is no cost for this photo and they will be submitted directly to the yearbook advisor by the photographer. Seniors will be provided guidelines for dress this day.

TUITION AGREEMENTS

All families should have received and accepted their tuition agreements for the 2022-23 school year; unless final details are being worked out with the Business Administrator. **In the absence of a signed agreement, or an outstanding tuition balance from a previous year, students will be unable to begin classes on August 25.** Payment arrangements for past due tuition must be in place by July 29 or students will be unenrolled for the 22-23 school year. Note: Per the policy contained on the TADS agreement pages, there is a 25% of tuition fee due for withdrawing a student after June 30. Please review the agreement(s) on the TADS pages carefully. If there are questions regarding your agreement, please contact Mr. Bob Collett in Business Affairs at 651-925-8801 or by email at bcollett@saintagnesschool.org. We are committed to working with all of our families and their respective special circumstances that might arise, but communication needs to happen as soon as possible.

UNIFORMS

For a complete list of dress code regulations, please visit <http://www.saintagnesschool.org/back-to-school> - look for Uniform Info, or consult the 2022-23 Parent/Student Handbook, which will be available online in August. It is the responsibility of the students to be aware of **all** dress code regulations. Uniforms are to be purchased at Donald's Uniform: 972 Payne Ave., St. Paul, MN 55130.

OTHER INFORMATION AVAILABLE ONLINE!

Cafeteria Information
Fall Sports Information
Health Forms/Immunization Records

New Faculty Bios
School Supply Lists
School Uniform Information