



Highlights

**School Supply Drop Off/
Back to School Meet and Greet
where the uniform swap will take
place again**

**School Arrival: 8:30 am
Academics begin: 8:45 am
Dismissal: 3:15 pm**

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From the Principal:

Welcome to August and the official start of Back to School season. While preparations are well underway for the new year, I hope and pray your family is still enjoying the summer sun and making memories. No matter how much we prepare, that first day of school always seems to sneak up on us anyway :) If you are just starting your preparations, you will find our school supply list and dress code under the parents tab on our website. (For the supply list click on "forms".) I'm very excited that our new website went live this summer, but there is always a learning curve so please let me know if you can't find something so I can make sure it wasn't lost in the new design.

We are blessed to have our excellent faculty and staff returning this year, but as I shared in the spring there are few people who shifted positions that were opened up by retirements or changing enrollment numbers. The current grade levels and teachers are listed below. KR and Second Grade are self-contained, but the other grade levels will switch between teachers for core subjects. Please pray for all of these dedicated professionals and be assured that we are praying for your family and especially for your children who we are excited to welcome back in just a couple of weeks. Don't hesitate to reach out to me if I can help in any way between now and the first day on August 23rd!

God's Blessings,

Mrs. Andrea Puhl

2022-2023 Faculty and Staff

Local Superintendent: Fr. Tom McQuillen **Principal-Minister:** Mrs. Andrea Puhl

Faculty:

HR 8 Jr. High Teacher (Science, History): Mrs. E. Webb
HR 7 Jr. High Teacher (Math, Religion): Mrs. A. Bridges
HR 6 Jr. High Teacher (LA, History, Religion): Mrs. S. Pester
Gr. 5: Mrs. J. Dulle **Gr. 4:** Mrs. N. Horn **Gr. 3:** Mrs. T. Gerken
Gr. 2S: Mrs. R. Simler **Gr. 1J:** Mrs. J. Rich **Gr. 1R:** Mrs. M. Rogers
Gr. KS: Mrs. S. Rosebrock **Gr. KD:** Mrs. H. Dulaney **Gr. KR:** Mrs. J. Hinz
Gr. PS: Mrs. Julia Kulik **PS aides:** Mrs. Chari, Mrs. Erica Kettinger, Mrs. Carol, & Ms. Emily
Technology (KR-8): Mr. M. VanTilburg **Phys. Ed. Gr. (KR-8):** Mr. R. Schenk
Spanish Gr. 7/8: Mrs. J. Castillo **General Music (KR-8):** Mrs. D. Wilt **Band (5-8):** Mr. E. Millington
Library: Mrs. K. Ware

ASP Faculty and Staff:

Clerk: Mrs. P. Bowen **Intervention:** Mrs. T. Sadowski, Mr. A. Thurman **Tutor/Enrich.:** Mrs. K. Westmark, Mrs. K. Conroy **Speech:** Mrs. A. Paluch **Nurse:** Mrs. D. Kolbe **Counselor:** Mrs. G. Dever
Title I Reading: Mrs. M. Adler

School Staff:

Admin. Assistant: Mrs. S. Rath **Receptionist:** Mrs. B. Rogers **Extended Day:** Ms. Gigi Plowman
Maintenance: Mr. M. Kleman **Lunch:** Ms. M. McKenzie

APPOINTMENTS DURING MASS Thursdays. (2:10-3:00pm)

It is recommended that you do not schedule student dental/ortho/doctor appointments during Mass time on Thursdays. (2:10-3:00 pm)

Thank you for your consideration of this spiritual time for staff/students.

Back to School Meet and Greet/ School Supply Drop Off & Uniform Swap Grades PS-8 August 21st 11:15am-1:30pm

Parent Alert

St. Aloysius uses a communication system called **Parent Alert** to notify parents of school closings, delays, emergencies, and other upcoming events or reminders.

ALL PARENTS, Please review Parent Alert preferences in Option C and update your profile. [Instructions](#) can be found on our website under the Parent tab. You are able to enter multiple phone numbers, cell numbers, email addresses as your contact information.

Website and Schoolgram Information

Please use our school website for all your school informational needs. Many of your questions can be answered in the drop downs under "Parents" or "School News".

If you are unable to find the answer, please email the office with your question.

www.stalschoolbg.org

Parent Association (PA) Information:

Please follow "St. Aloysius Parent Association" on Facebook. This will help you stay up to date and is also a great place to buy and sell gently used uniforms.

From the Office

School office hours

The school office will open at 7:45am and close at 4:00pm each weekday. When planning, please conduct non-emergency business with the office staff before 8:30am or after 3:30pm, allowing student needs to be met during the 8:30am – 3:30pm time frame. Appointments are strongly encouraged and may be scheduled via email at schooloffice@stalschoolbg.org or receptionist@stalschoolbg.org.

Bus Transportation

Bus transportation is provided to St. Aloysius School from BG, Otsego, and Elmwood. Contact your local district with any questions concerning bus routes and to see if you are eligible. **BG has announced that they will only bus students who live two miles or more from their school. Please contact them for more information..** They can also provide details on times and bus stop locations. BGCS: Toby Snow at tsnow@bgcs.k12.oh.us. Otsego: Eva Vasher at evasher@otsegoknights.org. Elmwood: Laurie Lee at leel@elmls.net. Bowling Green City Transportation Director has a current list of all BG children attending St. Aloysius School. All district school buses will pick up students at the end of the school day at the Enterprise St. doors. Bus lines will form with social distancing in the gym.

School Clothing Recommendations

It is recommended to label all jackets, sweaters, lunch boxes, etc. with your child's name (or initials) so they can be returned easily when left at school. Especially spirit wear or uniform sweatshirts, etc.! We send a large amount of clothing and other items to Goodwill 2 times a year.

Sending money to school

It is recommended, when sending money into school for various reasons, to place the money in a sealed envelope/plastic baggie with your child's name, grade, and reason marked on the outside. For multiple children, please mark the amount for each child as well. It helps us to know where to apply the money. Please use the Extended Day envelopes for Extended Day payments only.

Parent/Student Handbook

The current Parent/Student Handbook will be available at our Back to School Meet and Greet and will also be available on our website at www.stalschoolbg.org. We will have a box available on the table outside the office to leave the signature page if you would like to sign and return it while you are here.

Teaching Responsibility:

Because all students need help with this, we encourage a "No calling home for forgotten items" policy. Homework passes are issued in the upper grades and should be used for this purpose.

Volunteering: If you would like to volunteer to help in the school, class parties, or field trips, the Diocese of Toledo requires you to complete a background check and online class. It is good for 5 years, so if you are unsure if you are still within that window, please check at the school office. Otherwise, stop in to pick up instructions at the school office. Complete the [Diocesan Vehicle Driver Agreement](#) form to confirm car insurance if you want to drive for field trips.

Job Openings: If you or anyone you know is looking for a part time position, please consider the following opportunities:

- Extended Day Supervisor: Before and after school. Contact Ms. Gigi at extended_day@stalschoolbg.org.
- Playground Supervisor: 11:20 a.m. - 1:15 p.m. Contact Mrs. Rath at schooloffice@stalschoolbg.org.

Arrival and Dismissal Information

8:30 am: First AM Bell

School doors unlock. Students will head directly to their classroom. Teachers will dismiss them to their lockers to avoid large groups in the halls.

8:45 am: Second AM Bell

* All exterior doors are locked.

* **Classes begin** with Homeroom. Students are expected to be in the classroom and ready for prayer and morning announcements before this bell rings.

Calendar

August 2022

8/21

- **Back to School Meet and Greet/ School Supply Drop Off**
11:15am-1:30pm & Uniform Swap
- *Please check with grade level teachers for rules on locker decorations.*

8/23

- 8:45 am First Day of School for KR – 8 students

8/25

- School Mass 2:10 pm

8/31

- PS half days begin

9/1

- School Mass 2:10 pm

9/5

- NO SCHOOL: Labor Day

9/6

- PS starts full days

Lunch Pre Order Schedule

One lunch menu will be sent at the beginning of each month. The monthly menu is uploaded to the website under Parents tab and [Cafeteria and Menu](#) on the Here is a schedule of due dates for the entire school year.

<u>Month</u>	<u>Due date</u>
August (menu)	July 15
September (menu)	August 15
October	Sept. 15
November	Oct. 15
December	Nov. 15
January	Dec. 15
February	Jan. 15
March	Feb. 15
April	March 15
May	April 15

Online order process:

1. Complete an order online at www.optionc.com for each student. Our school code is 8362. Ordering can only be done through the parent login.
2. Enter your Parent login, click on Office, then Lunch orders, then the child's name. If multiple children; click on each child's name to complete their individual order. An order must be placed for each child. Refer to the [menu](#) as you place the order.

****Please note that the page defaults**

* Any student arriving after the 8:45 am bell (whether it be parent or student issues) is classified as an unexcused tardy. **Only doctor & dental appointments., Mrs. Puhl discretion, or late bus are considered an excused tardy.**

8:45am-3:10pm

* If it is necessary to pick up your child during the school day, enter the building from the Summit St. entrance and ring the intercom to gain entry. A staff member will unlock the door after you have announced your name and reason for entering the building.

* For security reasons, please do not allow entrance for others, and know that the children have been trained not to open the door.

3:00-3:12pm

* Students will organize and prepare for dismissal from the classroom.

3:10 pm Announcements begin

3:12pm First PM bell rings

* End of day prayer and announcements begin. Students remain in the classroom until dismissed.

* Bus students will be picked up at Enterprise St. doors.

* Parents will pick up students in the parking lot using the PikMyKid app to announce arrival.

* Extended Day students will be dismissed once all other students are dismissed.

3:15 pm: Second PM bell rings

* Doors to the gym remain locked until Extended Day ends at 6pm.

Parking Lot Procedures:

The procedures will be modified slightly from last year and a separate email will be sent closer to the start of school with all the details. We will continue to use the Pik My Kid app for dismissal. A map and your Pik My Kid card with student numbers will be available at the Back to School Meet and Greet.

Daily Schedule: KR through Grade 8

7:00 am: Building opens for Extended Day students. Enter through school doors and proceed down the narthex hallway following the signs to Extended Day. Ring the doorbell for admittance.

8:30 am: Office and Enterprise St. school doors unlock for student admission.

8:45 am: School day begins with Prayer & Announcements. Academics begin immediately after prayer.

- A student arriving after this bell will be tardy. See handbook for the definition of excused vs. unexcused tardiness. We strive to teach promptness. In your child's best interest, we recommend arriving at 8:30am. It allows them to be prepared for academics at 8:45am. Our policy is that students who have three unexcused tardies will serve an hour detention.

11:00 to 1:10: Lunch/Recess for all grades (See Below)

3:12 p.m. First PM Bell:

- Prayer and announcements
- Students are dismissed from the classroom to the bus lines, parent pick up, and Extended Day

3:15 p.m. Second PM Bell:

- The school day ends.

3:15 to 6:00 p.m. Extended Day is open.

Lunch Schedule:

Kindergarten Readiness & Kindergarten

11:00-11:30 Lunch

11:30-12:00 Recess

Grades 3, 4 & 5

12:00-12:30 Lunch

12:30-12:55 Recess

Grades 1 & 2

11:30-12:00 Lunch

12:00-12:30 Recess

Junior High (6,7,8)

12:35-12:55 Lunch

12:55-1:10 Recess

Administration of Medication

School policy prohibits any student from keeping medication in his/her possession while in class. Thus, all medication must be turned in at the school office. **Please do not send in one or two pills in a baggie. School personnel are not allowed to administer any type of drug given in this format. The medication will be destroyed.**

Prescription medication, some cough/cold medications, and antihistamines:

Written authorization by both parent AND physician is required. The [form](#) can be found on the website under the Parents Tab ~ [Forms](#). The original prescription medication container

to the current month, so you must choose the correct month BEFORE placing the order.

3. Please pay the amount at the bottom left and send in your payment (cash or check payable to St. Aloysius) to the school office labeled "September lunch order" with your child/children's name and grade. For multiple children, please write the amount for each child.

- Payment is due at the time the order is placed.
- Failure to pay lunch accounts each month may jeopardize use of the program.

4. Direct any billing questions to Mrs. Rath in the office, and any allergy, ingredient, etc questions to Ms. Kris.

Forgotten Lunch Policy

If a child knows he/she did not order lunch, and notifies the office by **9:30am**, **ONE** call will be made to a parent to bring a lunch to school. After 9:30 am, the following rules will apply.

- All students who do not have a packed or pre-ordered lunch will receive a lunch based on what food/fruit/drink is available.
- The cost of the replacement lunch is \$5, payable the next day. A slip is given to the student to bring home as a reminder.

Lunch Facebook page and email:

Stay up-to-date on current information about lunch. All billing and ordering questions should still be directed to the school office.

[Lions Lunch Lady Facebook Page](#)
LionsLunchLady@gmail.com

must be labeled with the student name, name of medication, dosage, and also if it needs refrigeration. The time of administration and when it was last given must be written or communicated to the school nurse. To begin this process, speak to the school nurse by calling 419.352.1250 or emailing at nurse@stalschoolbg.org.

Procedure for Over the Counter Medication:

A physician's signature is NO longer required to give SOME over the counter medication. There is a [form](#) that must be completed. It can be found on the school website under the Parents Tab ~ [Forms](#). The school nurse has a stock of Acetaminophen, Ibuprofen, Neosporin cream, anti-itch cream, and cough drops. Other OTC medications must be supplied by the family. ****Please note that some cough and cold medications as well as antihistamines may still require a physician's signature.**

If necessary, please contact the school nurse to discuss the procedures for inhaler usage, accessibility, and necessary paperwork.

Medication paperwork and medication must be current for the 22-23 school year.

Extended Day Information

- All students in KR-8 at St. Aloysius are welcome!
 - Cost is \$3.60 per hour per child and is billed to parents on a weekly basis. Payments are expected weekly to cover the cost of operations. Failure to pay Extended Day accounts each month may jeopardize use of the program.
 - All students (KR-8) must be signed in & out by parents. A new [registration form](#) is to be completed for each family/child yearly. It is attached to the email. Paper copies will be available at Meet the Teacher.
 - A registration fee of \$20.00 per family is due with the form **if you plan to use the service regularly**, unless you are carrying a credit from last year. This is a start up fee, and will be credited back to your family account in May 2023.

7 am: MORNING Extended Day opens

Our billing system requires parent login of all students. Each child will have their own identifying pin number given to parents only. If a child enters without a parent, he/she will be logged in by staff as if they arrived at 7 am. Students will not be allowed to log themselves in. Your login will be given to you on your child's first day of attendance. They remain the same from year to year.

3:15-6pm AFTERNOON Extended Day hours

Students are dismissed to Extended Day from the classrooms at 3:15pm. For students in grades KR-2, a note from a parent is recommended to be given to the teacher with your child's regular dismissal instructions. You can also indicate this in the Pikmykid app. At any time if the regular plans change, PikMyKid should be updated.

Parents are to ring the doorbell to enter Extended Day for pick up. Remember to log your child out of the computer system with their login number. Staff can assist you.

Students not picked up by 6 pm will be assessed a late fee. Misuse of this pick up time may lead to a student being dismissed from the program.

