



# Schoolgram

August 3, 2023



## Highlights

**School Supply Drop Off/  
Back to School Meet and Greet  
Sun. 8/20, 11:15 am - 1:30 pm**

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

## Inside this issue:

<b>From the Principal</b>	1
<b>Faculty and Staff</b>	1
<b>Mass Appointments</b>	2
<b>Back to School Meet &amp; Greet</b>	2
<b>Parent Alert</b>	2
<b>Website Information</b>	2
<b>Parent Association</b>	2
<b>From the Office</b>	2
<b>Arrival and Dismissal Info.</b>	2-3
<b>Calendar</b>	3
<b>Lunch order process</b>	3
<b>Parking Lot Procedure</b>	3
<b>Daily Schedule KR-8</b>	3
<b>Lunch Schedule</b>	3
<b>Administration of Medication</b>	3-4
<b>Forgotten Lunch Policy</b>	4
<b>Extended Day Information</b>	4

## 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".)

Our summer maintenance crew did a great job getting our building ready and we have four classrooms with brand new ceilings, lighting and fans thanks to the Annual Fund Drive. We will continue to make these improvements to additional classrooms each summer. We've been seeing a lot of teachers this week, back in their classrooms preparing for the arrival of your children.

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 22nd.

*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. Castillo    **Gr. 4:** Mrs. N. Horn    **Gr. 3:** Mrs. T. Gerkens

**Gr. 2:** Mrs. R. Simler    **Gr. 1:** Mrs. M. Rogers

**Gr. KS:** Mrs. S. Rosebrock    **Gr. KD:** Mrs. H. Dulaney    **Gr. KR:** Mrs. J. Hinz

**Gr. PS:** Mrs. Julia Kulik    **Technology (KR-8):** Mr. M. VanTilburg    **Phys. Ed. Gr. (KR-8):** Mr. R. Schenk

**Spanish Gr. 7/8:** TBA    **General Music (KR-8):** Mrs. D. Wilt    **Band (5-8):** Skyler Diehl    **Library:** Mrs. S. Cox

## ASP Faculty and Staff:

**Clerk:** Mrs. B. Rogers    **Intervention:** Mrs. T. Sadowski, Mr. A. Thurman    **Speech:** Mrs. A. Paluch

**Nurse:** Mrs. D. Kolbe    **Counselor:** Mrs. G. Dever    **Title I Reading:** Ms. 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 Grades PS-8 Sunday August 20th 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](http://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. **In lieu of the Uniform Swap, you can find uniforms for sale here using the QR code.**

St. Aloysius Parent  
Association



## 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](mailto:schooloffice@stalschoolbg.org) or [receptionist@stalschoolbg.org](mailto: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. **Directors:** Toby Snow: [tsnow@bgcs.k12.oh.us](mailto:tsnow@bgcs.k12.oh.us). Otsego: Eva Vasher at [evasher@otsegoknights.org](mailto:evasher@otsegoknights.org). Elmwood: Laurie Lee at [leel@elmls.net](mailto:leel@elmls.net). All district school buses will pick up students at the end of the school day at the Enterprise St. doors.

**BG has started using an app called Traversa Ride 360.** See the attached instructions to set up your account to see bus stop locations, pick up/drop off schedules, and to allow push notifications. Our school office now has access to bus stops, transfer buses, and pick up and drop off times.

### 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 signature page will be available at our Back to School Meet and Greet and the handbook will be on our website under the Parents tab. You can sign and return the form to your youngest child's homeroom teacher.

### 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](mailto:extended_day@stalschoolbg.org).
- Playground Supervisor: 11:20 a.m. - 1:15 p.m. Contact Mrs. Rath at [schooloffice@stalschoolbg.org](mailto:schooloffice@stalschoolbg.org).
- We may also have some aide positions available. Contact Mrs. Puhl at [principal@stalschoolbg.org](mailto:principal@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.

## Calendar

8/20

- Back to School Meet and Greet/  
School Supply Drop Off  
11:15am-1:30pm

*Please check with grade level teachers for rules on locker decorations.*

8/22

- 8:45 am First Day of School  
\*Full Day Gr. 1 – 8  
\*8:45-11:00 am for KR & K  
(Kindergarten can only use A.M.  
extended day on half days)

8/24

- School Mass 2:10 pm (Gr.8)

8/28

- KR & K start FULL days

8/30

- PS start HALF days 9-11:30 am  
No AM or PM extended day

8/31

- School Mass 2:10 pm (Gr. 7)

9/1

- Free/Red. Lunch apps due

9/4

- NO SCHOOL: Labor Day

9/5

- 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](#). Below is a schedule of due dates for the entire school year.

<u>Month</u>	<u>Due date</u>
August ( <a href="#">menu</a> )	July 28
September ( <a href="#">menu</a> )	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](http://www.optionc.com) for each student. Orders can only be placed through the parent login.
2. 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

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

\* 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. Puh's discretion, or a 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 taught 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 the day prayer and announcements begin. Students remain in the classroom until dismissed.

\* Bus students will be picked up at Enterprise the 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 & PikMyKid app

We will continue to use the Pik My Kid app for dismissal with the same parking lot procedure. A map is attached and your Pik My Kid card with student numbers will be available at the Back to School Meet and Greet. Login information should have been emailed from PikmyKid for any new students added to the system, as well as instructions emailed from Mrs. Rath.

## 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 1:15:** 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:

### **Preschool**

11:15-11:45 Lunch

### **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

12:55-1:15 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**

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.

3. 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/produce/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](mailto:LionsLunchLady@gmail.com)

**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 EVERY YEAR. The [form](#) can be found on the website under the Parents Tab ~ [Forms](#). Paper copies will be available at Supply Drop off. The [original prescription medication container](#) 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 [nurse@stalschoolbg.org](mailto: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 EVERY YEAR. 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. Paper copies will be available at Supply Drop off. **\*\*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 upcoming school year.

## Extended Day Information

- All students in Preschool-8 at St. Aloysius are welcome!
  - Cost is \$4.00 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 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.

### 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. 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.

