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ADDENDUM 1

ADMISSION OF STUDENTS WITH INFECTIOUS DISEASES AND/OR LIFE THREATENING ILLNESS (INCLUDING AIDS)

St. Alphonsus School considers infectious disease and/or Life threatening diseases as a medical condition and considers it as a disability. St. Alphonsus School does not discriminate on the basis of disabling conditions. The cases for admission will be dealt with on a case-by-case basis. In the case of students infected with HIV virus, (AIDS) admission may be restricted if the conditions described below exist:

1. Students who lack control of their body secretions and are not toilet trained.
2. Students who have uncoverable oozing lesions.
3. Students who display physically aggressive behavior such as biting or a history of harming others.

Management Plan for AIDS in School

A. The aim of this management plan is to allow St. Alphonsus School to continue to serve with compassion, justice, and concern for all those who are infected with HIV and those who are not. The proposed plan should adopt a pastoral team approach whenever such occasion arises. The identity of the infected person (student or teacher) as well as all health and other pertinent records shall be kept confidential. The number of people who are aware of the student's/teacher's condition should be kept at a minimum.

The team will include the following:

1. The principal
2. The pastor
3. Student's parent or legal guardian (or infected teacher)
4. The infected person's physician
5. A person with expertise in AIDS and approved by the St. Alphonsus School Commission

B. The Superintendent of Schools will be informed when such a consultation is to take place and will be apprised of the results. All medical, legal and education decisions shall be made in writing. In each case the risk and benefits to both the student/teacher and others in the setting should be weighed. If there is a disagreement about the results, the final decision rests with the Superintendent of Schools.

C. Students infected with the HIV virus should be allowed to attend school and participate in all activities in an unrestricted manner. However, students could be restricted from school for reasons of the infection if the following exceptional conditions are evident:

1. Students who lack control of their body secretions and are not toilet trained.
2. Students who have uncoverable oozing lesions.
3. Students who display physically aggressive behavior such as biting or a history of harming others.

A student may be placed in home study pending team review.

The hygienic practices of an HIV infected child may improve as the student matures, or may deteriorate as the student's condition changes. For these reasons the need for a restricted or unrestricted environment should be reevaluated regularly.

D. Appropriate Arrangement: A student identified as HIV infected who is excluded from attending school shall be provided with information regarding appropriate programs at the proper grade level.

Education: St. Alphonsus School will annually submit a timeline of the planned instruction on the HIV infection. This instruction for parents/guardians, student, and other personnel is to be based on modified NCEA Curriculum entitled "AIDS: A Catholic Educational Approach" which has been approved by the Archdiocese.

If a student or employee is identified as having AIDS, the following plan will be adopted:

1. Team approach regarding placement of student/teacher as described above.
2. Repeat parent session if the first session has insufficient participation. Even if the information/education sessions have been held earlier prior to the occurrence of AIDS in the school, it is essential to repeat them.
3. Effective communication with parents/guardians (including a repeat of AIDS education with parents/guardians, teachers, school personnel, and students if deemed necessary.) Parents'/guardians' session should include both an invitation and some information about the parent/guardian session. This letter should be from whoever would be the most effective inviter to the session - principal, pastor, local School Commission president. Education of teachers and other school personnel, volunteers, custodians, etc., and students should also take place.
4. Special communication from the pastor to the school community in the form of a pastoral letter could follow. A call to compassion could be emphasized in the letter, informing the-school community about the presence of the teacher/student with AIDS.
5. Consult Archdiocesan legal and insurance personnel as soon as possible.
6. Importance of being proactive and provide education cannot be over-emphasized.

**ADDENDUM 2
EMERGENCY CLOSURE INFORMATION
INFORMATION AND STUDENT RELEASE FORM**

NAME _____

In the case of an emergency, it may not be possible for you to pick up your child. Please list the names of ANY person that we could release your child to if this situation should arise (older sibling, baby-sitter, relative, friend, neighbor, parent of classmate, etc.) **We cannot release your child to someone that is not on this list. Your child will not be allowed to leave the premise alone.**

Name	Phone #	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMERGENCY MEDICAL RELEASE

In the event of a severe emergency or natural disaster such as an earthquake, it is recognized that I may not be able to be reached. Should such an incident occur, I authorize St. Alphonsus School to refer my child _____, as appropriate for any necessary medical treatment. It is my intent and understanding that this medical release be used only in a case of extreme emergency, when attempts to reach me have failed.

I understand that my child will attempt to notify me upon arrival at their emergency dismissal location. St. Alphonsus School will update closure announcement with the local media as frequently as possible.

Parent/Guardian Signature
Date

Please complete both sides of form.

Student Health Care/Emergency Information

Family' Last Name _____

Mother's Name _____ Home Phone _____

Address _____ Work Phone _____

Father's Name _____ Home Phone _____

Address (if different) _____ Work Phone _____

Student's Last Name	First Name	MI	Birthdate
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Family Doctor	Phone
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In case of injury or illness, contact _____ At _____

If cannot be reached, contact _____ At _____

Special Medical Needs

Allergies (drugs, insects, food, etc) _____

Asthma: _____

Diabetes: _____

Seizure History: _____

Physical Limitations: _____

Using any medications (type): _____

For what condition: _____

Require glasses: _____

Date of last Tetanus Immunization: _____

Identify activities that your child should not participate in:

1. _____
2. _____
3. _____

The following are special circumstances regarding my child you should be aware of:

ADDENDUM 3

ORAL MEDICATION POLICY

Oral Medication

General Provisions:

The law authorizes public and private schools to implement policies and procedures whereby students may receive oral medications and prescription as well as over the counter (OTC) medications at school. Certain and very specific conditions must be in place. The law provides that when the conditions specified in statute and written instructions from the student's physician (MD or DO) or dentist are substantially complied with, then the employee, the school district or school, and the members of the governing board shall not be liable in any criminal action or for civil damages as a result of the administration of the medication. The following is:

St. Alphonsus School Policy on the Administration of Oral Medication

- I. St. Alphonsus School shall seek its advice from at least one licensed physician or nurse in the process of developing its policies.
- II. All Students Must Obtain a Written Request and/or Instructions From the Parent/Guardian and Physician/Dentist Prior to the Administration of Any Medication.
 - A. Acquisition of instruction and requests from the parent or guardian.
 1. Such requests and instruction must be in written form and must be current for that particular school year.
 2. The request must be from a parent/guardian or other person having legal responsibility over the student.
 - B. Acquisition of instructions and requests from the Physicians or Dentist.
 1. The request and instructions must be in written form and must be current for that particular school year and unexpired. If the prescription changes during the current school year, a new form must be completed.
 2. The request must be from a licensed physician or dentist. Only physicians or dentists can sign the school request form. The ORAL MEDICATION STATUTE requires a request from a physician or dentist for the administration of oral medications at school by a non-nurse school staff. The phrase "licensed physician" is interpreted to include MD's or DO's only. Thus, only a MD, DO, or dentist may sign the request. There are other health care providers with prescriptive authority who may order medication to be given at school. These orders may be carried out if the medication is to be given by a nurse. Nurses CANNOT delegate to unlicensed school staff the administration of medications ordered by health care providers other than physicians or dentist.
 3. The request must state that there exists a valid health reason which makes administration of the medication advisable during the school hours or during such times that the student is under the supervision of school officials. The request IS NOT the prescription nor will the bottle label meet the statutory requirement for a request from a physician or dentist.
 4. Written current and unexpired instructions must be obtained from the physician or dentist regarding the administration of prescribed medication to students who require medication for more than 15 consecutive days. Please note that the statute requires a REQUEST from the physician or dentist no matter how long the medication is to be taken, but it requires INSTRUCTIONS from the physician or dentist ONLY if the medication is to be taken for more than 15 consecutive days.

III. Designating and Training School Staff in the Administration of Oral Medication

A. The oral medication statute requires that staff designated by policy to give medications are to be trained and supervised by a professional person licensed pursuant to chapter 18.71 ROW (MD, DO) or chapter 18.79 ROW as it applies to Registered Nurses and Advanced Registered Nurse Practitioner (ARNP).

1. The Principal of the building will identify in writing at least two staff persons per building to administer oral medications for the school year. These individuals will receive training prior to administering medication to students in the following:
 - School policies and procedures governing the administration of medications.
 - Procedures to follow in administering medication.
 - Procedures to follow in the event of a medication error or missed dose.
 - When to contact the supervising nurse.
 - Confidentially regarding the medications and student health issues.

IV. The Identification of Medication and the Means of Safekeeping.

A. The designated staff member will examine the medication to determine that it appears to be in the original container and is properly labeled before administration.

B. The designated staff member will assure that the proper request/instructions form accompany the medication as per policy described.

C. Security and safe keeping of controlled medications.

1. Medications will be stored in a substantially constructed and locked cabinet or locked drawer with access limited to those who need access to receive or dispense medications.
2. Keys to the cabinet will be distributed only to those who need access and not more than two keys made to the cabinet. The keys to the cabinet will be different than the keys to the office or room where they are to be stored.
3. Schedule II-V medications (schedule II medication, e.g., Ritalin through schedule V medication, e.g. cough syrup with codeine) will be placed in an office safe over the school holidays and weekends.
4. Theft of any drugs will be reported to the Principal, the parent, the Archdiocesan Superintendent (in order to monitor Archdiocesan wide theft), and to the nurse. Unless a large number of drugs were stolen in a burglary, a report to the police may not be necessary. The local law enforcement will determine if or when they want to be notified of loss of controlled substances, and at what level of loss.

V. Delivering the Medication to the School Building.

A. Medications that parents ask school staff to administer should be brought to the building office by parents, guardians or designated adult substitute. We make this request because many of the ordered medication are controlled substances. Because of reports of robberies of school buildings to obtain these drugs, reports of students selling these medications, and because of the student safety issue of being a possible robbery target, we request that an adult transport medications to school.

B. For medication given for less than 15 days, the properly labeled medication container with name of medication, student's name, date, quantity, strength per dosage unit, physician or dentist name, and how often the medication is to be given, signed parent request form, and physician/dentist request form are required. For medications given more than 15 days, physician or dentist instructions are required in addition to the above. The authorization request is considered current for the school year unless the prescription is for less time.

VI. Maintaining a Record of the Administration of Medication.

A. All medications will be counted by the school and staff and the parents or designated adult when brought to the school. The number of pills, capsules, or volume of

medication will be recorded on a form and the form dated and signed by staff and parent.

1. The supply of controlled substances (schedule II medication, e.g. Ritalin, through schedule V, e.g. cough syrup with codeine) will be counted weekly and recorded.

B. Prior to the end of the school year, parents of students with left over medication will be notified in writing and provided the opportunity to pick up the medication. If they do not pick up the medication in the designated time, the medication will be counted by two school staff, disposed of and a statement verifying the counting and disposal will be dated and signed by the staff members.

C. It is required that the student be given the primary responsibility to go to the office for any particular dose; school staff should make one attempt per dose missed to contact the student and to administer the medication. Any missed dose for any reason will be recorded and documented.

D. Medication administration records will be disposed of eight (8) years after the last recorded dose.

VII Student Self-Administration of Medication.

A. Self administration of medication is not within the purview of the statute which addresses non-nurse school staff administering oral medication to students, therefore: The general policy at St. Alphonsus School will be that students will not carry their medication themselves. The only exception to this policy is in the area of multi-dose inhalers as those used for asthma. Although the school administration prefers that even asthma inhalers be kept in the school office, it recognizes that it would be in the best interest of a student with severe asthma to keep the inhalers with him or her. A student shall carry written permission from the parent/guardian indicating the name and dosage of the medication; a doctor's letter stating that is in the best interest of the student to carry his or her own inhaler must also be on file in the school office.

B. The school officials retain the right to confiscate immediately the medication of any student they believe is not complying with this policy, and will notify the parent/ guardian.

VIII. Over The Counter Medication (OTC)

A. The statute makes no distinction between prescription and non-prescription medication. Although schools may administer medications obtained without a physician's or dentist's prescription, they may do so only on a physician's or dentist's request. In other words, simply because a school administers an OTC medication rather than a prescription medication, DOES NOT relieve the school from the obligation to get a "written, current, and unexpired request" from the physician or dentist for the administration of medication (RCW 28A.210.260(4). Failure to get a physician's or dentist's request may exclude the school from the protection of RCW 28A.210.270(1), which states that schools and their employees "shall not be liable in any criminal action or for civil damages..." if they comply substantially with RCW 28A.210.260.

IX Inhaled Medication

A. Medications administered by other routes (ointments, injections) are not covered under this statute.

1. The office of the Superintendent of Public Instruction provides the following guidance regarding inhaled medications, which St. Alphonsus School shall include as policy. An oral medication is one taken though the mouth. It need not be swallowed, though, it could be inhaled through the mouth. RCW 28A.210.260 does not permit schools to administer medications that are inhaled through the nose. Therefore: Medications inhaled through the mouth are considered oral medications. Medications inhaled through the nose are not considered oral medications.

X. Medications by Routes Other Than Oral.

A. Medications given by routes other than oral are considered nursing care and regulated by the law relating to nursing care, chapter 18.79 RCW. Medications such as ointments, eye or ear

drops, suppositories or injections that are ordered by a physician can only be administered by student family members, registered nurses, licensed practical nurses, or self-administered by the student. The administration of medications by routes other than the mouth cannot be delegated to unlicensed school staff except in an emergency situation that the staff considers to be life threatening (i.e., fatal reaction to bee stings).

XI. Emergency Situations/Medications

A. Nursing acts delegated by the licensed registered nurse shall not require the unlicensed person to exercise nursing judgment nor perform acts which must only be performed by a licensed nurse, except in an emergency situation (RWC 18.88 .280(2)). No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation. In such an instance, the parent shall submit a written and signed permission statement. Such authorization shall be supported by a signed and dated written orders accompanied by supporting directions from the physician. A staff member shall be trained prior to injecting any medication.

1. If a student who has a history of severe reaction to insect bites, stings, latex, food, etc., is exposed to the known allergen and/or develops symptoms of anaphylaxis 911 will be called and the emergency care plan for the student will be implemented as directed/prescribed by the physician.
2. It is the parent's responsibility to keep the school staff informed of changes in child's condition or changes in the physician's orders. They must also keep emergency contact information current.
3. The parent is to supply the necessary emergency medication.

XII. Field Trips and Medication Administration.

A. All of the requirements of the oral medication statute must be met on the field trip. Students normally taking medication at home may need to take medication while on a field trip extending beyond normal school hours. Parents will be notified well in advance of the field trip.

1. If parents indicate that medication not routinely given at school will need to be given on the field trip, then the authorization to administer medication must be complete and signed by the parent and physician prior to the field trip. The medication must be supplied by the parent in the original pharmacy bottle.
2. The medication will be presented to a delegated, trained staff person, who will place it in a secure container, and this person will be responsible for administering the medication, accounting for the medication, and seeing that proper administration is followed according to policy.

XIII. Disaster Planning.

A. Each student requiring daily medication should have a 3-day extra supply to cover any "disaster situation".

1. The school nurse may question the family of those students to identify medication that the student normally takes and to whom the missing of three days would pose a serious health risk for the student or others. In some cases the need for medication can be attenuated or delayed without serious health risks.
2. The above situation will be dealt with on an individual basis.

Approved by School Commission 10-26-98

ADDENDUM 4

AUTHORIZATION FOR ADMINISTRATION OF ORAL MEDICATION AT SCHOOL

Student Name: _____ Birth Date: _____

School: _____ Grade: _____

THIS PORTION TO BE COMPLETED BY THE PHYSICIAN/DENTIST

Name of Medication Dosage Methods of Administration Time of Day to be Taken

If given prn specify the length of time between doses _____

Inhalers: _____

(Indicate if student must carry on his person)

Possible side effects of medication _____

Emergency procedure in case of serious side effects _____

I request and authorize that the above named student be administered the above identified oral medication in accordance with the instructions indicated above from _____ to _____ (not to exceed current school year) as there exists a valid health reason, which makes administration of the medication advisable during school hours.

Date of Signature Physician/Dentist Signature

Telephone Number: _____ Name: _____
(Type or print)

Please note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, and time to be given.

THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN

I request/authorize the school to administer medication to the above identified student in accordance with the doctor's instructions for the period _____ to _____ (not to exceed current school year). I understand that every effort will be made by school staff to administer the medication in a timely manner.

Permission to carry inhaler

Date of Signature Parent/Guardian Signature

Telephone Number: _____ (home) _____ (work)

ADDENDUM 5
FIELD TRIP DRIVER SHEET
DRIVER INFORMATION SHEET
(This slip will be on file in the school office.)

DRIVER:

Name: _____ Date of Birth: _____
Address: _____ Social Security # _____
_____ Phone # _____
Driver's License # _____ Date of
Expiration _____

VEHICLE THAT WILL BE USED:

Name of Owner: _____ Model of Vehicle _____
Address of Owner: _____ Make of Vehicle: _____
_____ Year of Vehicle: _____
License Plate #: _____ Date of Expiration: _____

If more than one vehicle is to be used, the afore-mentioned information must be provided for each vehicle.

INSURANCE INFORMATION:

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company: _____

Policy Number: _____

Date of Policy Expiration: _____

Liability Limits of Policy: _____

*Please note: The minimal, required liability limit for privately owned vehicles is **\$100,000/\$300,000**.

CERTIFICATION:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

ADDENDUM 6



SAINT ALPHONSUS

FIELD TRIP FORM

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Participant's Name: _____ Birthdate: _____

Parent/Guardian's Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

I, (Parent/Guardian) _____, grant permission for my child, (child's name) _____, to participate in this school-sponsored event that requires transportation to a location away from the school site. This activity will take place under the guidance and direction of school employees and/or volunteers from St. Alphonsus School.

A brief description of the activity follows:

Type of event: _____

Location of event: _____

Individual(s) in charge: _____

Estimated time of departure: _____ return: _____

Mode of transportation to and from event: _____

“Effective June 1, 2007, children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle’s safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so.

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor participant.

I agree on behalf of myself, my child named herein, or our heirs, successors and assigns, to hold harmless and defend **St. Alphonsus School**, its officers, directors and agents, and the Corporation of the Catholic Archbishop of Seattle, chaperons, or representatives associated with the event, from any and all actions, claims, demands, damages, costs, expenses and all consequential damage arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the school, its officers, directors and agents, and the Corporation of the Catholic Archbishop of Seattle, chaperons, or representatives associated with the event for reasonable attorney’s fees and expenses arising therewith.

Signature: _____ Date: _____

ADDENDUM 7

EMERGENCY PACKS

Students each need an emergency pack in the classroom. If for any reason there is an emergency, your child will have something to eat.

The pack should include:

Non-perishable items only

2 juice packets

Snack bar

Canned fruit with spoon

Hard candy

Letter from parents

Picture of family

Special student medication (i.e. inhaler)

Stocking cap

Gloves or mittens

Space blanket

1 large black plastic garbage bag

And whatever else you wish to put inside

Please keep the emergency pack to a reasonable size. We recommend items fit into a one gallon Ziploc bag. Packs will be sent home at the end of the school year.

Emergency packs need to be in the classroom by October 1st. Pre-assembled packs can be ordered through the school office.

ADDENDUM 8
ST. ALPHONSUS EXTENDED CARE
2008-2009

Sessions

Monday – Friday	7:00 A.M. – 8:25 A.M.
Monday – Friday	3:00 P.M. – 6:00 P.M.
1 st Tuesday of each month	2:00 P.M. – 6:00 P.M.

Registration Fee	\$25.00 per family
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Rates

The Extended Care fee is \$4.25 per hour or \$260 per month, whichever is less.

(10% discount per month on second child in family)

Tax I.D. #	91-0577481
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Phone #	206-782-7324
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ADDENDUM 9
STUDENT SUPPLIES LIST 08-09

PRE-KINDERGARTEN

2 boxes of crayons (8 color pack)	1 Box 3oz Dixie Cups
2 rolls of paper towels	1 package 200 ct napkins
1 pr gym shoes-no black soles (labeled)	1 box of Kleenex
1- 8 pack colored markers	1 dish sponge
2- 8 packs colored pencils	3 containers Clorox disinfectant wipes
1 folder with pockets (labeled)	2 boxes-6 oz Dixie cups
6 glue sticks	1 extra pair pants & underwear (labeled)
1 pair Fiskar scissors	1 Backpack (large enough for folder)
\$15 Class Art Project Fee	

NO NEED TO LABEL SUPPLIES FOR PRE-K (unless indicated) –WE SHARE

KINDERGARTEN

1 package pencil top erasers	1 box of crackers (any kind) to share with class
2 pocket folders for homework (labeled)	1 backpack (labeled)-large enough for folder
1 pr of Velcro sneakers for P.E. (labeled)	2 boxes of Kleenex
1 small water bottle (labeled) for daily classroom use	1 extra pair pants & underwear (labeled)
1 container Clorox wipes	\$10 Activity Fee
	\$15 Class Art Project Fee

PLEASE LABEL SUPPLIES AS INDICATED FOR KINDERGARTEN

FIRST GRADE

2 square boxes of Kleenex	3 packages #2 pencils
6 glue sticks	1 backpack (large enough for folder)
3 folders with pockets (labeled, green, blue & red)	1 box of skinny markers
1 boxes of fat markers (classic colors)	2 rolls of paper towels
1 large pink eraser	1 container Clorox wipes
1 pair of scissors	1 small water bottle for daily use(labeled)
2 wide ruled spiral notebooks	1 box crackers(any kind) to share with class
1 pair sneakers for P.E.(labeled)	1 8oz hand sanitizer with pump
\$10.00 Activity fee	\$15 Class Art Project Fee

NO NEED TO LABEL SUPPLIES FOR 1ST GRADE – WE SHARE

SECOND GRADE

\$10.00 Activity fee	4 glue sticks
1 package markers (wide tip-classic colors)	2 square boxes Kleenex
1 box crayons (24 colors or smaller)	2 spiral notebooks
5 folders (one red, one blue, one green, other 2 any color or design)	1 small plastic school box
1 backpack or book bag	1 box baby wipes – no smell
1 package skinny markers-classic colors	1 roll paper towels
1 pair scissors	1 8 oz bottle of unscented hand sanitizer
1 large box of crackers to share with class	1 large pink eraser
Water bottle	\$15 Class Art Project Fee

PLEASE LABEL SUPPLIES

THIRD GRADE

1 package markers	1 pair scissors
1 package #2 pencils	2 packages 3x5 index cards (100 each)
2 red pens	1 spiral notebook
1 box crayons	4 glue sticks (white)
3 folders (no binders)	1 zipper pouch (no boxes)
1 book bag or backpack	1 large box of Kleenex
2 large erasers	2 packages wide ruled paper
1 4 pack fine point or skinny Expo Dry Erase pens	1 pack colored pencils
	\$15 Class Art Project Fee

PLEASE LABEL ALL SUPPLIES

FOURTH GRADE

1 three subject notebook	1 pair of scissors
1 package thin colored markers	4 glue sticks
2 red pens	1 large boxes of Kleenex
3 packs of #2 pencils	2 highlighters (two different colors)
3 packs of wide ruled paper	6 folders (peachies)
1 pack of at least 8 colored pencils	1 book bag or backpack
1 folders for music	1 pencil zipper pouch (no boxes)
1 ruler with in.,cm. & mm.	2 packages 3x5 index cards (100 each)
2 large erasers	1 tub of Huggies Baby Wipes
1 2" three-ring binder	\$15 Art Project Class Fe

5th & 6th GRADE

1 regular calculator	1 zipper pouch
1 3 ring binder	1 glue stick
1 large package college ruled paper	Compass/protractor
6 ball point pens (blue/black ink)	Ruler with inches & mm's
2 different color highlighters (optional)	Girls 1 one subject notebook for religion
3 red ball point pens	Boys 1 three subject notebook - religion
1 package #2 pencils	2 three subject notebooks (LA & science)
Subject dividers (5 w/ or w/out pockets)	\$15 Art Project Class Fee
1 pair scissors	\$5 Science fee for Science Fair display board (4' x 3')
2 boxes Kleenex	PLEASE LABEL SUPPLIES
1 box of colored pencils	
1 box colored pens/markers (optional)	

7th & 8th GRADE

1 3 ring binder	1 box of thin markers
1 folder w/ pockets-science	1 box large markers
1 large package college ruled paper (per trimester)	1 zipper pouch
3 ball point pens-blue or black (per trimester)	Compass and Protractor
2 different colored highlighters	1 6" ruler with inches & mm's
2 red ball point pens (per trimester)	1 scientific calculator
6 #2 pencils (per trimester)	1 one subject for religion
Subject dividers	3 three subject notebooks (LA, science, social studies)
1 pair scissors	\$15 Art Project Class Fee
4 boxes Kleenex (144 ct)	\$5 Science fee for Science Fair display board (4' x 3')
2 glue stick (per trimester)	PLEASE LABEL SUPPLIES
1 box of colored pencils	

MULTI SENSORY LEARNING

EVERYONE – 1 BOX OF KLEENEX

1st & 2nd Grade

2 pencils
1 correcting pen
1 highlighter

3rd through 5th

2 pencils
1 correcting pen
2 highlighters (different colors)

6th through 8th

2 pencils
1 erasable pen
1 correcting pen
2 highlighters (different colors)

PLEASE LABEL SUPPLIES MUSIC and SPANISH

GRADES 2-4

1 spiral notebooks with pockets (perforated pages)
4 pencils
1 box of Kleenex

GRADES 5-8

1 three subject notebooks with dividers & pockets
4 pencils
1 box of Kleenex

ADDENDUM 10



2008-2009 Tuition Contract for Grades K-8

Family: _____

Names of students to be enrolled:

_____ Grade _____ _____ Grade _____
 _____ Grade _____ _____ Grade _____

Please indicate your rate of tuition:

A. Parishioner (must be a registered, contributing, and regularly attending member of St. Alphonsus Parish with a current Sacrificial Giving card on file in the parish office)

	<i>Annual Tuition</i>	<i>Monthly</i>
___ One child	\$4,565	\$415(11 payments beginning July 1)
___ Two children	\$7,403	\$673
___ Three or more children	\$10,164	\$924

B. Non-parishioner

___ Per-child cost:	\$6,523	\$593
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Failure to meet contracted obligations may result in changing the tuition rate to non-parishioner, holding report cards, holding school records, denial of future registration and/or dismissal from school. Families with delinquencies are required to set up a meeting with the principal.

The full cost of educating your child is almost \$6,200. In order to meet that cost while keeping tuition affordable, your participation in school fundraisers is vitally important. Please consider this fact when signing the volunteer and fundraising pledge sheet that accompanies this form.

A total of **30 volunteer hours** must be performed by each family during the year. Hours not completed may be bought out at a rate of **\$15.00 per hour**. Unless chairing an event, a minimum of **5 hours** must be spent working on our auction.

A **registration/technology fee of \$250** will be due from each family at registration (\$200 if paid with completed registration by deadline).

I have read this contract and agree to its terms and conditions. I agree to pay St. Alphonsus Parish School the tuition and fees specified. I further agree to abide by the school operating policies and procedures contained in the Family Handbook, as carried out by the principal and pastor.

Parent/Guardian Signature

Date



2008-2009 Fundraiser Pledge Sheet

Fundraising is an important and essential activity that helps to ensure the financial health of St. Alphonsus Parish School. Monies raised through these activities help the school fund salaries, programs and supplies while maintaining affordable tuition rates.

Accordingly, each family pledges to participate in the following fundraising activities at the indicated minimum levels.

Gift of Giving Campaign

This is the school annual fund providing an important component of each year's school budget. Participation requirements-

- No minimum dollar amount is required; however, each family must participate and is asked to prayerfully consider its donation amount.

School Auction

The auction held annually in November and is the principle Parents' Club fundraiser.

Participation requirements-

- Procure \$200 worth of auction items, make a \$200 cash donation or some combination of the two. The level for pre-kindergarten only families is \$100.

Scrip

Scrip costs the buyer nothing extra but yields a nice profit to the school based on a percentage discount from each merchant.

Participation requirements-

- \$100 per month in scrip purchases per family for the 10 months September through June. (\$1,000 per year)

Jogathon

This event is held each spring and is run by the students during the school day. Money is raised from students' obtaining per lap or one-time pledges.

Participation requirements-

- Families with one child-\$100 in pledges
- Families with two children-\$150 in pledges
- Families with three or more children-\$200 in pledges

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

ADDENDUM 11
PARENTS' CLUB COMMITMENT
VOLUNTEER OPPORTUNITIES

Family Night Bingo
Parish/School picnic in September
School Auction in November
Serving on Parents' Club Board
Attending Parents' Club Meetings
Serving on School Commission
Serving on Various Committees (i.e. safety)
Room Parenting
Assisting with Class Activities
Providing Snack/Baking for Classroom Activities
Selling Entertainment Books
Supervising Playground at Lunch
Selling Scrip at Saturday and Sunday Masses
Preparing Campbell Soup Labels, Box Tops, and Ballard Market Receipts
Volunteering for CYO
Coffee and Doughnuts
Jogathon
School Nursing During Lunch Recess (Nurse or Medical Assistant)
Volunteering in the School Library
Halloween Fun Night
Assisting with Book Fair
Holiday Hoopla in December
Open House in January
Grounds Cleanup – Throughout the Year
Jr. Olympics in June
Assisting with the School Play (i.e. costumes, makeup, supervision)
All School Thanksgiving Lunch
Chaperoning Field Trips
Chaperoning School Dances

Please read the biweekly newsletter for volunteer opportunities throughout the year. We will always print contact names and numbers for volunteer activities. Parents' Club Commitment is 30 hours of volunteer work per family.

ADDENDUM 12

St. Alphonsus Parish School Commission Constitution Introduction

The Catholic school is an expression of the educational mission of the parish with which it is associated and of the Church of Western Washington. Therefore, the pastor is responsible to the Archbishop for the administration of the total parish including the parish school. The principal functions as the chief administrator of the parish school and is a member of the parish staff. Regular and open communication between the pastor and the principal is essential.

Just as a parish pastoral council serves with the pastor on behalf of the total parish community, so the parish school commission serves with the principal for the good of the school community. Today's Catholic school principal, with the many demands which are made, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the school and the parish.

Article I. Name of the Organization

The name of this body shall be St. Alphonsus Parish School Commission.

Article II. Purposes and Functions

The commission is established by the pastor, in accord with archdiocesan policy, to assist him and the principal in policy development and long range planning for the school. When the commission meets with pastor and principal, and the members agree on a policy matter, the decision is effective and binding on all. The commission will be consulted prior to decisions being made in its areas of responsibility.

The commission responsibilities are in the following areas:

A. Planning

- Establishing a mission statement for the school
- Establishing commission goals for the year
- Establishing future plans for the school

B. Policy Development and Procedures

- Establishing committees on a standing or ad hoc basis
- Formulating policies which give general direction for the pastor and principal as regards the school
- Informing Parents' Club and parishioners on current matters pertaining to St. Alphonsus Parish School through letters, announcements, and changes/additions to the Family Handbook

C. Financing

- 1 Developing plans/means to finance the school programs including: tuition, development and fund-raising
- 2 Understanding resources according to a budget

- 3 Approving the budget for each school year
- 4 Reviewing salary scale for school personnel
- 5 Approving any major fiscal matters pertaining directly to the school and its budget

D. Public Relations

- 1 Communicating with various publics about the school
- 2 Listening to the needs and concerns of the publics through appropriate forums set up for this purpose
- 3 Recruiting students
- 4 Promoting the school to the parish, especially parents of school students

E. Evaluations

- 1 Determining whether parish goals and school commission goals/plans are being met in so far as they affect the school
- 2 Evaluating the commission's own effectiveness.

Article III. Relationships with other groups

The Catholic school commission is related to the Archdiocese and at least two groups on the parish level: The Parish Finance Council and the Parents' Club Organization.

A. ARCHDIOCESE

The relationship between the parish school commission and the Archdiocese is stated in Archdiocesan educational policies.

B. PARISH FINANCE COUNCIL

The Parish Finance Council is responsible for assisting the pastor about effective stewardship of the parish's financial resources. It is also responsible for developing and overseeing a parish budget process, as well as conducting long range financial planning. The Parish Finance Council is not responsible for determining priorities or evaluating the worth of parish programs and ministries. The school commission is governed by the budgetary financial policies and procedures, which are established by the pastor in consultation with the Parish Finance Council.

The Parish Finance Council oversees an annual budget development process for the entire parish. The pastor makes the final decision on the annual budget. The school commission and the principal have the responsibility for the effective use of the school finances including the parish financial investment (subsidy) and are accountable for keeping expenditures within the budget set.

C. PARENTS' CLUB ORGANIZATION

The Parents' Club Organization is responsible for maintaining good communications between the home and school, for providing-a vehicle through which parents can provide service to the school (i.e., volunteers and fund-raising), for offering a mechanism for parent education, and for serving as a structure for political action when needed (i.e., letter writing, phone calls, visits to

legislators).

The school commission works closely with the officers of the parent organization in order to understand more fully parent needs and concerns. It works with parent fund-raising groups as part of coordinating the overall financing of programs for the school. It uses the communication mechanism of the parent organization to report to school families about commission activities.

Article IV. Membership

The membership of the parish school commission shall consist of at least six members in addition to the pastor and principal. Members ordinarily serve for three years; however they may serve an additional consecutive term of three years.

Any member absent without valid reason for three consecutive regular meetings per year shall automatically forfeit their membership. Voluntary resignation shall be submitted in writing to the chairperson at least two weeks prior to date of resignation. All departing members shall turn over their commission files at their final meeting.

Article V. New Appointments

When new members are needed, appointed commission members compile a list of potential appointees who meet the following criteria:

- 1 Interest in, and committed to Catholic education and to this school's philosophy and mission
- 2 Available to attend meetings and periodic in-service programs and to participate in committee work
- 3 Able to maintain a high level of integrity and confidentiality
- 4 Able to deal with situations as they relate to the good of the entire school community
- 5 Can work within a consensual decision-making process
- 6 Is a credible witness of his/her faith, to the school community, and the public it serves.

This list is presented to the entire membership, and the final selection is determined. Final selection is determined by identifying those who best meet current and specific needs, as well as the above criteria. All new members are expected to attend school commission or sub-committee meetings for orientation purposes prior to the beginning of the school year.

Ineligibility

Those who are paid employees of the school or parish and their families are not eligible for membership.

Article VI. Officers

The positions of chairperson, vice-chairperson, secretary, and representative to the Parents' Club are elected by the commission and serve one-year renewable terms. Their duties are those ordinarily performed by such officers.

Article VII. Executive Committee

The members of the executive committee are the pastor, principal, chairperson, vice-chairperson, and secretary of the commission. The chairperson and principal should meet regularly to plan the agenda for the commission meetings. The agenda and written committee reports should be available to members prior to regularly scheduled commission meetings.

Article VIII. Meetings

The full commission meets every month beginning in August during the school year and as deemed necessary. The commission shall determine the time, date and place. All regular meetings shall be open to the parish at large and the Parents' Club members. Special and/or executive closed meetings shall be called when at least four members of the commission deem it necessary. These closed meeting are strictly confidential.

Article IX. Standing and Ad Hoc Committees

The Standing Sub-Committees, as necessary but not limited to, may include:

Planning/Policy Formulation Committee—The functions of this committee are to inaugurate and monitor the long-range planning process for the school and to formulate policy statements for commission action.

Building and Grounds Committee—The functions of this committee are to assist in developing and monitoring a maintenance and improvement plan for the building and grounds. Members of School Commission and Parents' Club jointly chair this committee.

Development and Public Relations Committee—The function of this committee is to plan the overall development of the school through marketing, fund-raising, and public relations.

Enrollment Committee—The function of this committee is to find ways to increase the enrollment of the school (i.e., open houses, program additions, marketing).

The Ad Hoc Committees, as necessary but not limited to, may include:

New Appointments Committee—The functions of this committee are to compile a list of potential appointees who meet the criteria stated in Article V and to present the list to the School Commission.

Article X. Amendments

This constitution may be amended according to Archdiocesan policy. Any amendment to this constitution shall be placed on the agenda and presented at a regular meeting of the commission. Action cannot be taken until the next regular meeting. A simple majority is needed to amend this constitution

Article XI. Rules of Order

Ordinarily, decisions regarding policy matters and other major issues are not made at the "first reading," which is for information and clarification. The "second reading" of the policy occurs after additional consultation and clarification. At that time, the commission begins its decision-making process. The exception to this rule would be in an emergency situation that would require immediate action to be taken by the school commission.

In order to provide the best consultation, the consensus model of decision-making should be used. When the commission is unable to reach a consensus, the minutes should report the different positions and appropriate reasons.

When the pastor and principal are present at the meeting and concur with the decision reached, the commission minutes should report his/her concurrence and the decision may be implemented.

Reviewed and adopted: 5/17/99 (Date)

_____, President

_____, Secretary

_____, Principal

_____, Pastor

*This document replaces and combines all prior School Commission Constitutions and by-laws.

ADDENDUM 13
SCHOOL YEAR CALENDAR

ADDENDUM 14

St. Alphonsus Parents' Club Constitution

Article I – Name

This organization shall be known as the St. Alphonsus Parents' Club.

Article II – Objectives

The objectives of this organization shall be:

1. To maintain close relations between the home and the school, so that parents, guardians, and teachers may collaborate in the education of youth;
2. To foster community among the membership of the school and in the greater community of the Parish;
3. To contribute to school operating costs through funding programs;
4. To coordinate the assistance and service of parents in school/parent activities;
5. To offer a mechanism for parent education;
6. To serve as a structure for political action when needed;
7. To encourage and support academic excellence.

Article III - Members and Duties

1. The membership shall be comprised of the parents and/or guardians of registered children of St. Alphonsus School.
2. Honorary, non-voting membership shall be extended to all school staff and parishioners.

Article IV – Officers

1. The officers of this club shall be: President, Vice-President, Secretary and Treasurer. Their terms shall be one year and respective duties are specified in the club's by-laws.
2. There will be an Executive Board, which consists of the above officers plus the Pastor (or his delegate), Principal, and a School Commission representative.
3. Room Parents may act as an advisory committee to the Executive Board.

Article V - Nominations and Election

1. The head room parents, together with class room parents, shall be the Nominations and Election Committee.
2. The Nominations and Election Committee will carry out procedures as established in the by-laws to ensure a fair and representative election.
3. Those persons so nominated shall give their consent to serve if elected.
4. The President, Vice President, Secretary and Treasurer shall be elected by a vote of the regular members of the Parents' Club at the end of April each year.
5. The nominee with the highest number of votes will decide the election.
6. Officers shall assume their official duties following installation in May, and shall serve for a term of one year or until their successor is elected.
7. A vacancy in any elected office, except the Presidency, shall be filled by appointment by the President until a new election can be held. If the Presidency becomes vacant, the Vice-President automatically becomes President for the remainder of the original elected term.
8. No elected officers shall hold office for more than two consecutive terms.

Article VI – Meetings

1. During the school year, the regular meeting of the Parents Club shall be held monthly excepting December and June and shall be announced at least one week prior to the actual date.
2. The Executive Board shall meet prior to the regular monthly meetings as necessary.
3. The President may call special meetings as the need arises.

Article VII – Amendments

1. Before an amendment can be voted upon, notice must first be given at a regular meeting and approved by the Principal and Pastor.
2. An amendment may be passed by a two-thirds majority vote of the members voting.

By Laws of St. Alphonsus Parents' Club

By-Law I Duties of the Officers

Section I - The President Shall:

1. Preside over all meetings including the Executive Board.
2. Fill head room parent vacancies.
3. Fill committee chair vacancies, including a volunteer to track and regularly report parent commitment hours.
4. Submit Parents' Club budget to Principal and Pastor for approval.
5. Prepare calendar of events for term of office.
6. Act as an advisor to all Parents' Club committees.

Section II - The Vice President Shall:

1. Assume presidency if office is vacated.
2. Preside over meetings when the president is unavailable.
3. Coordinate the speakers program to include a minimum of two speakers per school year.

Section III - The Secretary Shall:

1. Take minutes at all meetings.
2. Have minutes available upon request.
3. Place notices in the parish bulletin, and send minutes and agenda home in the weekly Family Envelope.

Section IV - The Treasurer Shall:

1. Prepare Parents' Club budget.
2. Prepare monthly finance report to Parents' Club.
3. Assist committee chairpersons in the financial aspects of the activities.
4. Receive all monies for Parents' Club, deposit funds in timely fashion, pay all bills, and keep accurate up-to-date records.
5. Submit annual report to the Principal's office.

By-Law II Executive Board Shall:

1. Organize and promote the activities of the Parents' Club.
2. Authorize all expenditures.
3. Present for a majority vote of the regular members all non-budgeted expenditures in excess of \$250.00.

4. Review by-laws bi-annually.

By-Law III

The Head Room Parents Shall:

1. Recruit volunteer room parents at the beginning of each school year.
2. Coordinate activities with room parents and teachers.
3. Solicit volunteers for special events as needed.
4. Form the Nominations and Election Committee.

By-law IV

Nomination and Election Committee Shall:

1. Call all eligible members of the Parents' Club to run for office.
2. Strive to obtain a minimum of two (2) persons per office.
3. Coordinate election process including preparation, distribution, and collection and counting of ballots. Announce winners of each office.

By-Law V

Grants and Awards

Parents' Club Awards shall consist of the following:

1. Minimum of four (4) \$400.00 tuition assistance grants for use at St. Alphonsus School during the upcoming school year. These grants are for the continued education at St. Alphonsus School by students in need. The Pastor and Principal will process confidential application and selection. If unused, the balance will be carried forward to the following year.
2. Two (2) \$100.00 awards to be given to the valedictorian and salutatorian of the graduating eighth grade class in recognition of their achievement.
3. One (1) \$100.00 Helen Gardner Award given to the graduating eighth grader who best exemplifies Christian values. St. Alphonsus faculty and staff shall select the recipient of this award.

By-Law VI

Quorum

The majority of those present will act as a quorum.

By-Law VII

Conducting Meetings

Robert's Rules of Order, wherein they do not conflict with the rules of the Church or Parents' Club, will be used to conduct meetings. The presiding officer may suspend Robert's Rules of Order as long as procedures, which ensure an orderly and expeditious meeting, are followed.

By-Law VIII

Agenda Items

1. The following items shall be covered during Parents' Club meetings:
2. Call to Order
3. Prayer
4. Minutes
5. Treasurer's report
6. Committee reports
7. New business'
8. Room count
9. Program
10. Adjournment with prayer

By-Law IX Order of Complaints

If a problem with a Parents' Club event arises, it shall first be brought up at an Executive Board meeting. If the problem is not resolved, it should next be brought up at the Parents' Club meeting, entered into the minutes and decided upon by a majority vote.

By-Law X Voting Procedures

To give the regular membership the opportunity to vote on those issues requiring a vote, ballots will be sent home in the weekly Family Envelope. Each parent/guardian is entitled to one vote.

By-Law XI Amendments

Before an amendment can be voted upon, notice must first be given at a regular meeting and approved by the Principal and Pastor.
An amendment may be passed by a majority vote of the members voting.

ADDENDUM 15

Grade Point System

Grade Value for Honor Role

A+	=	99 - 100	A+	4.0
A	=	95 - 98	A	4.0
A-	=	93 - 94	A-	3.7
B+	=	91 - 92	B+	3.3
B	=	84 - 90	B	3.0
B-	=	82 - 83	B-	2.7
C+	=	80 - 81	C+	2.3
C	=	72 - 79	C	2.0
C-	=	70 - 71	C-	1.7
D+	=	68 - 69	D+	1.3
D	=	62 - 67	D	1.0
D-	=	60 - 61	D-	0.7
F	=	00 - 59	F	0

FIRST HONORS: 3.7 - 4.0
SECOND HONORS: 3.4 - 3.69
(No rounding on Honor Roll)