



Family handbook 2011-2012

The Wolf School story

The Wolf School, a small independent day school in Rhode Island, was founded in 1999 to provide a unique educational environment for children with multiple learning differences. The goal was to create a school that would provide children with the opportunity to reach their full academic and social potential. The founding members of the Board, including educators, clinical specialists, and a family, created a model that emphasizes the development of core grade level skills taught through a therapeutically guided curriculum. As a result, The Wolf School students make significant gains academically and socially.

The Wolf School mission

The Wolf School is dedicated to providing an educational environment where children with learning differences become successful, secure learners. Our intensive and integrated model enables children to discover and utilize their strengths and talents by meeting their academic, social and emotional needs.

The Wolf School model

Using a variety of therapies and integrative teaching methods, The Wolf School strives to give each child the most appropriate learning strategies and context in which to succeed. Occupational therapists, speech and language pathologists, art and music instructors, and experienced educators collaborate on a daily basis. Each classroom may include a teacher, occupational therapist or a speech and language pathologist in addition to a teacher assistant, during any one lesson. This low educator-to-student ratio allows flexibility in the classroom.

Based upon each child's skill level and needs, he or she may be taught in a one-to-one learning environment or in a small group with a clinician or teacher, while the other children in the class are also taught in a small group. As a result, each student receives an individualized, developmentally appropriate lesson to successfully master the educational goals.

School routines

Arrival

Children should arrive between 7:45 a.m. and 8:00 a.m.

Lower School: Students enter through the far left-hand door where they are met by a staff member who covers the door between 7:45 a.m. and 8:05 a.m. Lower School students remain in the Pelson Center, adjacent to the far left door, with a staff member until 7:50. Transition to the classroom starts at 7:50.

Middle School: Students enter through the main door and report immediately to The Middle School wing between 7:45 a.m. and 8:00 a.m.

The day begins promptly at 8:00 a.m. with classroom activities that foster the student's successful transition into the school day. A child who is late misses valuable time in the homeroom period, which is designed to prepare our students for academic success. Participation in these activities fosters a positive and productive school day. If you arrive at school after 8:05 a.m., please enter through the main door, check your child in at the School office, and we will escort your child to the classroom.

Dismissal

Lower School (Amy L, Courtney and Amy T) dismissal occurs at 3:00 p.m. from the main door. Middle School (Paula, Maureen and Karen) dismissal occurs at 3:00 p.m. from the far left door. A faculty member will bring all students outside each day. Parents are asked not to pick up their child in the classroom as it disrupts classroom routines. Please make sure you let staff know you are leaving the grounds with your child. Given our small staff and their multiple commitments, if you are going to be very late (10-15 minutes) please call the school office at (401) 432-9940.

All students must be picked up by a responsible adult and need to remain in the adult's care until they leave The Wolf School. Parents will be required to fill out a dismissal form and list all adults who may pick up their child. Each family will provide a confidential password to be used by any person picking up your child. Adults picking up students who are not known to staff will be required to present the child's password. When there are changes in a child's dismissal plans, please notify the school office.

If your child has forgotten something important at home, please drop it off during the day at the school office.

Door Locking Policy

The arrival door (far left) will be locked at 8:05 AM. As of September 2010, the Wolf School's main door will be locked with the exception of 7:00-8:15 A.M.. and during dismissal time 2:30-4:15. Entry will be by doorbell access only.

Preparing for the day

We recommend that each student has a backpack to bring back and forth each day and that you check this backpack daily, as homework assignment and notices will be sent home through the backpack. Notices from the Head of School come on bright yellow paper, and notices from The Wolf School Parent Organization (WSPO) come on pink paper. We strongly recommend that you try and spend ten to fifteen minutes each evening with your child reviewing the day, which could be done by going over the papers/notes brought home, and preparing for the next day. Repacking the backpack, organizing snacks and lunches are often good activities. Laying out clothes is a good idea for students who are slow risers. Personal items from home (games, toys, magazines, playing cards, CD's, cell phones, iPods) will remain in the student's backpack from arrival to dismissal, unless approved by the classroom teacher.

Attendance policy

Please observe school vacation dates when planning family trips or other planned absences. The dates of Wolf School vacations and school holidays are listed on The Wolf School calendar. The school does recognize that there can be valid reasons, other than illness, for brief absences. In the case of a planned absence, parents must notify the Head of School in advance to discuss the proposed absence and expectations upon return. It is the parent's responsibility to notify the school regarding absences. Due to the collaborative nature of the educational experience at The Wolf School, class time cannot be replicated.

Absences, illnesses and lateness

If your child is going to be late or absent from school, **please call the school (401) 432-9940 extension 10, between 7:00 a.m. and 7:30 a.m.** and leave a message. Repeated tardiness does affect a student's school performance. A child who is late misses valuable classroom time.

If your child is ill, he or she should not come to school. Please use the following guidelines when deciding whether your child should come to school. Your child should be kept home if:

APPEARANCE/DISCOMFORT — your child appears unusually tired, irritable, pale or has an unusual lack of appetite

DIARRHEA — your child has had three or more watery stools in a 24 hour period, especially if he/she acts or looks ill

EYES — children's eyes are sometimes swollen and irritated by allergens or virus, however if your child has thick mucous or pus draining from his/her eyes, or if the eye is red, puffy and itchy or painful, please keep them home and contact your physician. Your child can attend school 24 hours after starting on medical treatment for bacterial conjunctivitis.

FEVER — your child has a temperature of 100.0 or higher which is an indication that he/she may be contagious. Please keep your child home until they have a normal temperature (99.0 or less) for a 24-hour period.

VOMITING — your child has vomited two or more times within a 24-hour period,

RASH — your child has a body rash, especially with fever and/or itching

Your child will also be sent home from school if he/she presents with any of the above, or is symptomatic with a low-grade fever and has not responded to over the counter medication and/or rest.. In the event that your child or a sibling has contracted a contagious disease, please notify the school immediately. If your child has missed four consecutive days of school due to illness, a Doctor's note is required in order to return to school. The note must identify any physical limitations, especially with regards to Move to Learn and Physical Education.

Please call the school office by 8:00 a.m. at (401) 432-9940 if your child is going to be very late. If the school has not been notified of a class absence, the parent will be called to verify the nature of the absence.

The Wolf School homework policy

The Wolf School Homework Policy is specifically designed within the context of our mission; that is, to provide an environment in which our students become successful secure learners. The purpose of homework at The Wolf School is outlined below.

1. To reinforce skills and lessons taught in class. Practice and review with a goal of mastery.
2. To teach and reinforce accountability and self-discipline.
3. To provide a link and establish communication between school and home regarding classroom activities and curriculum.
4. To reinforce reading.

All homework assignments are a review of lessons taught in school. New skills and new subject matter are not introduced through homework. At times, there will be at-home preparation for school presentations. In addition, students will have reading assignments.

It is helpful for students to have a well-defined space in the home for homework completion, which is quiet, well lit and free from outside distractions. In addition, materials and supports (fidgets, pencil grips, slant boards, etc.) should be available as needed to help the student complete assignments. Faculty is available for consultation around additional supports for homework completion, such as developing schedules and recommending sensory diet components to help with organization, attention and readiness to work. All of this in combination enhances successful learning.

Specific guidelines for each classroom teacher's expectations will be presented at Parent Overview night in September.

Weapons and other paraphernalia

The possession of weapons or related paraphernalia that can be used to threaten the safety or well-being of others is prohibited in The Wolf School, on the grounds of The Wolf School or during any Wolf School related activities during school hours. Possession of weapons or related paraphernalia will lead to temporary dismissal from school.

Zero tolerance policy for discussion of violence and related subjects

This policy was developed as a result of an increase in student discussions, story telling and drawing about topics related to violence and weapons. Although we share this issue with most schools, at The Wolf School, these conversations can be taken to a more intense level due to the communication challenges that our student's face (filtering of information and repetition). While we recognize that some of this is age-appropriate, given the events of the last few years in schools across the country, we instituted a zero tolerance policy on these discussions, unless of course it is part of a structured lesson plan. If a student is observed discussing or describing a violent act or the use of weapons, we will contact you by phone and let you know. In addition, we will ask the student to write a letter to you that lets you know what was said, so that you may have a follow-up discussion at home. In most cases, we have found this to be an effective way to manage this topic. If the behavior continues, we will invite you in to meet with the Director of Education and the Head of School to develop a plan.

Behavioral expectations

Dishonesty in any form, whether theft, lying or untruthful actions is a serious offense, and may result in temporary suspension from school. Obscene, profane or derogatory language is not permitted in school, on the school grounds, in school vehicles or off site in school-based activities. On rare occasions when a child is suspended from school we ask your cooperation in picking up your child as soon as possible.

Communication with your child during the day

Parents may contact their child during the day via the school office at (401) 432-9940. Written messages will be forwarded to the child in a timely manner. Children may not call home unless it is an emergency.

Visitation

Although classroom visits are welcomed, impromptu visits can be disruptive to the daily schedule. Please contact the classroom teacher if you would like to schedule a visit.

Dress

Our children spend time out of doors each day. They have recess and, at times, travel to and from The Wolf School. Please be attuned to weather predictions to ensure that your child is appropriately dressed. Please see that clothing and shoes are clearly labeled so that they can be easily identified. For students in Classroom 2 (Amy L), an extra change of clothing should be kept at school.

On horseback riding days (Lower School only), children will be required to bring boots to school. Because the stables are located in an area, which is generally ten degrees cooler than East Providence, children should always have hats and gloves available. Helmets will be provided. The school will provide a calendar noting horseback riding activities for the year.

As physical activity is part of every Wolf School student's day, please make sure children dress appropriately.

Dress code

Students are expected to come to school neatly attired, clean and well groomed. Please send your child to school dressed appropriately and respectfully. Please observe the following rules and guidelines:

Tee Shirts are permitted; however, please avoid tee shirts with disrespectful language on the front or the back regarding gender, sexual orientation, race, ethnicity, sexuality, violence, alcohol, tobacco, drugs, profanity and/or musical groups whose lyrics represent the above. Also, shirts depicting super heroes are not allowed in school. We also do not allow lunch boxes or other student belongings that depict super heroes.

Hats are permitted during the day for outside activities (recess, Move-to-Learn, Physical Education) only. Students are asked to remove their hats in the classroom during the school day, and keep it in their backpack. Writing on hats should follow the same guidelines as tee shirts.

Jeans are permitted; however, no low rise or tight styles.

Skirts — please avoid very short skirts.

Tank tops for girls are permitted, but not spaghetti strap styles. Shirts should cover the midriff area.

Shorts are permitted during warm weather, but please avoid short shorts.

Please help us by supporting these dress code guidelines. We have found that when students wear items from the above list, other students are distracted from their learning.

Occasionally, teachers may remind parents if a particular student is having some difficulty meeting dress code requirements. If students come to school wearing clothes/hats that do not meet dress code, they will be asked to change into a shirt that we will provide and keep their hat in their backpack for the day. If we do not have an appropriate item to change into, you may be asked to bring a change of clothes to school that day.

Field trips

Field trips are an important part of our school program. We will notify you ahead of time regarding scheduled trips. We anticipate that trips will be planned to fit into this year's curriculum. Generally, teachers will ask parents to limit pocket money to a certain amount on these trips.

Birthdays and Other Celebrations

We would like to celebrate each child's birthday in their classroom at school. Please contact the classroom teacher a few days before your child's birthday to make arrangements for a simple celebration. Party favors are not necessary. In honor of your child's birthday, you may donate a book to the school library in your child's name. In addition, if a child has an outside birthday party, which includes Wolf School children, please be mindful that our classrooms are small, and children discuss birthday invitations. Please do not distribute birthday invitations at school. Holiday celebrations (ie, Halloween, Valentines Day) are celebrated in the classroom as they

connect to the curriculum and family traditions, and are communicated by the classroom teacher. Parents are welcome to discuss with the classroom teacher appropriate ways to share their family's traditions and celebrations with the classroom group. Halloween costumes and trick or treating, however, are not permitted in school.

After-school programs

The Wolf Pack: Creative Arts Program is The Wolf School after-school program in Lower School. This program will meet once a week on Mondays and is taught by our art teacher. For our Middle School Students, we will continue with Homework Club on Tuesdays from 3:00-4:00 P.M. In addition, we offer a creative arts after-school program for our middle school students on Fridays from 3:00-4:00 P.M. All after-school programs are facilitated by Wolf faculty. More detailed information about our after-school programs will be distributed in September.

Successful participation in all after school programs, including middle school sports, is based on the student's ability to listen, follow directions and demonstrate respectful behavior. If a student has difficulty meeting these expectations during the school day, and with support, has not been able to turn their day around, they will be invited not to participate in the scheduled after school activity of the day.

Lunch and snack

Children should bring their own lunch to school each day. Please pack a lunch reflecting what you think your child will eat. Please do not pack any food which may need refrigeration. In addition, a nutritious snack and a drink should be sent to school daily. We do not permit soda in school, so please do not send it in with your child. Any uneaten food will be sent home so you are aware of what your child has eaten and you can plan accordingly. Based on food allergies for some children, sharing of food is not permitted.

Pets

Because several children have allergies, there are no pets allowed in school.

Medical information

The school requires a yearly physical examination of all students, including an up-to-date immunization record. An immunization record must be in the school's file for all students. At the present time, The Wolf School does not have a full time school nurse. Therefore, we are often unable to dispense medication unless the physician has written a prescription specifically for self-medication of non controlled substances only, e.g., Clonidine, Guanfacine (Tenex), Tylenol Cough Syrup.

Controlled substances, such as Ritalin (Methylphenidate), Concerta, Dexedrine (Dextrostat or Dextroamphet), Adderall, Metadate, Methylin, cannot be self-medicated.

If your child is taking medication at any point during the day at home, it is imperative that we have a medication form on file, even if your child does not require a dose during school hours. Please see the medication forms at the end of this Handbook. If there are changes in your child's medication, please notify us by using the Change in Medication form within twenty-four hours. If you need additional forms, please contact the school office or download the form from our website..

For students taking daily medications

If your child comes to school without receiving his or her morning dose, we will notify you and ask you to bring the medication to school and give it to your child, or send your child home.

Health questionnaire

This form must be completed before the start of the school year. According to Department of Health Regulations, your child must have a completed form on file with the school office in order to attend school.

Confidentiality

It is the policy of The Wolf School to honor confidential information. All information that is learned by reading a student file is confidential. Maintaining student and parental trust is an essential part of building a successful educational program. We strongly encourage parents to share all relevant information with the school, and we promise to maintain strict confidentiality with any sensitive information. If you are unsure about whether to share information, please feel free to discuss these matters with the Head of School.

Snow days

Decisions regarding the closing of school due to snow or other emergencies are made the night before, or as early as possible in the morning. Every attempt is made to get this information on the air by 6:30 a.m. Announcements will be made on WJAR-TV, Channel 10. In addition, we will place an updated message on the school's main phone line. If a storm develops during the school day, parents may pick up their children at any time if they are concerned about weather or other emergency conditions. The school will remain open and staffed until the last student is picked up.

Tuition payment and financial aid

Tuition is paid twice yearly or through the FACTS tuition management program monthly if you have chosen this option. After the deposit is paid with the signed contract, the remainder of the tuition is due in half payments on June 1 and December 1 or monthly through FACTS. Prompt payment is expected. If you have any questions regarding payment, please see the Head of School.

Financial aid is available based solely on need. Please note that there is a limited financial aid budget. To apply for financial aid, families need to complete an application and submit a copy of your most recent tax return. Please complete the Parents' Financial Statement (PFS) and submit it to School and Student Services (SSS by NAIS) processing center in Randolph MA by the date on the application. If you are interested in learning more about financial aid, please contact the Business Manager or Head of School.

Family communication

Communication

Communication between home and school is vital. Throughout the year there will be many opportunities for both formal and informal conversations between our families and the faculty. All staff is available to answer your questions and offer support. To contact us, please call (401) 432-9940 and leave a message. We will call you back as soon as possible.

Formal communication at The Wolf School occurs on many levels

New parent orientation

This meeting occurs early in the year and is specifically designed to discuss our model and our approach. This year the meeting is scheduled for September 15 from 5:30 p.m.-6:30 p.m.

Parent overview night

Parent Overview Night will take place on September 22 from 7:00 p.m.-8:30 p.m. This program is designed to give all families an overview of their child's classroom curriculum. Teachers and specialists will present the curriculum and explain their goals. Please note that this evening is designed to address the goals for the entire class and not individual students. Families with specific questions about their child are encouraged to contact us at another time when staff will be able to respond without distraction.

Weekly

Lower School families can expect weekly communication from their child's teachers. These communications are kept in a communication book that we provide and send home with the children, or occur through email. Families should read the entries and are encouraged to respond with any questions or comments. We view the communication books and email communication as a two-way communication system. Classroom newsletters are sent home weekly in Lower School. Middle School newsletters are sent home twice a month.

School information

General school information and announcements will be sent home to families in their child's homework folder. Please check your child's folder daily to ensure that you are kept up-to-date. Notices from the Head of School are sent on bright yellow paper, notices from the WSPO are sent on pink paper.

Encourage your child to take their courier responsibilities seriously. These notes are a great way to learn about your child's day.

Parent-teacher conferences

There are three scheduled conferences during the school year. The dates are as follows: Lower School are October 28, January 27 and April 27. Middle School conferences are scheduled for October 27, January 26, and April 26. School will be closed on these days for the students in the Division scheduled only. Childcare will be available, if necessary, for Lower School conferences, for the duration of the conference. Once the year is underway, the school encourages parents to contact the school and arrange additional meetings, should they have concerns they would like to discuss.

Progress reports

Families will receive two extensive narrative reports during the school year. Reports are mailed home in January and June.

Skills assessment

Teachers and therapists will be conducting informal assessments in the first months of school for baseline information. This information will be shared during parent/teacher conferences. At the end of each year, students will participate in year-end assessments, which will evaluate academic progress.

Family participation

Fund raising

Tuition alone does not cover the full cost of educating your children at The Wolf School. During the school year, there will be fund raising events that will supplement school funds. Our goal is not only a monetary amount, but also 100% participation from all our families.

Parent Library

The school is currently establishing a parent resource section in our school library which will include books, videos and audio tapes covering a vast number of topics related to children with diverse learning needs. These resources will be made available to all families.

Wolf School Parent Organization (WSPO)

All parents of students at The Wolf School are members of the WSPO. The WSPO holds monthly meetings and hosts several social and informational events each year. You will be provided with a separate schedule of these meetings.

Non-discrimination policy

The Wolf School is a non-profit corporation whose policies are set and overseen by a Board of Trustees. It is the policy of the school not to discriminate on the basis of age, gender, sexual orientation, race, religion, national origin, or disability in its educational programs, activities and employment practices in accordance with applicable laws and regulations.

Guiding principals of positive behavior management

Positive approaches at school

The goal of The Wolf School's positive behavior management program is to increase and reinforce the student's use of appropriate choices and positive behavior. This will create a school community that supports the safety and well-being for students, faculty, and staff. Our program is designed to provide a balance between academic and social challenges. This balance is achieved through the use of proactive/preventative strategies, direct social skills and social thinking training, and emphasis on personal goals, sensory supports, and positive reinforcement. The students and their educational team set a class plan, expectations, and rules at the beginning of each year. Students may have individual behavior plans dependent upon their specific needs. All plans are regularly reviewed and revised by members of the student's team (educational team, social emotional educator, faculty), to ensure a solid foundation for each student's success.

Positive behavior is reinforced through various methods, which may include but are not limited to verbal praise, special time with a friend and/or time spent at a favorite activity. Within each division there are age-appropriate positive behavior systems with incentives to match. The goal is to work towards and maintain positive participation in the classroom.

Inappropriate behavior is addressed through a hierarchy of strategies to help the students calm down and identify the need for intervention. These include, but are not limited to, verbal redirection, "calming down" strategies (e.g., taking deep breaths, taking a movement break, oral supports) and quiet time away from the group.

From our perspective, most instances of unexpected behavior can be viewed as mistakes, as well as prime opportunities for the students to learn an alternative response. Because everyone makes mistakes, it is important for our students to learn how to fix these and redress any harm that might have occurred. At the Wolf School we call this a repair plan, which is a core component of each classroom management plan.

Positive approaches at home

Many families also use behavior plans at home. Some of these may be linked to the success of the child's day at school, while others are used to promote growth at home. As part of our school parent partnership, we would be happy to learn about what has worked for you at home and provide consultation with our Social Emotional Educator when desired. A better understanding of what you are doing at home, helps us coordinate our efforts in order to achieve more rapid success.

Other behavioral concerns

While it does not occur frequently, at times a child may exhibit more behavioral difficulties in the classroom. When this behavior interferes with their learning or the learning of other students in the classroom, or presents unsafe situations for the student, other students or the faculty, the student and family will be required to meet with the Head of School to review and resolve the situation. Aggressive and unsafe behaviors are not tolerated in the classroom or in school-based activities. If a situation occurs in which the safety of the student, faculty, and staff is compromised, this may include temporary dismissal from school (suspension). If over time there is no significant change in the child's behavior and all the classroom and community supports are in place, the family may be asked to seek another educational program that will be a better match for their child's academic and behavioral needs.

Anti-bullying policy

In order to promote a safe and comfortable learning environment for our students, the Wolf School has instituted a no-tolerance, anti-bullying policy. This includes both proactive (instruction and discussion) and post-incident interventions. Students will learn strategies for standing up for themselves and for supporting their classmates. In addition, most of the researched-validated anti-bullying programs incorporate consequences for bullying. For our students, who may not completely understand the effect of their behavior, the intent of these consequences will be instructive rather than punitive. It will parallel our repair plan protocol in which students are taught to fix any mistakes they have made. At times, a student may refuse to enter into a repair plan, and the logical consequence may include loss of privileges. In the unlikely event that bullying actions persist, stronger consequences will be developed. These will include student and family meetings with the Head of School.

Information from home

(This is what we need from you at the beginning of the school year.)

1. **Emergency Authorization Form**

This form must be completed for each student. It gives the student permission to participate in all events and it gives The Wolf School permission to obtain and/or provide medical treatment in case of emergencies. Parents will always be contacted immediately. Please be sure to provide parents' various phone numbers, as well as a phone number for at least one emergency contact. Please include any additional information that you think might be helpful to the school in dealing with an emergency.

2. **Authorization for pick-up**

This form must be completed for each student. It designates the adults who may pick up your child from school. If this adult is not known to staff, a picture ID will be requested. If your child's transportation arrangements change, please notify the school office.

3. **Health Questionnaire**

4. **Medication Form, Change in Medication Form, and Self-Medication Form**

5. **Immunization Exemption Form**

This is only applicable if you choose not to immunize your children.

6. **Permission Form (Multipurpose)**

7. **Release of Information**

The school requires a copy of this release on file. We will not release any information without your knowledge and permission.

8. **Directory Listing**

This allows us to publish a basic name and address list for all families.

9. **Bus Questionnaire**

It is important for us to have contact information if your child uses outside transportation.

10. **Greenlock Stables Permission Form, (for Lower School only)**

Description of medication forms

1. The Wolf School Medication Form

This is a form for all families that will need to be completed upon admission and at the beginning of each school year. Please complete this form even if your child does not take medication during the school day.

2. The Change in Medication Form

For those of you whose children are taking medication, it is very important for us to know when changes in medication have occurred. We are working very closely with your child in the classroom and can help you identify the impact of the changes, both positive and negative, so that you can work closely with your child's physician as you monitor the changes. Please complete this form and send it in **each time** there is a change in medication within twenty-four hours of the change. If you need additional forms, please let us know.

3. The Wolf School Self-Medication Form

This form is only applicable for some of our students, and only if they meet the stated criteria. At the present time, The Wolf School does not have a full time nurse. The Department of Education regulations govern how educators and non-medical personnel can dispense medication. This criterion is stated in the form, and this form needs to be signed by both you and your child's physician, in order for us to follow through.

4. Self-Administered Medication

If your child is on a medication that can be self-administered in school, please do the following: discuss this need with your classroom teacher, complete and submit the Self-Medication Form, and then send in a single daily dose in a pharmacy labeled bottle with your child's name, drug and dosage noted. (Non-controlled substances, i.e., Clonidine, Guanfacine (Tenex), Tylenol, Advil, Motrin, cough syrup). Please send this in his or her lunch box. We will supervise your child as they take it.

We have designed these forms to be simple to use and helpful for both of us in understanding and addressing your child's needs. Please see me with any questions or comments, and thank you in advance for working in partnership with us on this issue.

Medication form 2011-2012

Student's name: _____ Date: _____

In order to best understand your child's needs, we ask that you complete this form:

- Upon admission
- At the beginning of each school year

And complete the Change of Medication Form

- When any changes in medication occur (increase or decrease in dosage, time of day, discontinuation, or new medication all together).

At the present time, The Wolf School does not have a full time school nurse. If your child requires a dose during school hours, the School Nurse will call you to workout a plan. **Please complete the following:**

Medication/dosage	Reason for medication	Time to be administered:	Possible side effects:

Physician monitoring medications _____

Physician contact: Address _____

Phone: _____

Please note if for some reason your child's dose has been missed in the morning, we will call you to bring the medication to school or to pick up your child.

Revised: 8/1/10

Change in medication form 2011-2012

Please complete the following:

Student's name: _____ Date: _____

In order to best understand your child's needs, we ask that you complete this form:

- When any changes in medication occur (increase or decrease in dosage, time of day, discontinuation, or new medication all together).

Medication/dosage	Reason for medication	Time to be administered:	Possible side effects:

Reason for the change _____
 Physician monitoring medications _____
 Physician contact: Address _____
 Phone: _____

Please note if for some reason your child's dose has been missed in the morning, we will call you to bring the medication to school or to pick up your child.

Revised: 8/1/10

Self-medication form 2011-2012

Student's name: _____ Date: _____

At the present time, The Wolf School does not have a full time nurse. Therefore, we are unable to dispense medication, unless the physician has written the prescription specifically for self-medication of non-controlled substances only, e.g. Clonidine, Guanfacine (Tenex), Tylenol, cough syrup.

Controlled substances, such as Ritalin (Methylphenidate), Concerta, Dexedrine (Dextrostat or Dextroamphet), Adderall, Metadate, Methylin, cannot be self-medicated.

If your child can self-medicate, please complete this form, sign it, and have your child's physician sign it as well. Please complete additional forms if more than one medication is to be self-administered.

Please note, this form must be on file for over-the-counter medications such as Acetaminophen, Ibuprofen, Benadryl, Sudafed, antacid, and throat lozenges on an as-needed basis.

Is the child capable of self-medication? Check one: Yes _____ No _____

Name and strength of medication: _____

Expiration of medication order: _____

Time of day child is to take medication: _____

Physician's diagnosis: _____

Parent or guardian's signature: _____

Physician's name: _____

Physician's signature: _____

Physician monitoring medications _____

Physician contact: Address _____

Phone: _____

Note: This page will serve as the form for parental and medical approval

Please note if for some reason your child's dose has been missed in the morning, we will call you to bring the medication to school or to pick up your child.