

## **FAMILY HANDBOOK 2017-2018**

### **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 inspires complex learners to discover confidence, compassion, and a love of learning to reach their full potential.

### **The Wolf School Immersion 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 minimum of one 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**

**Lower School:** All lower school students should arrive between 7:45 and 8:00 am.

Students enter through the far left-hand door where they are met by a staff member who covers the door between 7:45 and 8:05 am. Parents and school buses/vans may drop off their child **ONLY** when the orange cone is outside the far left-hand door signaling that a staff person is waiting for them inside. Students remain in the Pelson Center, adjacent to the far left door, with a staff member until 7:50 am. Transition to the classroom starts at 7:50 am.

If you arrive at school after 8:05 am, please enter through the main door, check your child in at the School office, and we will escort your child to the classroom.

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

**The day begins promptly at 8:00 am** 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. Please call the school office by 8:00 am at (401) 432-9940 ext 110, if your child is going to be very late. If a child is absent and the school office has not been notified, a call will be made to the parent to determine the student's status.

Repeated tardiness does affect a student's school performance, A child who is late misses valuable classroom time. If tardiness becomes a consistent problem, you will be asked to meet with the Head of School to determine next steps and develop a plan.

## **Dismissal**

**Lower School classroom (2)** dismissal occurs at 3:00 pm from the side doors on the right side of the building by the playground.

**Lower School classrooms (3, 4 & 5)** dismissal occurs at 3:00 pm from the main door.

**Middle School** dismissal occurs at 3:00 pm from the far left door. A faculty member will bring the 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. Please **DO NOT** email your child's teacher about a late pick-up or a change in the dismissal plan during the school day because the classroom staff does not always get to check email in the middle or at the end of the day. You may call the school office at any point during the day and the message about the change in plans will be delivered to your child's team. Having this information in a timely manner is very helpful for the child, as well.

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, Adults picking up students who are not known to staff will be required to present a picture identification. 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. The Wolf School's main door is locked with the exception of 7:00-8:15 am and during dismissal time 2:30-4:15 pm. 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 his or her 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 due to illnesses**

If your child is going to be absent from school, **please call the school (401) 432-9940 extension 110, before 8:00 am**, and leave a message. 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:

**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.

Keeping a student home during illness is a very important part of recovery. Your child cannot be cared for at school with the same comfort that is at home. In addition, a contagious illness will spread quickly in school to other students and staff. Please help us maintain a healthy school environment.

## **Head lice protocol**

Head lice (pediculosis) are a very common condition, one that affects approximately one in every 100 school children every year. Head lice are not a sign of poor hygiene and they do not transmit disease. Head lice do not jump, hop or fly. Transmission from one child to another can occur only during direct head to head contact or sharing of personal items such as combs, brushes, caps or helmets.

Medical experts agree that "no nits" policies are not recommended. The Harvard School of Public Health, the American Academy of Pediatrics, the National Association of School Nurses, the Rhode Island Department of Health, and the CDC argue that excluding students with nits from school has no impact on preventing lice from spreading.

It is The Wolf School policy that if a child is found to have nits or live lice, the parents will be notified. The child will be allowed to stay at school through the remainder of the day. The parent is instructed to start treatment right away. That typically takes the form of an insecticide shampoo and thorough combing for nits (eggs or empty egg shells). Students may return to school the following day after treatment.

At The Wolf School, we feel that the most reasonable course of action is to allow students with nits to attend school, but to make sure that each student is inspected daily by the nurse.

It is important for school and parents to work in partnership to prevent a possible lice outbreak. Whenever lice are discovered in a particular class, we send a letter to all families in that class informing parents of the possibility of their child's exposure. The letter also makes recommendations for at-home care, including:

- Examining the student for head lice or nits.
- Treatment with over the counter or prescribed shampoo if head lice or nits are present.
- Washing in hot water all recently worn clothing, hats, used bedding and towels.
- Combs, brushes and hair clips should also be washed in hot water.
- Avoiding sleepovers or play dates until the outbreak has passed.
- Steps taken within the classroom to prevent further infestation include:
  - Pillows, headphones, etc. are bagged and put away.
  - Classroom carpets are thoroughly vacuumed nightly.
  - Students are encouraged to avoid head to head contact.
  - Students are screened for active infestation by the school nurse.

## **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 and promotes independence.

Specific guidelines for each classroom teacher's expectations will be presented at Parent Overview night in September. A parent/student/teacher homework contract will be reviewed with students and signed at the beginning of the year.

### **Technology policy**

The Wolf School recognizes cellular phones and other mobile wireless communication devices have become an essential tool for students. However, students are not permitted to have access to these devices during school hours unless deemed appropriate by an adult for educational purposes only. All devices must be powered off as soon as students enter the building and may not be turned on until they have left school grounds at the end of the day. This is for the protection of all students at Wolf. School approved devices such as iPads and laptops are used for instructional purposes throughout the school day. Students and parents sign a technology contract at the beginning of the year after being reviewed with the teacher in class. Students are personally and solely responsible for the security of their wireless communication devices. The school is not responsible for the theft, loss or damage of a cellular phone, laptop or other personal wireless communication device.

### **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.

Telephone calls to teachers should be made either before or after the school day.

### **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 outdoors each day. They have recess at least once a day. 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 Classrooms 2 and 3 an extra change of clothing may be kept at school.

On horseback riding days (lower school), 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 logos or 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.

**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 jeans/pants are allowed where undergarments may be showing.

**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 the curriculum. Generally, teachers will ask parents to limit pocket money to a certain amount on these trips.

### **Birthdays and other celebrations**

Please contact the classroom teacher a few days before your child's birthday if you would like to make arrangements for a simple celebration, as we need to be mindful of food allergies throughout the school. In honor of your child's birthday, you may donate a book to the classroom or 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 parties with each other. Please make sure to include all class members when planning a birthday celebration. Invitations. Birthday parties during the week directly following dismissal are discouraged in order to help the students focus during the school day.

Holiday celebrations (i.e., 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**

Wolf Pack is The Wolf School after-school program for classrooms 2 through 5. This program will meet once a week on Mondays and is taught by our faculty. New students in these classrooms are encouraged to join Wolf Pack during the spring semester to allow students time to transition to the Wolf program.

For our Middle School Students, after school sports (cross country, basketball and track) are on Mondays and Wednesdays from 3:00-4:15 pm. Homework Club is on Tuesdays from 3:00-4:00 pm. In addition, we offer a sports intramural program for our middle school students on Fridays from 3:00-4:00 pm. All after-school programs are facilitated by Wolf faculty. Enrollment forms will be available in September.

Periodically there are special after school/enrichment programs which will be made available to students. These programs will run from 3:00-4:00 on days to be announced. Families will be notified about these opportunities throughout the year.

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 and safe 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 and the child will be dismissed at 3:00 PM.

### **Lunch and snack**

Children should bring their own lunch to school each day. Please pack a healthy lunch reflecting what you think your child will eat. Please do not pack any food which may need refrigeration or heating in a microwave. 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.

### **Fidgets**

Fidgets are a useful tool to help students keep their mind and body focused. Staff at the Wolf School work with students to teach both how to use fidgets effectively and to help students choose fidgets that will best support learning while helping to self-regulate. The distinction between fidgets and toys is discussed in each classroom, and is reflected in thoughtful fidget contracts in each classroom that best meet a group's overall needs.

The Wolf School provides a wide variety of fidgets from which to choose, however, we are always open to ideas from students and families. There may be occasions when a fidget that a student chooses is used less as a tool becomes more of a distraction. In such cases, we ask families to support the school's decision as we evaluate therapeutic benefits.

We are asking that students **do not** bring fidget spinners or fidget cubes to school. We will continue to work with students to find fidgets that support each child's individual needs.

## **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 6:00 am. Announcements will be made on WJAR-TV, Channel 10, listed on the [turnto10.com](http://turnto10.com) website and an all parent email is sent. 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 14 from 5:30-7:00 pm.

#### **Parent overview night**

Parent Overview Night will take place on September 28 from 7:00-8:15 pm 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.

#### **Wolf Weekly**

Families can expect regular communication from their child's teachers either in person, by phone or by email. If email is not the preferred method of communication, please let us know so we can discuss other communication options. In addition, the Wolf Weekly newsletter will be sent home at the end of each week to update families on the happenings at Wolf school-wide.

#### **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. The information communicated is 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: October 27, January 26 and May 4. School will be closed on these days for the students. Childcare will be available for students (not siblings), if necessary, 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 report cards (January and June) during the school year, as well as four progress reports (November, January, April 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**

### **Fundraising**

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.

### **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.

### **Parent Cafés**

On the third Tuesday of every month, the WSPO hosts a Parent Café where guest speakers or Wolf School staff are invited to come talk to the parents about particular topics of interest.

## **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.

## **POSITIVE APPROACHES TO BEHAVIOR MANAGEMENT**

### **Behavioral supports**

The Wolf School faculty utilizes positive behavioral supports and sensory-based strategies to promote sensory regulation. Use of weighted vests, quiet breaks, deep breaths, movement, oral supports and other calming techniques are some of the strategies used. Social Thinking™ concepts and social skills training are directly taught to students. A Social Emotional Educator is also available to consult with teachers and students to help with classroom management techniques and emotional needs as they arise. Along with monitoring academic progress and setting curriculum, the classroom teacher and teaching team implement positive behavioral supports as needed for each individual student.

If an upset occurs that warrants removal from the classroom, students may take a break in a class quiet area to calm down. If a student requires further intervention due to disrupting, frustration and/or non-compliance, the student may be asked to take a break outside of the classroom and will be supervised by a member of the teaching team or administrator. If the student needs further behavioral support, he or she may process the situation when he or she is ready and/or complete a repair plan with involved staff as needed. If a student is unwilling or unable to leave the room, the rest of the class will be removed to give the student space to calm down. At this time, a staff member and/or administrator may contact the parents. The student may be given work to complete at school or home during time out of the classroom. Upon re-entry to classroom or school, student must submit all completed work and a follow up meeting may also be scheduled with parent, teacher, student and administrator.

A Conflict Referral Form will be completed by directly involved staff and will be evaluated at this time. It is at the discretion of the Education Supervisor or Head of School to determine next steps, which may include but are not limited to contacting parents or creating a behavior intervention plan.

Behavioral documentation is an integral part of this process, and ensures clear communication for those in direct care of students. In addition to the Conflict Referral Form, a student may also be supported through FBA's (Functional Behavior Assessments) and other forms of documentation such as communication logs, goal sheets, and/or individualized behavior observation forms.

### **Anti-bullying**

The Wolf School provides a safe supportive environment in which bullying is not tolerated. Bullying is repeated, purposeful behavior with intent to harm another. The Wolf School has adopted parts of the Statewide Bullying Policy <http://sos.ri.gov/documents/archives/regdocs/released/pdf/DOE/6774.pdf> developed by the Rhode Island Department of Education. The Wolf School's anti-bullying strategies include both pro-active (instruction and discussion) and post-incident interventions. In all situations, positive behavioral interventions are used to support students. Students learn strategies for standing up for themselves (self-advocacy) and for supporting their classmates. Consequences for bullying are instructive rather than punitive and follow a protocol in which students are taught to fix any mistakes that they make. If bullying persists, stronger consequences will be implemented and developed with the student and

family with administrators at the discretion of the Head of School. A Behavior Intervention Plan will be written and shared with staff, parents, and the student. It will include positive interventions as well as consequences.

## **Weapons, violence, illegal drugs**

There is a Zero Tolerance Policy regarding use of weapons, violence, and illegal drugs in school. The consequence for such acts is at the discretion of the Head of School. The Wolf School also has zero tolerance for discussion of violence and related subjects, which includes student discussions, story telling and drawing about topics related to violence and weapons unless it is part of a structured lesson plan. The first time a student is observed discussing or describing a purposeful violent act or the use of weapons, a staff member will redirect the student and make the student aware. The staff member who witnessed the incident will contact the family and the family is to have a follow up discussion at home. If there is a second issue, the family will be contacted directly to set up a meeting with the student, parents, team and administrators to develop a plan. If the issue persists, the student is sent home for the day and any missed school work will be sent home. Any time that a student is sent home he/she will not participate in after school sports or activities that day.

## **INFORMATION FROM HOME**

The following forms are designed to be simple to use and helpful for understanding and addressing your child's needs. Each form must be completed 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. Medication Form, Change in Medication Form, and Self-Medication Form**

### **4. State of Rhode Island School Physical Form**

### **5. Student Medical History**

### **6. Immunization Exemption Form**

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

### **7. Permission Form (Multipurpose)**

### **8. Family Contact List**

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. **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 include all medications your child is taking, even if your child does not take those medications during the school day.

### 2. **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. **Self-Medication Form**

This form is only in regards to over-the-counter medications. 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. Also, the over-the-counter medication must be supplied to the school by the parent.