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Dear Parents:

We know that sharing information for effective communication will be an important component of this partnership. This handbook is intended to provide you with a starting point for locating the information you need to participate in this conversation. Inside, you will find an overview of Cotting’s programs and support services, explanation of school policies, and contact information for the staff members who can answer the questions you might have concerning your sons and daughters.

This handbook is designed to be a first reference for parents in understanding the way things work at Cotting students. We see it, and hope you will also see it as a living document that continues to include what you need to know as your child grows. We welcome your feedback about the clarity and usefulness of the information that is included, and please let us know if there are other items you would like to see in future editions.

We thank you for your support, cooperation, and feedback. In working together as partners we can continue to provide your children with the programs and experiences they need to develop as fully as possible.

Sincerely,

Krista Macari, Chief Academic Officer

Pamela Varrin, Family Support Coordinator
WHERE WE CAME FROM: A BRIEF HISTORY OF COTTING SCHOOL

Cotting School is one of the oldest independent day schools for children with physical, medical and learning disabilities in the United States. It was founded in 1893 by Dr. Edward H. Bradford and Dr. Augustus Thorndike, orthopedic surgeons at Children's Hospital in Boston, and was first known as The Industrial School for Crippled & Deformed Children.

Classes began in the fall of 1894 in a church basement with eight students, one unpaid teacher, and a cook. Provisions were donated by S.S. Pierce, and a horse-drawn carriage was provided for the children's transportation by the Armstrong Transfer Company. The church classroom at St. Andrew's Parish was also offered rent-free.

Between 1895 and 1904, the School moved into larger quarters three separate times. The third and final move in 1904 was into a newly constructed schoolhouse at 241 St. Botolph Street in the South End of Boston. The acquisition of land and funds for the building was primarily the work of Francis Joy Cotting, who served as president from 1899 until his death in 1914, and in 1974 the school was renamed Cotting School in honor of the Cotting family.

In the new schoolhouse on St. Botolph Street, Miss Mary M. Perry, the School's volunteer teacher, became the school’s first superintendent and enrollment soon reached 60 pupils. Her successor further increased the number of students enrolled to 95, expanded the curriculum, and added a junior high school program. The student population continued to grow, and in 1924 a wing was added to the School building, more than doubling the space for primary, junior high school and "industrial" classes.

Most of the students that came to Cotting in the first half of the 20th century had disabilities from polio, tuberculosis, and bone, hip, and foot disorders. As the numbers of students needing Cotting’s services grew, so did the need for teachers, equipment, and new programs. Donations enabled the school to maintain its policy of offering education at no cost to the families of its students. This would continue until 1978, when under the new special education law Chapter 766. Cotting began to charge a modest tuition to be paid by the towns of residence (under Chapter 766).

In the second half of the 20th century, medical breakthroughs succeeded in preventing many of the most common disabling diseases, including polio and tuberculosis, while advances in medical technology made it possible for many more children born with or acquiring more complicated conditions to survive and develop. As a result, the needs of students attending Cotting continued to change. In response to these needs, Cotting School was relocated to its present state-of-the-art campus in Lexington, greatly strengthening its faculty and staff, updating its curriculum, and enhancing clinical and enrichment support programs. Today, Cotting students represent a wide and diverse range of physical, cognitive, communication, and medical challenges who learn together in a close and supportive community.
WHO WE ARE: MISSION AND VISION, PURPOSE, AND PHILOSOPHY

COTTING SCHOOL MISSION AND VISION

Our Mission: To enable students with special needs to achieve their highest learning potential and level of independence.

Our Vision: Cotting School creates an inclusive community, which fosters academic achievement, skill development, and social-emotional maturity. We meet the unique needs of students with a broad spectrum of learning and communication disabilities, physical challenges and complex medical conditions by providing an array of integrated services. We value partnerships among students and families, staff, public funding agencies, donors, and volunteers. We provide outreach services, nationally and internationally, to expand our commitment and expertise in the field of special education. We design our day and residential training programs to enable students to realize their highest potential both during and after their enrollment.

POLICY OF NON-DISCRIMINATION

Cotting School admits students of any race, color, religious affiliation, national or ethnic origin, gender, sexual orientation, disability and residence status to all the rights, privileges, programs and activities generally accorded or made available to students at the School and does not discriminate against any students who qualify under the criteria of the School’s admission policies in administration of its educational and therapeutic programs, admissions policies, scholarship programs, recreational or other school-administered programs. Students may be admitted at any time depending upon their appropriateness for the program and available space.

PURPOSE AND PHILOSOPHY

Cotting School is an independent elementary and secondary day school program, offering an appropriately structured and supportive learning environment to students with varying degrees of physical, cognitive, and learning disabilities, complex medical needs, and communication disorders. At Cotting, the term education reflects a balance among meeting the goals of specific individual academic development, social-emotional adjustment and the ability to function as independently as possible in society.

To this end, Cotting School offers individualized academic, prevocational, and social experiences to strengthen skills, build confidence and enhance self-image. Instruction is carried out in small classes, small groups, and on an individual basis in a manner most compatible with each student's learning style. The curriculum is geared to offer each child a range of attainable goals for future educational, vocational, and living experiences upon completion of the program. Each Cotting School staff member shares the comprehensive responsibility for conveying to each student academic knowledge, social values, and appropriate behavior for the school environment. The school is committed to providing each student with the requisite cognitive and affective skills for success in their communities and in the future.
We are committed to the following principals in carrying out our work with each student in our community:

1. To provide the appropriate tools, instruction, and learning atmosphere to enable each student to succeed in learning to his or her fullest extent.
2. To provide opportunities for students to develop the full range of skills necessary to function as independently as possible: communication skills, social skills, academic skills, physical and daily living skills, personal responsibility and community participation skills.
3. To provide each student with individualized, attainable, and meaningful tasks and activities to choose from.
4. To structure our learning community so that each student feels comfortable taking risks in learning new skills, engaging in creative problem-solving, and responding with resilience to frustration and failure.
5. To provide opportunities and services to support students and families in the experience of living with a disability in the larger culture.
6. To provide each student with the skills to move from the Cotting environment to a less structured setting.
7. To actively engage parents as partners in the education of their children.

GETTING AND STAYING IN TOUCH: COMMUNICATION

IN THE BEGINNING: PAPERWORK AND WHY WE NEED IT EACH YEAR
To be able to provide safe and appropriate services at school, members of the Cotting staff depend on having the most accurate, up-to-date information about each student. Before each school year, parents will be asked to fill out a variety of informational and consent forms so that information may be updated in their child’s record for the coming school year. Although this is a lot of work and can seem quite repetitive, it is the only way we can be sure that the information we have is correct. In case of emergency, we depend on the information in the file to know the best way to reach you and how best to care for your child. As information may change during the school year, please make every effort to notify us of those changes as soon as they occur. New information can be called or emailed in to the Cotting receptionist.

The following consent and/or information forms are required for all students:

1. Emergency Medical Treatment Form
2. Administration of Prescription Medication
3. Administration of Non-Prescription Medication
4. Emergency Dismissal Information
5. Updated Physical Form - Please note: physicals are required by DESE within a year of admission to Cotting and every three years afterward. Cotting recommends a physical every two years, but only requires documentation of a physical every three years
6. Permission for Physical Restraint
7. Fundraising and Publicity Consent Form
8. Student Acceptable Use Policy: School Network, Internet, and Equipment
9. Seafare Vision Clinic Permission Form
10. Dental Treatment Consent Form

Consent forms are required *annually* by the Department of Elementary and Secondary Education and by Cotting School. *Any student whose file is incomplete and does not contain the required paperwork will not be permitted to participate in any after school or supplemental activities.* This includes all Supplemental Services programs, all after school sports, Circle of Friends, the Cotting ski trip, the Senior Trip, and after school dances.

**HOW TO REACH US**
A receptionist is on duty each weekday from 8:00 am to 4:00 pm at the main desk to answer general questions, take messages, or direct your call to the appropriate staff member. After school hours, messages can be left for any staff member at any time in the voice mailbox at his or her personal telephone extension. Messages can also be left after hours, before school, or on weekends in the general Cotting voice mailbox for any staff member. Those messages will be received at 8:00 am when school opens again. Faxes may be sent at any time at the following numbers.

*Cotting School telephone number:* 1-781-862-7323
*Cotting School Fax:* 1-781-861-1179
*Cotting Medical Department Fax (secure for confidentiality of information):* 781-862-5959
*Student Services Office (materials for Krista Macari or Paula Rocheleau):* 781-861-2947

**ABSENCES, LATE ARRIVALS, AND EARLY DISMISSALS**
Please contact the receptionist or leave a message in the general voicemail box if your child will be absent from school or will need to leave school before dismissal.

If you know that your child will be absent or late, we ask that you contact the receptionist by 8:30 am so this information can be noted on our attendance sheets. If you bring your child in late, please make sure he or she checks in at the reception desk before going to the classroom. The attendance sheet will then be marked with the time of the child’s arrival. Conversely, please make sure that you or your child checks out at the reception desk if you come for an early pick-up. This too will be recorded on the attendance list. Accuracy of the attendance sheets is necessary so that we can account for each student in case of emergency, fire drill, or evacuation.

It is the policy of the school to call families regarding student absences if we have not heard before 8:30 am that the child will be absent or late. If you find yourself in this circumstance but are not able to call the school before 8:30 am, expect a call from the receptionist just to check that your child is accounted for. If the receptionist is not able to reach you directly, and your child will be absent, please call the school as soon as you are able to later in the day to let us know the reason for the absence.

Please remember that if your child is transported by a transportation company, the company must also be informed of any changes in the transportation plan for any given day, whether that means that the bus will not be transporting your child at all that day or that you will need transportation for your child in only the morning or the afternoon.
If you will be picking your child up early, please let the receptionist know the approximate time you will be arriving so we can arrange to have your child ready and waiting at reception. And in cases of early pick-up, including going home sick, or if your child will be staying for an after-school activity with alternate transportation home, please inform your transportation company that afternoon transportation will not be needed for your child on that day.

For easy reference, you may want to add the phone numbers for your transportation company or bus driver here:

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**LONG TERM ABSENCES**

Please inform us as soon as possible if it will be necessary for your child to be absent for a longer period of time, for example for a hospitalization. This will enable us to work with you to ensure that you and your child have the appropriate materials available to continue with schoolwork during the absence if possible. If you expect that an absence will be longer than two school weeks, please contact Leah Thibodeau, Special Education Coordinator to schedule services for academic continuity.

**SCHOOL CANCELLATIONS**

School cancellations due to snow or other inclement weather are likely to occur during the winter months, but may occur at any time during the school year. If school is cancelled, the **NO SCHOOL** announcement for Cotting will be broadcast on WBZ – Radio 1030 AM beginning at 6:30 a.m. or earlier. You will also receive an **automated call from Cotting** through our ConnectEd system early in the morning if school will be cancelled. The phone numbers that will be called will be the most current numbers we have on file for you. Cotting’s **NO SCHOOL** announcement will also appear on the local televised cancellations list. If for any reason school needs to be cancelled in the middle of the day, parents will be contacted in person via phone and the **ConnectEd** system, again trying the most current phone numbers we have received from you regarding emergency contacts. **No child** will be dismissed before his or her parent or emergency contact has been reached and is able to receive the student at home.

**PUTTING OUR HEADS TOGETHER: PARENT-TEACHER COMMUNICATION**

**EXPECTATIONS**

You can expect regular communication with your child’s teacher, therapists, and other staff members at Cotting. These members of your child’s team will look forward to hearing from you and will welcome your sharing any new information or updates about your child throughout the year. Communication between home and school can occur in a number of formats, including communication notebooks, telephone conversations, email messages, and face to face meetings. At the beginning of each school year, parents and teachers are encouraged to have a conversation to explore communication needs and preferences and to decide on a format for
communication that works well for both.

**PHONE CONTACT**
You are welcome to contact your child's therapists or teachers by phone. Since professional staff is not able to leave scheduled appointments or classes to receive phone calls as they come in, you will likely have to leave a message for a return call. Please feel free to leave a voicemail message at any time. Your call will be returned as soon as possible, in most cases within 24 hours, or, in the case of weekend messages, on the next day that school is open. Staff telephone extensions are listed in this handbook for your information.

**EMAIL**
All Cotting staff members have access to email at work, and those parents who also have access to email should feel free to use this method to communicate with teachers and therapists. All Cotting staff email addresses are composed of the first initial and last name of the staff member followed by @cotting.org. For example, pvarrin@cotting.org is the email address of Pam Varrin, Cotting’s Family Support Coordinator. Under most circumstances you should expect to receive a response to your email by the end of the next school day. It is helpful if you indicate the kind of response you are expecting, i.e. an answer to a question, confirmation that you have received information, finding a time to have a meeting, etc. If several days go by without a response, please follow up with a telephone message, as occasionally emails do not reach their intended recipients. **It is important for staff and parents to remember that there is no expectation of privacy in Cotting’s email system.** Any email that is sent or received in our system can be retrieved through the email server and viewed by our technology support staff and/or administration. In addition, please be aware that all emails regarding a student become part of the student’s record.

Faculty and staff are advised that it is against school policy to contact parents through personal email accounts or home phone numbers. We ask that parents and students not call or email staff members at their homes. Email and phone messages can be left on the Cotting system at any time for retrieval when school is in session.

**PLANNING A MEETING**
If you would like to plan a meeting with a staff member or a visit to the classroom, please call a few days in advance to schedule a time for your visit. Planning in advance will insure that staff members you would like to meet with will be able to spend the amount of time needed for the meeting and will be prepared to discuss the issues you have in mind. Please make sure that you schedule the meeting directly with the individual staff member, as the receptionists do not have access to individual schedules. **Please do not ask the receptionists to make an appointment for your or contact a staff member on your behalf.** In order to keep disruptions in the school day to a minimum, parents are also asked not to stop by their child’s classroom without an appointment.
**MAXIMIZING TIME ON LEARNING: POLICY ON SCHOOL/CLASSROOM VISITS**

We welcome visits from parents during the school day. However, we know that maintaining "time on learning" is crucial to the academic achievement of our students.

In order to maximize time on learning for our students, we all have to work to control and limit the number of distractions and interruptions that occur within the school and classrooms as much as possible. Although parents are always welcome to come into the school and to observe their child in his/her classroom or therapy time, we know that presence of any parent in the educational and therapy areas of the school can serve as a potent distraction for any student. Consequently, we ask that parents follow these guidelines for coming and going within the school:

If you would like to observe your child in the classroom or in one of the therapies, please contact the teacher or therapist in advance to set up the best time for the visit.

We ask that parents do not ask to speak to a teacher during class times. Teachers will be happy to set up a specific appointment time to discuss issues or share information. If you wish to meet, please contact the teacher by note, email or voicemail to set up a time. Drop-in visits are not encouraged since they are highly disruptive to the activity being conducted.

There may also be times when an outside professional may need to observe a student in a classroom or therapy area. Only professionals with a specific need to observe or evaluate a student will be allowed to observe in classroom settings, and only with parent notification and/or consent. School districts may also send their professionals to perform evaluations of their students at Cotting with the consent of the team.

Professionals should arrange visits through the Special Education Office and will only be allowed when the school district or parents of the child being observed have made a specific request. Observations should generally be limited to one period. Some flexibility can be made in areas such as gym, art, etc., where distractions may not be as debilitating to the activity at hand.

The teaching day is full of disruptions that cannot be avoided, but we want to do our best to insure that interruptions are kept to a minimum when and wherever possible. Our purpose in establishing these guidelines is not to discourage or limit visits by parents, but to insure that such visits do not detract from the educational process going on within the classroom.

**OPPORTUNITIES TO COMMUNICATE REGULARLY WITH ADMINISTRATION**

During each school year, Cotting parents may volunteer to serve on the **Parent Advisory Committee (PAC)**. The PAC convenes a monthly meeting that provides parents with the opportunity to give advice and feedback to the school administration on issues of policy, programming, and planning and gives administration the opportunity to benefit from the knowledge, information, and resources of its parent community. The PAC is a “working group” of parents who have made the commitment to provide a thoughtful voice for the parent
experience at Cotting, to receive suggestions or concerns from other parents, and to raise them for constructive discussion with the administration at the monthly PAC meetings. All parents are invited to attend and participate in these meetings, which are held in the Cotting Board Room from 8:30-10:00 am on the second Friday of each month. For more information, please refer to the Parent Advisory Committee Bylaws, included at the end of this Parent Handbook.

QUESTIONS OR CONCERNS
We encourage you to feel free to get in touch with your child’s teacher as the first contact if you have a question or concern about your child at school. You may use any mode of communication for this purpose, and your initial discussion with the teacher about the most efficient mode of communication can guide you. Your child’s teacher will most likely be able to answer the question or address the concern directly and, if not, will be happy to contact the appropriate staff member and coordinate communication. If issues remain after you have had opportunities to discuss a question or concern with your child’s teacher, you should feel free to contact the Administrative Supervisor for your child’s program:

**Krista Macari** for Lower School  
**Ann Buckley** for Middle School  
**Larainne Wilson** for Upper School  
**Leah Thibodeau** for IEP concerns

If you would like to discuss any issues that involve your child's total program, more than one faculty member, or services relating to the IEP, please contact **Leah Thibodeau**, Special Education Coordinator, or **Krista Macari**, Chief Academic Officer. You should also feel free to contact **Pam Varrin**, Family Support Coordinator, for assistance with communication or concerns.

RESOLVING CONCERNS
Even when communication between home and school is going well, it is possible to run into differences of opinion or intense emotions that feel difficult to resolve. “Difficult conversations” can build over time, or even emerge suddenly in the midst of a “routine” interaction. Given the importance and intensity of guiding the development of children with diverse disabilities, it is inevitable, and even necessary, for both parents and staff members to experience strong feelings about their work. Consequently, we have made it a priority to nurture an atmosphere at Cotting where doing all that is possible to resolve these difficult issues and conversations is both supported and expected. We will continue to provide professional and parent opportunities to develop skills and comfort in moving through the process of fully understanding concerns and taking steps toward resolution.

With any concern, parents are encouraged to start by talking with their child’s teacher. If additional assistance is needed to move toward resolution, parents are encouraged to contact the appropriate member of the supervisory staff: **Krista Macari** for Lower School, **Ann Buckley** for Middle School, **Larainne Wilson** for Upper School, or **Leah Thibodeau** if the issues concern the IEP. If concerns remain after these conversations, members of the Administrative Team (Krista Macari, Chief Academic Officer or David Manzo, Executive Director) may be contacted for
further assistance. Parents should also feel free to contact Pam Varrin at any point in these conversations for support and direction.

*COTTING SCHOOL COMMUNITY CODE OF RESPECT*

At Cotting, we strive to create and maintain a respectful and professional learning environment. Both parents and Cotting staff members alike should expect to be treated in a respectful and professional manner in any interaction. During the 2008-9 school year, through the work of the Cotting Parent Advisory Committee, Cotting administrators and parents set out to write a set of guidelines for communication that would encompass the strengths, values, and challenges of our community. The result was the following code, which is put forth to serve as both reminder and guide for respectful and effective communication.

**Statement**

Cotting School values diversity and community and is committed to a culture that fosters free and open communication. Cotting believes that a professional environment of mutual respect and civil conduct between and among students, staff, parents, volunteers, and school districts is critical to the achievement of students and staff. Cotting is committed to maintaining a culture that recognizes the worth and dignity of each individual in our community. Our common purpose is the growth and development of our students.

**Principles**

This Code of Respect was created to help us adopt the following guiding principles into our culture and community:

- Each member of our community is deserving of and has the right to be treated with respect.
- We are all teachers, models, and mentors for our students in our ability to solve problems, compromise, and deal with conflict productively and positively.
- We share the responsibility to work together to create an environment that fosters acceptance of the unique qualities and abilities of all community members so that we can learn from and teach each other.
- We seek to encourage the best from one another and build bridges instead of walls.
- We believe that honest and open communication is essential for the success of our students. This can only happen in an environment where it is safe to share ideas and perspectives.

**Standards**

In following the Community Code of Respect, community members are expected to maintain the following standards of behavior on campus as well as at school-sponsored events and activities:

- Courtesy in actions, language, and demeanor
- Moderate tone and volume of voice
- Active and respectful listening
- Respectful acknowledgement of cultural differences
• Respect for the personal, civil, and property rights of others
• Appropriate and courteous communication, including telephone calls, notes, letters, email and text messages
• Taking care to direct communication to appropriate or relevant individuals
• Choosing the appropriate time and location to address a concern
• Willingness to continue to engage in conversation to resolve issues

The following behaviors are held to be unacceptable in our community:
• Rude, threatening, insulting or demeaning language and/or actions
• Harassment and intimidation
• Use of profanity and/or vulgar and offensive language
• Violations of privacy of boundaries

**Incidents of behavior that violate our community standards shall be resolved cooperatively between or among the individual(s) most directly involved.**

**Cooperation**

In order to maintain the standards of our community, we resolve that:
• All members of the Cotting community are expected to comply with this policy.
• It is the responsibility of each individual to behave in a respectful manner and to participate in resolving situations in which behavior has been experienced as disrespectful.

**Relationship of this Policy to other School Policies**
• The Executive Director (or his designee) is responsible for determining whether a situation or incident further violates an existing school policy and for responding appropriately according to that policy.
• The Executive Director (or his designee) will provide for annual notification of this policy to students, staff, parents, and community members.

**Our Commitment**
The Cotting School community makes a commitment to:
• **Believe in the best intentions of all students, faculty, administrators and parents**
• Give the benefit of the doubt
• Be welcoming and inclusive
• Be open to compromise in our interactions
• Respect boundaries
• Be open-minded
• Refrain from making assumptions or jumping to conclusions
• Avoid generalizations or exaggerations
• Avoid placing blame

**PROFESSIONAL DEVELOPMENT AND TRAINING**

Faculty and staff are provided training in a number of areas on a regular basis both at orientation
sessions prior to the opening of school and throughout the school year. Among the various formal/mandated staff training sessions are: emergency evacuation procedures, safe lifting and transferring of students, feeding safety, reporting abuse and neglect, CPR, behavior management/restraint, runaway policy, transportation safety, and civil rights. In addition to these regularly scheduled training sessions, faculty and staff are provided a variety of sessions dealing with academic and medical issues pertinent to our population.

Cotting professional staff meets each Wednesday from 1:30-3:30 for a variety of professional development activities and learning opportunities.

**GETTING TO AND FROM SCHOOL: TRANSPORTATION**

For most students, transportation to Cotting is provided by a transportation company hired through the special education department of the city or town of where the family resides. Other students are transported to and from school by their parents.

**Cotting School has no direct responsibility or control over the vehicles or drivers who transport our students. Questions about individual transportation schedules and routes should be directed to the transportation coordinator or special education liaison from your school district. Transportation companies receive their direction from the school districts who have hired them, so any problems with transportation must be presented to your school district for resolution.**

If there is any change in your child’s transportation plan on a given day (i.e. if your child will be out sick or if you will be dropping off or picking up your child when they usually ride the bus) please notify your bus driver or transportation company and Cotting. If your child will be out of school for an extended period, please remember to contact your transportation company in advance of the time you would like your child’s transportation to resume.

**Dan Cuddy** is Cotting’s Transportation Coordinator and Bill Phelan, Alison Glass, and Ginny Birmingham provide additional supervision. If anything unsafe is observed on a bus or with a driver while they are on Cotting grounds, the situation will be reported to Administration, to the parents of the student(s) involved, and to the school district. If you have any questions or concerns about drop off or pick up time at Cotting, please contact Mr. Cuddy, who will be happy to assist you.

The following guidelines for driving and parking on the Cotting campus were designed to provide a common understanding for everyone in the Cotting community – staff, families, transportation companies and visitors.
- Cars, vans and buses will be permitted on the campus beginning at 8:00 am each day. There will not be Cotting staff available before 8:00 am to direct traffic or supervise students.
- Cars, vans and buses will be invited back to collect students beginning at 2:30 pm on Monday, Tuesday, Thursday and Friday and at 1:00 pm on Wednesdays. Vans parked on campus prior to these times will be asked to leave the campus and return at the designated dismissal time.
- Van drivers and monitors will no longer be permitted in the building to use the restrooms. These new dismissal procedures will require van personnel to stay in their vehicles to enable us to move vehicles on and off campus as quickly as possible.
- Parents should not leave their vehicles during drop off or pick up so that we can keep the flow of traffic moving. Cotting staff will assist students into the building. We invite parents to come back after these busy transition times when parking will be more readily available. In this way, visitor parking at the front of the building will be more accessible.
- Please be considerate of our neighbors. Do not block driveways. Do not honk your horn. If at all possible, please allow other vans and cars through. It will be especially helpful for wheelchair vans on Concord Ave. to give the right of way to cars and vans carrying students who do not use wheelchairs.
- Cotting personnel assisting with transportation at arrival and dismissal times are focused on the safety of the students. They are also implementing the changes that have been dictated to them. Please do not direct questions or concerns to them. Instead, you may contact Bridget Irish, COO at birish@cotting.org or 781-862-7323 x126 or David Manzo at dmanzo@cotting.org or at 781-862-7323 x120.

**Morning Arrival Process**

- **Wheelchair Vans** – Wheelchair vans should enter the school from the East Entrance (current entrance). The vans will park under the overhang, as is current practice. Please turn on flashers while unloading students. When all vans in front of you have finished unloading and turned off their flashers, vans will exit via the West Entrance (current exit). If all spaces in front of the building are full, Cotting personnel will line up vans to the far right in the East Entrance driveway. This will become a two-way drive in the morning, so please keep to the far right. Once those spaces are occupied, vans will need to wait on Concord Avenue to enter the school building. Please be considerate of driveways and other drivers while awaiting entrance to the school.

- **Vans for Walk-Ons** - Vans for students who walk-on should use the East Entrance (current entrance) in the morning. Vans will be directed to the circle drive at the east end of the building. Cotting personnel will be there to assist you in discharging your
passengers but please engage your flashing lights while unloading. Once students have been discharged, you will be directed to exit through the East Entrance (current exit).

- **Parents** – Parents transporting students to school each morning will use the East Entrance (current entrance). Parents will queue up with the vans for our ambulatory students to use the circle at the east end of the school building. Cotting personnel will be stationed at the Concord Avenue end of the building as well as at the turn in the driveway nearest the school to assist in directing traffic. Other Cotting staff will be available to help you unload your child. You will be directed to exit through the East Entrance (current entrance where you entered). This will become a two-way passage in the morning. There are two handicapped parking spaces nearest the building. Parents who are unloading students who use wheelchairs are encouraged to use those spots as they are available. Pre-school parents and vans, see Staff instructions below. We cannot accommodate parent parking for meetings or other visits until 8:30. We would invite you to come back to campus at that time for meeting.

- **Staff (and Pre-School Parents only)** - Staff will now enter the school through the West Entrance (current exit near HOPEhouse) in the morning. This will be a two-way passage with Cotting personnel directing traffic and alternating between wheelchair vans coming out and staff coming in. Please proceed slowly to the back lot. Please park in the next available spot, do not skip spaces. This creates unnecessary gaps in the parking area. DO NOT double park until all parking spaces have been used.

**Afternoon Dismissal Process**
*(After Regular School Day and Supplemental Services)*

- **Wheelchair Vans**– Wheelchair vans should enter the school from the East Entrance (current entrance). The vans will park under the overhang, as is current practice. Please turn on flashers while unloading students. When all vans in front of you have finished unloading and turned off their flashers, vans will exit via the West Entrance (current exit). If all spaces in front of the building are full, Cotting personnel will line up vans to the far right in the East Entrance driveway. Once those spaces are occupied, vans will need to wait on Concord Avenue to enter the school building. Please be considerate of driveways and other drivers while awaiting entrance to the school. Vans WILL NOT be permitted on campus prior to 2:30 pm. Vans that arrive earlier will be asked to leave campus and return after 2:30.

- **Vans for Walk-Ons** – In the afternoon, vans for students who walk on will be invited to line up along the west wing of the building beyond the main entrance and toward the staff parking lot. Vans should enter through the WEST Entrance (current
exit), continue to the back of the school to turn around and line up all the way to the front of the HOPEhouse building across from the main school. Note that this is a different entrance from the morning instructions. The West Entrance will be two way in the afternoon and you will leave by this exit as well in order to avoid being delayed by wheelchair vans in front of the building. Cotting personnel will be stationed at the Concord Avenue end of the street and at the stop signs by the main building to direct traffic. Please use flashing lights while loading students and do not pass other vans with flashing lights on. Vans WILL NOT be permitted on campus prior to 2:30 pm. Vans that arrive earlier will be asked to leave campus and return after 2:30.

- **Parents (except parents of Pre-schoolers)** – Parents should use the East Entrance (current entrance) in the afternoon. You will be directed to the circle drive at the east end of the building. Once you have collected your child, you will be directed to exit through the same, east entrance. Cotting personnel will be stationed to assist you. Parents should not plan to park and get out of the car. When picking up their children, parents should not arrive on campus prior to 2:30 pm.

- **Staff** – Staff will exit the campus as they have been, using the West Entrance. Staff should not pass vans with flashers on. Staff will be positioned to move cars in and out of this entrance in a timely manner. Please be patient as it may take a few moments for students to safely load a vehicle and the van can turn off the flashing lights.

**MEDICAL AND SAFETY ISSUES ON THE BUS:**

- The Cotting medical staff is extremely busy with Cotting students at the beginning of each day. The nurses are not available to provide treatment for students from other schools on the bus. We expect that each bus is equipped with first aid supplies to handle minor injuries.
- If a Cotting student has an accident or incident on the bus, please inform Cotting personnel so that the situation can be reported to the Cotting medical staff. Any incident on a bus involving a Cotting student should also be reported to that student’s local special education department.

**OTHER:**

- All transportation issues should be directed to either Mr. Cuddy, Mr. Phelan, Ms. Glass, or Ms. Birmingham. Drivers should not confront each other or faculty members with concerns. However, in order for Mr. Cuddy, Mr. Phelan, Ms. Glass, and Ms. Birmingham to maintain a safe environment during busy drop-off and pick-up times, please wait and contact either of them by phone at 781-862-7323 or via email (wphelan@cotting.org and dcuddy@cotting.org) with your questions or concerns.
- In an effort to increase building security and maintain a high level of student confidentiality, drivers and parents are asked not to congregate in the lobby or the front of the building. Drivers may come in to use the restroom briefly by entering through the main doors.
- Parents who are in the building for drop-off and pick-up are asked to refrain from approaching faculty members during that time for impromptu updates. This also applies to staff who are outside at dismissal because their responsibility at this time is for student safety. Faculty
members will gladly make an appointment with a parent to discuss any issues or concerns, even small ones.

- No door should be propped open at any time during the school day.
- Please drive slowly and use extreme caution when entering and exiting the school property. It is imperative that drivers obey all road signs.
- No transportation vehicle shall be left with the motor running and un-attended at any time.
- We discourage the practice of leaving any vehicle’s motor running while parked on our campus, however diesel transportation vehicles may not be left with the motor running for more than 5 minutes.
- For the safety of our students, faculty, parents, and other drivers, all transportation vehicles shall be equipped with an alarm system that indicates that the vehicle is in the process of backing up.
- **The Cotting campus is an entirely non-smoking facility. Not only is this Cotting’s policy, it is also the law. Smoking is not permitted anywhere on the school grounds, including at the front of the school on Concord Avenue.**

**TAKING CARE OF OUR COMMUNITY: STUDENT SAFETY/CONFIDENTIALITY**

In order to maintain a safe environment for our students and monitor who is coming into the school building, all entrances to Cotting remain locked throughout the day. Doorbells are located at the main school entrance, and at the entrances at the east (near the kitchen) and west (near Industrial Arts and Work Skills) sides of the building. When you arrive at Cotting, just ring the bell and one of the receptionists will answer. Identify yourself as a parent and they will be happy to buzz you in.

All parents and other visitors are asked to check in at the main reception desk upon entering the school. Once there, we ask you to sign in, indicating who you will be meeting with in case we need to reach you, and get a visitor badge to wear while in the school.

Parents are welcome to wait or gather in the front lobby or reception area during drop-off times in the morning, pick-up times in the afternoon, or during after-school activities. If any parents wish to meet with other parents at the school during other times, please contact Pam Varrin, Family Support Coordinator. To minimize distraction and respect the confidentiality of all, we ask parents to limit their walking through the building to those times when they are traveling to and from scheduled meetings. If you are bringing your child to school late, or picking up early, please wait in the reception area for your child to come down from the classroom.

It is the policy of the School not to conduct programs or procedures for purposes of research, experimentation, or publicity or to use a child's or family's name, photographs, video tapes, or other identifiable items for any of the above purposes without the specific written consent of a child's parent or if a child is 18 years of age or older, the child herself/himself. These consent forms must be updated yearly and are included in the paperwork packet that must be completed before school starts.

Cotting School specifically respects and protects the dignity of all its students in print, audio-visual or oral presentations and its entire educational and clinical program.
FEEDING THE BODY AS WELL AS THE MIND: DINING ROOM/LUNCH/SNACKS

Lunch is served for the Lower and Middle School classes at 11:30 a.m., and for the Upper School classes at 12:30 p.m. A hot lunch with salad bar is available daily for all students. Each student is assigned to a particular lunch table at the beginning of the school year, and lunch is served family style at each table. Sandwiches and yogurt are always available as an alternative to the main course. Students on special diets or who prefer their own lunch may bring their lunch from home. If a student brings a lunch from home that needs to be served hot, it must be sent to school already warmed in its own thermal container, as Cotting staff members are not able to heat up lunches before or during the lunch period.

We hope that all students who are able to will participate in the social and educational process of sharing the same meal together. All students are expected to go to the dining room during lunch whether or not they choose to eat. Students who do not take their nutrition by mouth will also be encouraged to spend all or part of their lunch period in the dining room with their peers as they are able to and as is appropriate.

Our Feeding Team, headed by Occupational Therapy Team Leaders Amy Houghton and Lisa Blethen, supervises lunch. Program assistants and other professional staff are available to assist students in the dining room by feeding those who need physical help, monitoring students at risk for choking, teaching organizational skills and manners, paying attention to portion control, encouraging trying new foods, and stimulating appropriate and pleasurable conversation. Please inform Ms. Houghton or Ms. Blethen in writing if your child has any needs, issues, or goals in these areas that we should pay attention to, and feel free to contact her with any questions or concerns.

Cotting School provides a nourishing, well-balanced free lunch to all students each day but does not provide breakfast. Cotting School will collaborate with sending school districts to make breakfast available to publicly funded students with disabilities if they would have had access to such meals in their sending school district. If a student is eligible for free or reduced price meal benefits, Cotting School will also collaborate with their sending district to make breakfast available.

Time is set-aside in most classrooms for students to have a snack during the morning. Teachers will send home information about snacks in their classrooms at the beginning of the school year. Students are responsible for bringing their own snack food. The time for snack will vary for each classroom depending on the morning schedule, but in general the Lower and Middle School classrooms try to have snack earlier in the morning because they participate in the early lunch, while the Upper School classrooms try schedule their snack time later in the morning because they participate in the later lunch.

General Food Allergy Guidelines
The foods most likely to cause severe allergic reactions are nuts, dairy products, eggs, soy, wheat, fish and shellfish. Due to the life-threatening nature of many peanut and tree nut allergies, Cotting School is a nut-safe environment and there are no nut-products allowed on campus. The following guidelines are in place to help us maintain a nut-safe environment:
• We request that students do not bring foods containing peanut products or tree nuts in their snacks or lunches. If a staff member discovers such foods in a child’s lunch, it will be removed and the parent will be reminded of the nut-safe policy guidelines. The child’s hands and lunch area will be immediately cleaned.

• All faculty and staff are prohibited from bringing products containing peanuts and tree nuts on campus.

• A medical professional must document student allergies that require treatment, including the symptoms that indicate a reaction is occurring and instructions for administering medication. Cotting School’s Food Allergy Action Plan, available in Medical, must be turned in before the start of school.

• We talk to the children about the importance of keeping the classroom safe and healthy for fellow classmates.

• We encourage frequent hand washing, especially before and after meals.

• We make every effort clean tables and other work surfaces at least twice a day, before school begins and after lunch.

• We make every effort to prohibit the sharing of foods in lunches or snacks.

• Classroom teachers and assistants are required to be familiar with every student’s allergies.

• We make every effort to avoid serving foods that contain peanuts or tree nuts or may contain traces of nuts of such foods.

• If children have life-threatening allergies to foods, they must provide an acceptable nonperishable snack to be kept at school and served as an alternative, as needed.

• We ask parents to label, or provide the original packaging label, of the ingredients of all food they provide for communal snacks.

• Every staff member who works in a classroom with a child with severe allergies is required to be trained on the use of an EpiPen.

• While we make every effort to be nut-safe, it is important to recognize that food prepared in parent homes or restaurants may not be coming from a nut-free environment.

• Cotting School’s Food Service Department provides food in the dining room that all students may enjoy. In the case of a student with multiple, unusual or severe allergies, however, the student/family may be required to provide lunch and snacks to ensure the student’s safety.

• If parents are uncertain about possible exposure to allergy-causing foods, they may provide meals or treats for their students.

• Our guidelines will apply to all functions in the school building in area where children would be present.

Cotting School will follow these guidelines to the extent possible but we do not guarantee that we can keep our environment completely free of food or other allergens that might cause a severe reaction.

**KEEPING STUDENTS AND THE COMMUNITY HEALTHY: WELLNESS AND SCHOOL MEDICAL SERVICES**
**WELLNESS**
At Cotting we are aware that paying attention to developing habits of wellness is an important part of staying healthy over time, particularly for students with chronic health issues. We believe that in order to develop good habits our students must receive information and instruction in the areas of nutrition, personal care and hygiene, fitness and physical education, social-emotional development, safety, and understanding physical development and sexuality. The overall goal is to provide appropriate and accessible information in these areas that students can begin to use as tools for making healthy choices.

**DENTAL AND VISION CLINICS**
Dental and Vision Clinics are located at Cotting School to provide easily accessible preventive and specialized care to Cotting students at no cost to families.

**Seamark Vision Clinic**
The Vision Clinic has provided free vision services at Cotting since 1975 through a cooperative relationship with the New England College of Optometry/New England Eye Institute. Dr. Nancy Carlson, a professor at the New England College of Optometry, is the optometrist and Director of the Seamark Vision Clinic. At the clinic, she works with two senior interns from the College. Every Cotting student receives a vision assessment at the Clinic sometime during the school year, including a measurement of visual acuity, tests to determine the need for glasses or a change in glasses, an assessment of binocularity (the ability to use the two eyes together), and a brief evaluation of eye health. A report of the examination is sent home to parents, who can contact Dr. Carlson for further information or with questions or concerns by phone or email. There is no cost for the examination, but if glasses or a change of prescription is needed, the Seamark Vision Clinic can provide glasses at cost to Cotting families. The clinic is not able to accept insurance. Vision services are also available to family members of Cotting students and can be accessed by calling and making an appointment during clinic hours.

**Dental Clinic**
The Dental Clinic operates one morning a week at Cotting. It is staffed by a dental professor from the Tufts School of Dental Medicine and trained dentists who are completing a rotation in pediatric dentistry. Dental services are provided only to those students whose parents request them. At the beginning of each school year, permission slips for dental services are sent home in the packet of information and forms. If parents fill out and sign those forms, their child will be scheduled for one of the appointments in the dental clinic. Parents should receive notification of when the appointment is scheduled and should receive a report from the Clinic after each appointment. Students are brought to the clinic by classroom staff, and return to class after the appointment. Parents who wish to continue to have their child receive care from their community dentist may also access the dental clinic for additional assessment or care, for example, for extra cleanings or monitoring throughout the year.
SCHOOL MEDICAL SERVICES

Six registered nurses, two licensed practical nurses, and one medical assistant from 8:00 a.m. to 3:00 p.m. staff the Medical Department at Cotting School each school day. A nurse remains available for emergencies until 4:00 pm on days when there are afterschool Supplemental Services activities. The school’s physician is available during school hours for consultation for the Medical Department.

Some of the services provided by the Medical Department include:
- Health maintenance, screenings and prevention
- Administering medication and treatments as ordered by the child’s physician
- First aid and emergency management
- Medical assessment and monitoring of specific health concerns
- Gastrostomy tube feedings
- Managing colostomies
- Assisting with various personal care needs (We recommend that an extra set of clothing is available at school for situations requiring a clothing change.)
- Individualized teaching and monitoring of various activities of daily living skills

Our school physician is available for consultation and limited direct care service. We strongly encourage annual physical examinations. Each student shall have a physical within one year prior to entering the program or within 30 days after program entry and every two years afterwards.

IMMUNIZATIONS

As required by state regulations (102 CMR 7.07 and 105 CMR 220.00), the Department of Public Health has established requirements for children to attend school. These requirements include the minimally acceptable number of immunizations for attendance at schools. To comply with state law, accurate information concerning up-to-date immunizations must be annually provided to the school nurse. There are two situations in which children who are not appropriately immunized may be admitted to school. A medical exemption is allowed if a physician submits documentation that an immunization is medically contraindicated. A religious exemption is allowed if the parent of guardian submits an annual written statement that immunizations conflict with their religious beliefs. In the absence of an emergency or epidemic of disease declared by the Massachusetts Department of Public Health, the school does not require any student to receive medical treatment when the parents object on the grounds that such treatment conflicts with a religious belief.

HEALTH SCREENINGS

Each child receives individual hearing screenings during the school year. Vision screening is available for students seen in the Vision Clinic. Dental screenings, cleanings and minor restorative work are available with parental consent. Postural screenings are conducted in accordance with Department of Elementary and Secondary Education regulations. Body Mass Index (BMI) screenings are performed as mandated by the Department of Public Health and results are reported to the Commonwealth of Massachusetts.
**DISPENSING OF MEDICATIONS**

The following state mandated policies have been put in place to ensure the health and safety of children needing medicines during the school day.

1. The **Health Record Form** includes reference to prescribed medications and must be signed by a physician. No prescription medication is administered to a student without the written order of the physician prescribing the medication to that student.

2. If the Administrator questions the necessity of dispensing certain medications, he or his agent may consult with the school physician and/or the student's personal physician for further information or advice.

3. The parent, guardian or other designated responsible adult must bring medications to the school in their original pharmacy or manufacturer labeled containers. **Students should not deliver medication.** Expired bottles are not acceptable. A medication order, signed by the physician should include the student's name, medication, daily dosage, route and time when the medication is to be taken. Homeopathic remedies cannot be dispensed, as contents may not be standardized. Other information such as potential side effects, if any, must be provided. No more than a thirty-day supply of regularly scheduled medications should be delivered to the school. Medications that are taken on an as needed basis may be held for longer periods of time.

4. All such medicine will be taken in the presence of and under the supervision of the school nurse, or designated staff member. Cotting School is registered with the Department of Public Health to permit unlicensed, properly trained responsible adults to administer prescription medications to students on field trips and special school events when a school nurse is not available. This registration must be renewed every year. Unlicensed personnel must pass a comprehensive written test prior to becoming certified in medication administration, and must pass an annual review quiz to maintain such certification.

5. All such medication shall be stored under the school nurse's direction in locked cabinets in the Medical Department. Provisions will be made for refrigeration of medication when necessary. Unused or expired medication will be returned to parents, or destroyed after informing parents. **Unused or expired medication cannot be sent home with students.** The school nurse will place a courtesy call to notify parents when the medication has expired but it is the responsibility of parents to ensure that adequate medication is available at school.

6. School personnel will not generally assume the responsibility for administration of medication requiring injection. Flu vaccine may be administered in the fall depending upon availability of the vaccine and may be given with parental consent.

7. The school nurse shall maintain a record of each time a medication is dispensed. The record will include the time the medication is dispensed, the name of the person administering, and any additional pertinent information, including any side effects of the medication.

8. If a student refuses the administration of an ordered medication, the nurse will contact the parent or guardian. The nurse may consult with the school physician or the
prescribing physician to determine whether or not it is safe for the student to remain in school without the medication.

9. Parents must sign an Authorization to Dispense Medication form if medication is to be dispensed at the school. This order must be renewed as needed and at the beginning of each academic year. A new order is required for any change of medication or dosage outlined above.

10. A review of medications administered to a student is incorporated into all case reviews conducted at the school with staff regarding the student.

**PRIVACY OF STUDENT HEALTH INFORMATION**

All student health information is kept in locked files in the medical department according to the following regulations:

**Health Privacy Policy**

The information provided below covers the applicability of federal health privacy regulations and Massachusetts student record regulations to student health records maintained by Cotting School.

**HIPAA PRIVACY REGULATIONS**

Enacted pursuant to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the federal HIPAA privacy regulations generally prohibit covered health care providers, health plans and health care clearinghouses from using or disclosing protected health information ("PHI") except as authorized by the individual or as otherwise permitted by regulations. The term “health care provider” is defined to mean a person or entity who in the normal course of business furnishes, bills, or is paid for care, services, or supplies related to the health of an individual, such as a school nurse. HIPAA privacy regulations apply only if a health care provider transmits health care information electronically in connection with certain transactions with payors, such as billing for services. Cotting School does not electronically transmit health information in connection with any such transactions. Accordingly, Cotting School is not subject to the HIPAA privacy regulations.

In accord with the school’s usual practice, the school does, however, intend to adhere to reasonable and relevant privacy standards.

- **Permitted Disclosures.** The School may use and disclose PHI for treatment, payment, or health care operations. The school may also use and disclose PHI for certain public policy objectives, including where disclosure is required by law, reporting suspected child abuse or neglect, or pursuant to a judicial or administrative subpoena or order. All other disclosures of PHI require specific authorization from the student’s parent or guardian or the student when applicable.

- **Privacy Notice.** Students of legal age and/or parents must sign a written acknowledgment indicating that they have received this Health Privacy Policy.
Administrative Requirements. The Cotting School Nurse has been designated as the school’s privacy official in regard to Health Care Records. Faculty and staff are trained concerning the school’s privacy policies and procedures; there are sanctions for employees who fail to follow the school’s policies and procedures; and the school has adopted reasonable technical, physical and administrative safeguards designed to protect the privacy of PHI. Access to PHI is limited to those employees with a “need to know,” and, to the extent feasible, to the information relevant to such person’s job responsibilities.

COTTING SCHOOL SICK CHILD EXCLUSION/RETURN POLICY
In order to protect the health of all students, the school must implement sick child exclusion and return policies. The following are symptoms requiring the removal of a child from the school setting.

- **Fever**—alone or associated with sore throat, rash, vomiting, diarrhea, earache irritability or confusion. Fever is defined as having a temperature of 99.4°F or higher taken under the arm, 100.4°F taken orally or rectally.
- **Diarrhea**—student may return once bowel pattern has returned to normal and all stools can be contained. Certain more aggressive diarrhea illnesses such as E. coli or Shigella require resolution of diarrhea and two documented negative cultures prior to return.
- **Vomiting**—none in a twenty-four hour period prior to return to school.
- **Body Rash with Fever**—same as fever guidelines. Certain rashes may be associated with lengthier periods of exclusion, i.e., chicken pox needs to be entirely crusted over prior to return. Some rashes may require physician review prior to readmission. Rash without fever and without behavioral changes is not reason for exclusion.
- **Sore throat with Fever and Swollen Glands**—If streptococcal infection is documented, child can be readmitted 24 hours after initiation of antibiotic therapy. If no streptococcal infection is documented, same as fever guidelines.
- **Conjunctivitis**—after assessment by physician with appropriate treatment in place.
- **Lice and Scabies**—after treatment has been administered and nits are no longer visible.
- **Herpes Simplex with open sores**—May return when lesions are crusted over. If child drools, all lesions must be cleared up prior to return to school.
- **Impetigo**—24 hours after treatment is initiated.
- **Hand/Foot/Mouth Disease**—Return after resolution of fever and ability to take adequate hydration.
- **C/Difficile**—return after appropriate antibiotic treatment has been initiated and diarrhea is resolving. Stool must be containable. Readmission cannot be allowed if this is not the case.

In most cases the child should be fever free for 24 hours or have been on antibiotic therapy for 24 hours before returning to school.

If a student is demonstrating any of these symptoms, the school nurse will contact the parents to dismiss the student. Parents are expected to pick up a symptomatic child within one hour of being contacted by the school nurse. If the parents cannot be reached or are unable to pick up their child within one hour, the school nurse will contact a person designated by the parents to dismiss the student. The student will be monitored in the Medical Department until the parent or person designated by the parent arrives to dismiss the student. The school receptionist will
notify the student’s transportation company of the student’s dismissal.

In cases where there is a question regarding a student’s return, the school medical director will have final authority.

**POST-HOSPITALIZATION PROCEDURES FOR RETURNING TO SCHOOL**

Many students require absences during the academic year due to hospitalization. As you know, the safety and well-being of all students at Cotting School is our top priority. For this reason, we must ask that whenever a student is returning to school following a medical or psychiatric hospitalization, their families must follow the following procedure.

To ensure that Cotting students are receiving the highest quality care possible, parents must notify the school nurse of any upcoming medical procedure or surgery. Before returning to school, parents must call the school nurse at least one full working day in advance of the return date to develop a plan for transition back to school. Please allow enough time so that all necessary services may be arranged prior to the date of return. The school nurse must be notified of any change that may impact the day of the child’s return and/or the staff needed.

A **Discharge Order Form** (copies are available through the medical office, and a copy appears on the next page) must be completed by the healthcare provider and sent to the school nurse **before the child can return**. A secured, medical fax machine is available to expedite the transfer of this information (781-862-5959). Also, email can be sent to mpassanisi@cotting.org.
DISCHARGE ORDERS

To the Physician: In order to assure Cotting students are receiving the highest care possible, we must ask that you complete this discharge order form and indicate any changes, limitations or precautions which should be incorporated in the child’s school program services.

_______________________________________ has been hospitalized with a diagnosis of: ________________________________

Student’s Name __________________________, and is able to return to school as of __________________________. Date

Medical/Nursing Services

____ This student has a medication change. A signed, medication order is attached.
____ This student requires treatment(s) or dressing changes in school. A signed order is attached.
____ This student is now on a special diet, or has the following modifications or restrictions related to feeding: __________________________

_________________________________________________________________________________________________________

____ This student has the following modifications or restrictions related to toileting: __________________________

_________________________________________________________________________________________________________

____ This student has other modifications or restrictions, which consist of: __________________________

_________________________________________________________________________________________________________

____ This student may return without any modifications or restrictions.

Physical/Occupational Therapy Services

____ This student may return with the following modifications or restrictions: __________________________

_________________________________________________________________________________________________________

____ The following limits on mobility should be set for this student: (feeding, walking, standing, running, stretching, strengthening, lifting, exercise, adapted physical education etc.) __________________________

_________________________________________________________________________________________________________

____ This student may fully weight bear
____ This student may partially weight bear: __________________________
____ This student should be non weight bearing until: __________________________
____ The following precautions shall be taken when transferring this student: __________________________

_________________________________________________________________________________________________________

____ This student may return without any modifications or restrictions.

Other Considerations for School Program:

This student _____ is ____ is not fit to work at his or her in house job or off-campus job.

Physician’s Signature __________________________ Phone Number __________________________

Physician’s Name Printed __________________________ Date __________________________

I give my permission for Cotting School’s Nurses to contact the Physician with any questions related to this Discharge Summary.

Parent’s Signature __________________________ Date __________________________
**POLICY REGARDING ILLNESS OCCURRING PRIOR TO COMMUNITY TRIP**

If a student becomes ill or experiences a medical event prior to a scheduled community trip, he or she should be referred to the Medical Department for evaluation. Medical events may include, but are not limited to, seizures, acute asthma attacks, vomiting, or any event that would require further evaluation and monitoring by the Medical Department. The school nurse will determine whether the student is medically stable to participate in the community trip.

If there is not sufficient time for the school nurse to ensure medical stability, but the student does not require transfer to Emergency Services, the student will not participate in the community trip and will remain at the school for continued monitoring.

**BATHROOM POLICY**

It is always a challenge to balance our goal to give students as many opportunities as possible for independence with the need to ensure safety and appropriate supervision. This is especially true for our older students. The following bathroom policies further our efforts to ensure student safety and supervision at all times:

1. The bathrooms across from the auditorium and next to the fish tank will be for staff and visitors only. These are marked as Staff/Visitor bathrooms.
2. During lunch, students should use the single bathroom that is on the left side of the hall past the dining room as you are heading toward the side entrance. This bathroom is handicapped accessible and will be marked as a student bathroom.
3. Teachers are asked to help by having students use the bathroom before/after lunch as much as possible.
4. Staff should only use bathrooms that are for staff. If there are circumstances where a student needs to use a bathroom that is designated for staff/visitors, they should be supervised by an adult.
5. Students should use the bathroom pass and place it on the door when using the bathroom for privacy.
6. If more than one student needs to be sent to the bathroom at a time, an adult should supervise them.
7. Students should be reminded to ask for permission to go to the bathroom when in specials.

**TOILETING POLICY**

Students have varied requirements for assistance with their personal care/toileting needs. The building contains boys’ and girls’ rest rooms with appropriate fixtures and sinks for those students who can attend to their personal needs without assistance. Teacher aides and teachers will attend to the needs of many of the lower school students in their own classroom area. As appropriate for their age and increased independence, students in the Middle and Upper Schools who require any assistance with toileting needs should use the restrooms in the Medical Department. The Medical Department is equipped with adaptive toilets, and changing rooms with electric hospital beds. The medical department provides the following:

- assistance with difficult clothing
- assistance with standing balance
- transferring in and out of wheelchairs
- seating on appropriate adaptive toilet seats
- changing of diapers or personal hygiene protectors
- bladder crede
- catheterizations (either by medical staff or monitoring of self-catheterization)
- management of colostomy or ileal bags

Ongoing instruction and training for independence in personal care is coordinated through active cooperation of our Occupational and Physical Therapy Department, family, community resources and primary health care facilities.

If a student has toileting accident during the school day, the Medical Department will provide a change of clothing. We ask that you please return these clothes to Medical so that we can maintain an adequate supply to assist students as needed.

**TOILETING OFF CAMPUS**
When a student requires specialized assistance (as described above) during an off campus activity, this assistance is provided by the trained staff on duty during the activity.

Supplies required to provide such assistance will be provided by the Medical Department. Necessary equipment may include: gloves, wipes, chucks, sanitary pads, pull-ups, diapers and urinals.

The nurses are available to assist with developing a plan of care to meet the personal care needs of any individual student during off campus activities and can assist in amending a plan for any new setting or activity. Following a consistent healthcare protocol is important for health and safety. The nurses, as necessary, will provide training, and a nurse will be available via the phone to provide support to the staff member while they are off campus.

**GETTING DOWN TO LEARNING: THE EDUCATIONAL PROGRAM AT COTTING**

**CURRICULUM**
The Cotting School Curriculum follows the Massachusetts Curriculum Frameworks and is outlined in some thirty volumes developed and maintained by faculty and administration. Parents are welcome to review these curriculum materials at any time by contacting Ann Buckley, Curriculum Specialist. Curriculum areas are reviewed annually and updated as appropriate.

The Cotting curriculum is goal-oriented and implemented in conjunction with each student’s Individualized Education Program. Curriculum instruction is planned and carried out for each
classroom group, and each student is provided with the accommodations specified in his or her IEP to allow access to the curriculum. Those students who have supportive therapies (such as occupational therapy, communication therapy, etc.) specified in their IEPs will receive as much of their therapy time as possible within the classroom in order to minimize fragmentation of instructional time and to aid in carrying those skills over to classroom work. In addition to receiving curriculum instruction in their “home” classroom, students also move as a group to different classrooms during the day to receive instruction in fine arts, music, technology, work skills, industrial arts, health, adapted physical education, and library/media from teachers trained in these areas.

Although the teaching day may be full of disruptions that cannot be avoided, we make every effort to make sure interruptions in instructional time are kept to a minimum. Since it is well established that “time on learning” is the single strongest variable correlating with academic achievement, we must constantly be aware of making every moment count in a time-limited school day.

**BUILDING THE SKILLS TO ACCESS THE CURRICULUM: INDIVIDUALIZED EDUCATIONAL PLAN (IEP)**

Each student at Cotting School has an Individualized Educational Plan written to meet his or her special education needs, including the accommodations, modifications, and therapies needed to address those needs, and specifying Cotting as the educational placement which will best carry out this plan. The IEP is written for one year only and is reviewed every year to monitor the student’s progress and to set the educational goals and objectives for the next year. The placement at Cotting is also reviewed each year at the IEP meeting.

Parents and students have certain guaranteed rights accorded them by the Special Education laws of the Commonwealth of Massachusetts and the federal government. Information regarding your rights or any other aspect of the IEP or special education process is readily available from the Special Education Coordinator at Cotting or through your local school district.

The student’s educational team develops IEP goals. These goals are the priority areas for a one year period and do not encompass a student’s entire Cotting program. Many activities and experiences beyond the IEP compose a student’s education at Cotting. At Cotting the educational team is made up of a representative of the special education department from the student’s public school district, the student’s parent(s) and any others invited by the parent(s), the Special Education Coordinator at Cotting, the teacher, and any other specialists who provide services to the student. One of the purposes of regular communication between Cotting staff members and the parents of their students is to provide opportunities to discuss progress and recommendations throughout the year, not just at the IEP meeting. If parents have questions about what will be discussed at the IEP meeting, they are encouraged to communicate in advance of the IEP with the staff members who work with their child. Cotting School does not provide drafts of a student’s IEP to parents prior to the Team meeting. Drafts will be available at the IEP meeting to parents and school districts.

Department of Education regulations state that students aged 14 and over shall be invited to
attend their IEP meetings, and students at Cotting are provided with the preparation and support to participate increasingly in their IEP meetings from age 14 on. In the beginning, students may attend for only a part of the meeting, continuing to work toward the goal of increasing their meaningful participation each year.

The Individualized Educational Plan (IEP) includes:

- Parent and student concerns for the next IEP period.
- A profile that describes how the student learns most easily and identifies his/her strengths and areas of need.
- Vision statement.
- Goals and specific objectives that outline the skills and behaviors, which he/she can reasonably gain during the next year. (If the student is 14 years old or older, goals should be guided by the student’s vision to assist with adult transition.)
- A specific description of what the student is able to do within each identified area of need.
- Suggested teaching approaches, accommodations and specialized materials.
- Statements spelling out how the student’s progress will be measured.
- The types of service that will be provided and the objectives that each service will focus upon.
- The type of setting and the location at which the service will be provided.
- The type of specialist who will provide the services for your child.
- The projected date on which the service will begin.
- The frequency and duration of the service.

In addition, summer services (extended school year) are also discussed at each IEP meeting. Summer services are indicated when the student’s team agrees that the student will experience substantial regression in skills over the summer if services are not provided. A summer program is available for Cotting students in all levels over a 5-week period that typically begins after the 4th of July holiday and continues through the first week in August. The Summer Session has a somewhat shorter school day, typically revolves around a theme, and structures the academic maintenance activities in creative ways. For Upper School students, summer session provides a number of choices for maintaining skills in life-skills and/or vocational settings. Examples of these choices are SALSE (Summer Adaptive Living Skills Experience) a program that provides an opportunity to practice classroom skills in real-life situations, as well as the Horticulture and Community Work Programs that provide the opportunity to practice and retain skills in a variety of vocational environments. Please note that students are expected to attend all five weeks of the summer program.

Each annual review of the IEP addresses all of these areas. In addition, every three years a re-evaluation of the student must be completed.

**THREE YEAR RE-EVALUATIONS**
Three-year re-evaluations are completed for every special education student to determine continued eligibility for special education services. Parents must provide consent to the
sending district before Cotting staff conducts any evaluation for the purposes of re-
determination of eligibility for special education services. In order for these assessments
to be completed by the date of the IEP meeting, this consent must be signed well in
advance. Each assessment for this evaluation is written in report form, with copies provided for
parents. These reports are then presented at the Team meeting and used in setting and
prioritizing goals for the IEP. Copies of 3-year re-evaluations will be given to parents upon
request at least 2 days in advance of the Team discussion at the meeting.

The Three Year Re-Evaluation may include any of the following components. The assessments
are typically completed by Cotting staff but can be completed by public school or other
evaluators:

**Educational Evaluation**
Your child’s teacher will carry out and/or coordinate an evaluation of your child’s
reading, writing, and math skills, and will write a report to be shared with you and your
school district which will be presented at the IEP meeting. This assessment will detail
your child’s present skills in comparison to his or her skills at the last three-year
evaluation and will describe where these skills fall in relation to typical development.

**Psychological Assessment**
The IEP team may choose to include a Psychological Assessment in the 3-year re-
evaluation. This assessment would be carried out by a psychologist outside of Cotting,
designated by the student’s school district, or suggested by the student’s parents and
agreed-upon by the team. The psychological testing may take place at Cotting, at a site
in the local school district, or at a private office. The Psychological Assessment may be
recommended if the team has questions about the student’s strengths and challenges in
relation to the general population or if an IQ score is needed for any reason. If there are
no such questions, the Psychological Assessment may be waived. However, it is
important that an updated Psychological Assessment is completed for each student
around the time of his or her eighteenth birthday, as an IQ assessment will be needed at
that time to provide information necessary for guardianship decisions and eligibility for
adult services. Even if it is not time for a 3-year re-evaluation, plans for a Psychological
Assessment should be made at the IEP closest to the student’s 17th birthday.

**Assessment of Progress in the Classroom**
Your child's current teacher will carry out an assessment of your child's performance and
growth over the last three years in the skills needed to access the curriculum and in
curriculum content areas. Both formal and informal assessment materials will be used to
determine progress, and most will be carried out in the classroom. The student’s records
and assessments of former teachers will be consulted to provide further detail regarding
the path of progress.

**Evaluation of Progress in Therapies**
If your child receives therapies at Cotting, each therapist will conduct an assessment of
his or her progress in those skills. This assessment will track your child’s progress in
comparison to the norms for typical development, and/or your child’s individual
progress since the last 3-year evaluation. Evaluation is also completed to determine if
your child continues to need the service.

Medical Evaluation
The annual physical examination required by State regulations and by Cotting School is usually acceptable for the three-year re-evaluation. It is not typically requested for re-evaluation purposes unless there have been changes in your child’s medical condition.

Home Assessment
The 3-year re-evaluation also brings the opportunity to more formally report on the educational progress, strengths, and needs of the student that are experienced and observed by the family at home and in the community. Although this information is always an important part of the discussion at each annual IEP review, the 3-yr home assessment can provide some structure and detail to information that can be useful for future planning. The Family Support Coordinator, or a school district representative typically carries out home assessments.

Please feel free to call Leah Thibodeau, the Special Education Coordinator at Cotting School, if you have questions concerning your child's Education Program or your rights as the parent of a student with special needs.

SUPPORTS FOR LEARNING

THERAPIES
Cotting provides a wide variety of therapies and services on-site to support the learning and development of our students. For those students who need adjunctive therapies to access the curriculum or make effective progress, the types of therapies and schedule for services is discussed at the IEP meeting and written into the yearly plan. Cotting maintains a staff of trained and licensed therapists in each area (Physical Therapy, Occupational Therapy, Communication Therapy, Remedial Services, and Psychological Counseling) so that each student can receive the services that they need to meet the goals in their IEPs without major disruption. Since maintaining time on learning is so important, these therapies are delivered during regular classroom activities as much as possible.

ASSISTIVE TECHNOLOGY
Cotting maintains an Assistive Technology and Assessment Center (ATAC) to assess and track each student’s need for assistance in accessing the curriculum. Recommendations for student use of technology for communicating, moving independently, writing, etc. are shared with the staff members who work with that student and are carried out in all aspects of a student’s program and school day. Some of the adaptive devices needed by students are already available in Cotting’s classrooms or therapy areas for shared use within the school. Other devices must be ordered especially for the student and paid for through the student’s insurance or other funding sources.

Other adaptive equipment, devices, computer peripherals, software, or any other items not normally provided within the general program cannot be purchased or otherwise provided for
any individual student unless it has been included within the IEP when a child is first admitted
to the school and funded by a non-Cotting School private source obtained by parents, the LEA,
or other means.

It must also be understood that the normal maintenance and upkeep of such device or equipment
will be the responsibility of the LEA or family except in such cases where there has been
obvious neglect or damage by Cotting staff.

**“REAL LIFE”: TAKING LEARNING OUTSIDE THE CLASSROOM**

**COMMUNITY INCLUSION EXPERIENCES**
In addition to the instruction carried out in the school building, Cotting is committed to
providing transitional opportunities for students to apply their skills in more natural or “real
world” settings. In order to accomplish this, classrooms at the Middle and Upper School levels
are involved in regular community trips planned by each teacher to extend and apply their
ongoing units of classroom instruction.

**PROJECT BRIDGES**
This commitment to “real world” experience extends to vocational instruction as well. Through
Project Bridges, Upper School students have the opportunity to spend one morning or afternoon
a week for several months supported by Cotting staff as they learn to work in various companies
and organizations in the community.

**ACTIVITIES PROGRAM**
Cotting seeks to provide students with numerous activities and experiences within and outside
the school that support the curriculum, enrich the learning experience, develop individual
interests, extend social experiences, and provide the opportunities to practice skills in a variety
of circumstances.

Cotting School offers students a variety of opportunities for social activity through dances,
sports, after school activities, and overnight trips. These activities are planned and coordinated
by Cotting’s Activity Director.

**POLICIES FOR STUDENT PARTICIPATION IN AFTER SCHOOL ACTIVITIES AND
SCHOOL EVENTS**

1. Students must stay in specified areas within the building.
2. Students may not stay after school without specific written permission from parents.
3. Students who do stay after school may not leave the building without specific written
   permission from parents.
4. No student may leave the building and return without staff supervision or permission.
5. Students, alumni or guests who bring cars may not stay in their cars.

6. Neither drinking nor smoking will be allowed at school functions.

7. Guests are welcome at school functions, i.e., dances, but they must abide by all school rules while here. Students should ask permission from the Activities Director (Mr. Moran) before inviting guests.

8. Regular bus drivers should be informed in advance if a student will not be going home after school.

9. With some exceptions, if a student does not attend school on the day of a social function or dance, the student may not attend the function that evening. If there are extenuating circumstances, please contact the Chief Academic Officer for special permission to attend a school event.

10. Parents and/or drivers should plan on picking up students as soon as the event is over. Please be certain that you are aware of the correct time to pick up your son/daughter.

11. Siblings, friends and family members of students may be included in some school events. Please note that parents are responsible for directly supervising the friends and other family members they have brought to any Cotting event.

Permission forms will be sent home one week prior to each event. Please be sure to note the correct times for the event and describe the transportation arrangements. Students must return this form if they are planning to attend a dance or other social function.

**AFTER SCHOOL ACTIVITIES**

A variety of after-school activities and classes are planned each year and coordinated by Dan Cuddy. There is a separate charge for these activities, which are organized into three periods: Fall, Winter, and Spring Term Supplemental Services Activities. Fall term runs from shortly after the beginning of school until late November, Winter term runs from just after school resumes after the Holiday break until late March or so, and Spring term runs from April until just before the end of school in June. There are several weeks with no activities between each term. Before each term, the schedule will be sent home so students can choose where and when they might like to participate. A registration and parental consent form is also included.

Circle of Friends is an after school activity that provides our students with an opportunity to engage in off-campus social activities. Trips to restaurants, the movies, sporting events, and the like are arranged and transportation is provided. A registration and parental consent form will be provided prior to each session of Circle of Friends. Please note that students who do not attend Cotting’s summer program are not permitted to participate in the summer session of Circle of Friends activities.

It is important to us that no student should be excluded from the activities of their choice.
because of inability to pay. Cotting provides scholarship funding for all activities, available by contacting the Family Support Coordinator.

Please be aware that staffing is more limited during after school activities than it is during the regular school day. If a student may need assistance with his or her personal care during an after school activity, staff members will provide that assistance as they are available. In order not to have to take time away from the activity, many students who participate after school plan to take care of their personal care needs in the Medical Department at the end of school if they need assistance. During after school activities, the lifts in the Medical Department are available for student use with the assistance of trained staff. A nurse is also available during this time but must remain free in case of emergency. The policy for the administration of prescribed medications is the same as it is followed for field trips.

**FUND-RAISING ACTIVITIES**

Students may not engage in any fund-raising activities at school without the specific written permission of the school administration. Generally, fund-raising activities will be limited to senior class or other school-sponsored activities.

**DETERMINING AND REPORTING STUDENT PROGRESS**

**PROGRESS REPORTS**

In addition to regular communication about student progress between Cotting School staff and parents, the system of quarterly progress reports used at Cotting is designed to give parents specific and meaningful information about their child's progress with regard to the goals and objectives in his or her Individualized Education Program (IEP). Progress reports and other IEP correspondence are sent to all parents, including non-custodial parents. In addition, one progress report is sent home for those students in the Summer Program at the end of the session.

**STANDARDIZED ASSESSMENTS**

In addition to the standardized assessments that are carried out during the 3-year evaluation process for the IEP, students at Cotting are required to take part in the Massachusetts Comprehensive Assessment System, or MCAS. Students take the MCAS either in the typical paper and pencil format, employing all accommodations specified in the student’s IEP, or by way of a Portfolio Assessment, which contains specific work samples by the student from across the school year, organized by the teacher in a standard structure to demonstrate the student’s progress in the curriculum frameworks. The IEP team determines which format will be most appropriate for each student. In both formats, however, the student must demonstrate competence in each curriculum area to receive a passing grade.

All students in publicly funded schools must take MCAS, either at the scheduled administration times or by way of providing work samples throughout the year to be submitted in the Portfolio Assessment. Only serious medical illness can excuse a student from a scheduled MCAS administration for that school year, and for this the student must submit a Medical Waiver, signed by his or her physician to Cotting School to be maintained in the student’s educational record. A copy will be sent to the student’s sending district.
**GRADE DESIGNATION**
Students typically enter Cotting having been designated a grade level (i.e. first grade, third grade, etc.) in their previous programs. This grade level will be noted on the student’s IEP and will increase by one year with each year at Cotting. The program at Cotting is ungraded, however, and employs only the designations of Lower (elementary), Middle, and Upper (high school) as levels. Students move from Lower School to Middle School, and from Middle School to Upper School not on the basis of reaching a certain uniform skill level but on the consideration of a variety of factors, including chronological age, readiness for greater independence, appropriate peer group, and social skill development. This can be confusing for students and parents, particularly when relatives or community friends ask the Cotting student what grade he or she is in. Some students keep very close track of what grade they were in when they entered and what grade they “should” be in now. Others may respond that their school is ungraded, and they are in the Middle (or Lower or Upper) School. Specific grade designation becomes less meaningful for many of the students in the Upper School who will stay in school until age 22 (in Massachusetts) or 21 (in New Hampshire), several years past the usual graduation year of grade 12. For these students, saying they are still in school working on their goals may be sufficient. When it comes to MCAS administration at the 10th grade, however, the grade level of the student is determined by the student’s chronological age only. Otherwise, students take MCAS for the grade level listed on their IEP.

**GRADING POLICY**
Students do not receive letter grades at Cotting at the Lower and Middle School levels but may receive letter grades under some circumstances in the Upper School.

**GRADUATION**
Planning for the year of graduation from Cotting is discussed at IEP meetings once the student is in Upper School. Students must have completed the required credits at Cotting to be eligible to graduate, and under the special education law, Cotting students have until age 22 to accomplish this. In anticipation of completing their credits, students at Cotting are designated as “Seniors” the year before graduation or turning 22. During this year, the Seniors elect officers, plan the prom, and travel together with Cotting staff on the senior trip, among other activities. All Seniors will receive Cotting diplomas at graduation, recognizing the attainment of their IEP goals. Any student who meets the criteria for becoming a Senior, must notify George Moran and Laraine Wilson by November 1st of the senior year. Students who decide after this date will not be able to participate in senior activities.

Since passing MCAS (and the parallel test in New Hampshire) was established as a requirement for high school graduation, Cotting students cannot receive state-recognized diplomas from their school districts unless they have passed all MCAS requirements.

If a Cotting student does pass the Massachusetts or New Hampshire test before age 22, eligibility for educational services under Massachusetts State Law through Chapter 766 (or the parallel New Hampshire statute) may or may not be withdrawn by the school district at that
time. If a student with passing scores goes on to accept the school district’s diploma, the district is no longer obliged to provide special education services to the student.

**ACCESS TO STUDENT RECORDS**

Cotting takes great care to maintain student records accurately, safely, and according to regulations and guidelines.

1. A log shall be kept as part of each student's record that indicates all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access.

2. Parents and students shall have the same rights regarding access to, amendment of and dissemination to, third parties of the student records maintained by the School as are provided with regard to public school student records by the Regulations Pertaining to Student Records.

3. Authorized school personnel from the responsible LEA and authorized representatives of the State Department of Education shall have the right of access to those records as is provided by the regulations with regard to public school records.

4. Records of students shall not be released to third parties without written consent. Students over 18 who are their own guardians must provide their own written consent. Parents must provide written consent for all students under 18 or for those students over 18 who are under legal guardianship.

5. A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

7. School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

8. Third party reports in a student’s record should be obtained from original sources and generally will not be issued directly from the School.

**REVIEWING RECORDS**

Parents or legally adult students are welcome to review the student’s record by making a request
that follows these guidelines:

1. Requests are to be made to the Chief Academic Officer and cannot be available with less than two (2) days notice.

2. Non-custodial parents have rights to copies of student records under Section 34H of Chapter 71 of the Massachusetts General Laws unless:
   1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
   2. the parent has been denied visitation, or
   3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
   4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted. In order to obtain access, the non-custodial parent must submit a written request for the student record. Upon receipt of the request the school must immediately notify the custodial parent that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access.

3. Records will be made available only by specific appointment. In cases of dual custody of a child or of limited custody by one parent the school requires a copy of said custody agreement to be kept in the child’s folder. We will comply with Department of Education regulations with regard to dual custody situations.

4. Records will be made available only for the length of the appointment.

5. Records are to be reviewed only in the office area of the School specified by the Chief Academic Officer.

6. Records are not to be taken from the School, copied by the reviewer or otherwise distributed.

7. The Records file will be personally checked by the Chief Academic Officer before any appointed inspection and at the end of the appointment before the records are returned for filing before the student and/or parent/guardian leaves the office.

**MAINTAINING RECORDS**
1. Student records are secured against loss, defacement, tampering, or unauthorized use. Active records are maintained in fireproof file cabinets.

2. The student's transcript shall be maintained by the school and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

3. Student records (other than the transcript) will be kept by the school for a period of seven years after the student transfers, graduates, or withdraws from the school. Students and/or parents will be notified of their right to pick up the student record after the student transfers, withdraws, or graduates from Cotting.

LEGAL STATUS OF STUDENTS
On an annual basis, forms are sent out to parents/guardians of Cotting students to request if there have been any changes or updated information regarding the student’s legal status (legal custody or legal guardianship after age 18) and of the results of all judicial and administrative proceedings concerning the student. Such information must be disseminated to appropriate personnel as required by the Department of Education regulations.

CHANGES AT THE AGE OF MAJORITY
At age 18 (the age of majority) all young people, regardless of disability or student status, are considered to be legal adults before the law and thus responsible to provide their own consent in cases where it is required. As Cotting students approach age 18, the question of legal guardianship will be discussed at the IEP. To help parents prepare for these discussions, the Family Support Coordinator can provide information about guardianship and the alternatives that are available for families to guide and protect their children in entering legal adulthood.

Although students who continue to be their own guardians after age 18 must sign their own IEPs and other legal documents, many of these young adults continue to want their parents involved in making decisions and their parents may continue to be involved in decision making as their child wishes. This is called “shared decision making”, which may be indicated on the IEP.

Some families may choose to petition for guardianship of their adult children at age 18, legally transferring the capacity to give consent from their children to themselves. This process requires an evaluation by a clinical team composed of a physician, licensed clinical psychologist, and licensed independent social worker to determine if there are areas of decision-making in which the young adult needs help. If so, the clinical team makes a recommendation to the probate court that a guardian be appointed to help the adult make decisions in these areas. Guardians must then report back to the court about the progress of the adult and the continuing need for their involvement.

At the age of majority, students with disabilities also experience a change of status with regard to the system of public benefits. Those who have received benefits through the SSI program or MassHealth as children will need to be re-evaluated for those programs as adults. Those students who have not applied for or received SSI benefits as children because family income was too high are now eligible to receive benefits based on their own independent income, which in almost all cases is not high enough to support them. Cotting’s Family Support Coordinator is
available to provide information to parents as their children approach age 18 to help them with information and support in negotiating the public benefits system.

COMMUNITY RESPONSIBILITY: CORE VALUES AND EXPECTATIONS

Expectations for student behavior at Cotting reflect the core values of our community:

**RESPECT, HONESTY, and DIVERSITY**

To honor these core values, each member of our community is held responsible to treat every other member of our community with courtesy, kindness, understanding, and justice. The specific expectations that flow from these responsibilities to community membership are as follows:

1. For safety reasons students are expected to be reasonably quiet when passing in the halls and not engage in running, speeding, or rough-housing in the corridors or on stairways and ramps.

2. Students may not leave classrooms without the permission of the teacher.

3. Students may not leave the building without permission.

4. Inappropriate and foul language, whether spoken or written, will not be tolerated.

5. We expect students to dress in a neat, clean, and age-appropriate fashion that reflects the positive image of the School and its students. **Hats** may not be worn in school, except for those students who receive permission to do so after treatments or surgery. Any clothing that depicts **obscenities or violence, or is overly revealing**, is not considered appropriate dress.

6. The use and possession of drugs, alcohol, or tobacco of any kind is strictly prohibited.

7. Personal CD players, video games, or cell phones that may be used by students during the bus ride to or from school may not be used in school during the school day.

8. **Weapons of any kind/knives, guns (toy or otherwise)** are not allowed.

**BULLYING PREVENTION AND INTERVENTION**

Cotting School is committed to providing all students with a safe learning environment that is free from bullying, cyber-bullying, and retaliation. The Cotting School Bullying Prevention and Intervention Plan affords protection to all students and was developed in accordance with Massachusetts law and the Department of Elementary and Secondary Education Requirements. Cotting’s complete Bullying Prevention and Intervention Plan can be found on our website at [www.cotting.org](http://www.cotting.org) and at this end of this Handbook.

**ANTI-HAZING POLICY**

Cotting School does not have any student-organized or run groups, teams, or organizations. All
groups are organized and supervised by adults at all times and students are never left unattended. However, Cotting School strictly prohibits any acts of hazing associated with student groups, teams, or organizations.

The CAO or her designee will investigate any reports of hazing within 24 hours. If it is determined that a student participated in an act of hazing the following disciplinary actions may be taken:

1. Immediate notification of families of students involved in a hazing incident.

2. Emergency convening of the IEP teams (separately) of the relevant students to determine what adjustments or accommodations need to be made, if any, to their IEPs to support the students. The impact of the student’s disability on the incident will be carefully considered.

3. Individual support/counseling will be provided for both perpetrators and victims of hazing utilizing Cotting’s School Psychologist and Guidance Counselors where appropriate. For perpetrators, emphasis will be placed on increasing appropriate behavior and increasing awareness of the impact of behaviors on others. For victims, emphasis will be placed on restoring a sense of safety and security as well as positively reinforcing the right for all students to self-advocate and report unsafe behaviors.

4. A student who has been the organizer of a hazing incident may be removed from extra-curricular activities, such as sports, after school classes, the Senior Class Trip, etc, as appropriate.

5. Extra supervision will be provided to ensure there are no recurrences of hazing. If a student who has perpetrated a hazing incident needs 1:1 supervision, additional staffing supports will be discussed with the sending school district as appropriate and via a Team meeting.

6. In some situations it may be appropriate to suspend a student from school because of an act of hazing. All Department of Elementary and Secondary Education regulations will be followed with regard to suspension (see DESE criteria 9.5 and 9.6)

7. Law enforcement will be notified immediately if in the course of our investigation we discover a crime has been committed.

All students will be provided with a copy of the School’s anti-hazing policy via the Student Handbook. In addition, a staff member will explain the policy to them. The policy will be included and updated annually in the Student Handbook.

**EXPECTATIONS FOR CONDUCT AT SCHOOL FUNCTIONS:**
School functions provide an opportunity for students to practice and expand their social skills in somewhat less structured situations. During dances, basketball games, and other activities, students are expected to carry out the core values of our community. We also expect, however, that these will be learning opportunities where student efforts to generalize their skills may not
always result in complete success. We hope these will be opportunities for students to reflect and learn from their experiences in an atmosphere of honesty and support.

**WORKING WITH BEHAVIOR: STRUCTURE**

Due to the goals of the program and the number of medically involved students in the building, Cotting School does not knowingly accept students who display severe acting out or aggressive behaviors. However, any student has the potential to display some form of acting out or aggressive behavior under certain circumstances. All Cotting staff members are trained in managing behavioral situations to prevent the need for physical restraint. Students experiencing frustration are more likely to need re-direction or a time and space to regroup. All staff work cooperatively to provide these options to students as needed. The order of interventions that are taken at Cotting in these circumstances are as follows:

1. Verbal redirection to attempt to reduce or eliminate the behavior.
2. If unsuccessful, the student is separated from others in the immediate vicinity.
3. Adult supervision is maintained at all times in circumstances where a student is aggressive or disruptive.
4. Staff members will attempt to ascertain the cause of the behaviors and remove any trigger or source of the behavior if possible.
5. If #4 is unsuccessful, the protection and safety of others will be maintained using the least restrictive form of restraint possible, i.e., utilizing the least amount of force necessary to assure the safety of the child or others.
6. An administrator will call parents immediately, asking to have the student removed from the building.
7. An administrator will contact the LEA and request an emergency team meeting.

**WORKING WITH BEHAVIOR: APPROPRIATE CONSEQUENCES**

Although students accepted to Cotting do not have emotional or behavioral issues as their primary challenge, every student at Cotting may need structure or guidance regarding the management of their behavior over their time here. Behavior management and guidance will be considered with and based on an understanding of the individual needs and development of the student and his/her individual education plan. Any plan to assist a student with their behavior will be carried out with the goals of maximizing the growth and development of the student, teaching appropriate decision-making skills, and protecting the students both as a group and as individuals. To this end, Cotting School utilizes the principles of positive reinforcement and does not engage in punishment in response to any behaviors. Specifically:

1. No student shall be subjected to cruel, hazardous or abusive treatment,
humiliation or verbal abuse.

2. No student shall be subjected to corporal punishment: Corporal punishment is prohibited at Cotting as at other schools per Massachusetts Law (Chapter 71, Section 37G): "The power of the school committee or of any teacher or other employee or agent of the school committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil."

3. No student shall be denied food as a form of punishment.

4. No student shall be secluded in a locked room.

5. No student shall be denied opportunities for daily physical exercise or recreational activity for an extended period of time, as appropriate to the age and interests of the student.

6. No student shall be denied access to water and bathroom facilities.

PROTOCOL FOR MAINTAINING SAFETY

As stated previously, physical restraint is not a normal or usual part of the school's behavior management but will be used if a student presents a danger to self or others. All staff members are trained in the proper use of calming and de-escalating strategies. A small Response Team, comprised of representative staff and faculty members, is provided with more specialized training. The school does not use mechanical or chemical restraint. Occasionally, a student may need to be guided away from the instructional area to the Chief Academic Officer’s office or another safe area within the building. Cotting School does not consider this to be physical restraint.  

If a child should, for any unexpected reason, demonstrate severe acting out or aggressive behavior the safest and mildest form of physical restraint will be used to protect the child or others from injury or harm. Trained staff and members of the Response Team who will be called immediately to assist will apply such restraint. In order to minimize any danger to a student or staff, two persons will participate in any necessary restraint. A member of the trained Response Team will be available for such emergencies. As restraint is unusual in this school, the Chief Academic Officer or another available administrator will be immediately notified. No restraint will continue beyond 15 minutes without the specific authorization of the supervisor and will not continue beyond 30 minutes without some alternative procedure being implemented.

All occurrences of restraint are reported to the parents of the student and are recorded and logged in accordance with state regulations.

1D.O.E. reg. 18.08(5) 1 - the least amount of force required on the part of staff to prevent a student from harming him/herself or others.
**SUSPENSION OR DISMISSAL**
When a student's behavior endangers the health and safety of him or herself or others, or causes a substantial disruption of the school's program, the School may suspend or dismiss the student from the total program. Such suspension will have the following limits and requirements:

1. Whenever a student is suspended, the School will notify the parent(s) and the LEA at the time of suspension. Within 24 hours a written statement explaining the reason(s) for suspension will follow this notification to both the LEA and the parent(s) and the designated Department of Education official.

2. No student will be suspended and sent home unless a responsible adult is available to receive the child.

3. If a student is suspended for more than three (3) consecutive school days or five (5) non-consecutive school days in a school year, a Cotting administrator will meet with the LEA liaison and the parent within five (5) school days of the final suspension. At this meeting the parties should consider alternative measures plus possible resolutions to those issues concerning the student, as well as the possibility of alternative placement. The student, if 14 years of age or over, shall be notified by the School of his/her right to be present and participate in such a meeting.

If assurance cannot be made that behaviors endangering the health and safety of the student or others will not recur, Cotting School will seek an immediate emergency discharge from the program. Parents must agree that return to and continued placement at Cotting School is contingent upon a behavior plan developed and accepted by parents, the LEA and Cotting School.

**SEXUAL HARASSMENT**
In a school environment where warmth and nurturance are valued, and where staff may need to provide physical care for some students, it is important for all members of the community to be clear about the definition of appropriate boundaries in staff-student interactions. Obviously, any sexual involvement, or suggestion or threat of sexual involvement, with students is prohibited. Staff members are also prohibited from using suggestive, profane, or vulgar language with students at any time. Staff orientation and professional development provide opportunities for training in how to exercise care in monitoring staff behavior and contact with students so that actions will be less likely to be misinterpreted, particularly by adolescent and young adult students who are still learning the conventions of appropriate social behavior. Staff members are encouraged not to be alone with students in informal situations, not to allow any unnecessary physical contact with students, and to take care in engaging in out-of-school contact with students.

Through the Health classes and the use of the Circles Curriculum throughout the school, students receive concrete training in maintaining appropriate social distance with peers, developing appropriate levels of closeness with friends and acquaintances, and negotiating relationships with strangers safely. Inappropriate sexual contact and harassment among students
is not tolerated at Cotting.

**MANDATED REPORTING OF SUSPECTED ABUSE**
Consistent with its mission and philosophy, Cotting School maintains a policy of zero tolerance for any kind of mistreatment of children. Consistent with this policy and the requirement that teachers and others who work with children serve as “mandated reporters” of suspected abuse, the School will investigate and report any cases of suspected abuse of children. The reporting requirements that would be necessary under conditions of suspected abuse are as follows:

Massachusetts’s law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse or neglect of children under 18 years of age to the Department of Children and Families by oral communication. A written report must be completed and submitted within 48 hours. Additional information concerning who must report, what to report, and what constitutes abuse and neglect is provided annually at staff trainings and is available from the Chief Academic Officer. Reporting forms are also available.

For students over 18, Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of abuse of disabled adults between the ages of 18 to 59 who are dependent on another to meet a daily living need. Such reports are made to the Disabled Persons Protection Commission (DPPC). Information concerning the DPPC is provided annually at staff meetings and is available from the Chief Academic Officer.

**WE ARE ALL IN THIS TOGETHER: FAMILY SUPPORT AND INVOLVEMENT**
An important goal of Cotting’s program is to provide support and involvement not only for the student but for the entire family.

**FAMILY SUPPORT PROGRAM**
All families need support in raising children in our complex, changing society. Family support provides the necessary perspective, balance, direction, and comfort to modulate the stress of childrearing and to promote strong family functioning. The link between strong families and strong students is well known. Families raising children with disabilities have all the same needs for support as other families in our culture, as well as the need for support particular to the experience of raising children with complicated cognitive, medical, and communication challenges in a culture that can at times be quite isolating. Family Support Program at Cotting seeks to combine learning skills and acquiring information with the experience of belonging and community.

**COMPONENTS OF FAMILY SUPPORT**
To support their children effectively, Cotting families must continue to develop competence in a variety of areas as they negotiate the unique challenges of maintaining family life and raising
children with a range of complicated needs. Support activities at Cotting are designed to assist families in the following domains:

- **Developing a reliable community**: The experience of a reliable and understanding community is the necessary basis for optimal family functioning and for the success of any family support services. The need to develop a community is even more crucial for Cotting families because the out of district placement leaves them without the connection to a local school community.

- **Managing emotions**: For parents of children with disabilities, childrearing includes an intense emotional component, requiring the experience and management of a wide range of feelings as development unfolds. Grief and disappointment are always intertwined with hope and pride for our families, as typical developmental milestones may be missed but individual developmental goals are accomplished. Adding to this emotional intensity is the constant anxiety about how to accomplish all that needs to be done for children with complex needs within the very real limits on time, attention, and energy that all parents face.

- **Accessing and understanding information**: Effective parenting of children with disabilities requires gathering and organizing a vast amount of information from a variety of sources. From finding recreational opportunities in their home communities to preparing for the transition to adulthood, our parents must find and understand the resources that will support the best developmental outcomes for their children throughout their life spans.

- **Working effectively as part of a team**: Parents of children with disabilities need to be able to function as effective members of the educational and related services teams that work with their children. To do this, they must develop the capacity to speak knowledgeably about the needs of their children and to manage a number of complicated and overlapping relationships with providers in a variety of settings.

**FAMILY SUPPORT ACTIVITIES**

A variety of support activities are organized and carried out by the Coordinator of Family Support as part of the educational program at Cotting. Support activities begin with the admissions interview. The Family Support Coordinator is an active participant in admissions interviews, providing information and a first connection for families to the Cotting community in the application process. From this first connection, Cotting families have the option to participate in a variety of family support activities:

- **Ongoing parent support groups** are run in different time slots to accommodate the needs of families for more convenient scheduling. These groups provide opportunities for parents to feel more connected to each other and to the school, to share information, and to have a safe place to express and receive support for the range of feelings in their experience.

- **Informational meetings** are held for parents to provide ongoing education about how Cotting works and preparing for transition.

- **At Parent Coffees**, a speaker is invited from the Cotting staff or from the larger community to present information about a topic of interest to parents in understanding and planning for the development of their children.
• **Special Evening Presentations** are scheduled throughout the school year to provide an opportunity for mothers and fathers to participate together in learning about resources in a workshop format.

• The Family Support Coordinator chairs the **Parent Advisory Committee**, which meets on a monthly basis. The Committee is a working group of parents and administrators in which parents can raise issues of concern and provide advice and feedback to the school administration with regard to programming and issues of interest.

• The Family Support Coordinator sends out a **Weekly Update** to parents via email with a weekly calendar and information sharing of events at Cotting and in the community.

In addition to group support activities, the Family Support Coordinator also provides consultation to Cotting families and staff to support effective teamwork. Individual families may request consultation on an as-needed basis to help determine an appropriate plan when issues of concern arise. These plans may include facilitating communication within the school team, direct support around developmental transitions, information about community resources, and referrals for outside support or treatment. Consultation and support may also be provided to Cotting staff regarding the experience and challenges of working in partnership with the parents of our students. This includes participation in the Cotting Mental Health Department, an interdisciplinary group that meets weekly and is composed of staff involved in supporting the mental health of our students.

**OTHER SOURCES OF FAMILY SUPPORT AND INVOLVEMENT**

**FINANCIAL AID FOR AFTER SCHOOL ACTIVITIES**

We know that even under the best of circumstances, making sure that children are able to participate fully in school and after school activities can get expensive for families. For that reason, we maintain a scholarship fund that is open to any family who needs help at any time to meet the out of pocket costs of Cotting activities. There is no paperwork to fill out -- just call or email the Family Support Coordinator with the request and we will be happy to work something out.

**COTTING FAMILY BUILDERS (CFB)**

Cotting Family Builders is a parent organization developed and run by Cotting parents. Its purpose is to provide support for activities that increase the experience of community for Cotting parents and families. The group elects officers on a yearly basis and has formulated three specific goals: to implement more social activities for families, to foster parent-to-parent connections, and to support effective parent-teacher communication and collaboration. The CFB also sponsors and supports a variety of Committees that work on specific projects, including the Fall Family BBQ, New Parent Social, Holiday Shopping Fair for students, Cultural and Enrichment Events, Scholarships for graduating seniors, and Fundraising. Parents may join a Committee at any time. CFB general meetings are open to all parents and are held monthly.
**SIBLING GROUPS**
We know that the siblings of our students at Cotting may need support of their own at various times in their development. We hope that Cotting will feel like a welcoming community to the brothers and sisters of our students as well and that they will look forward to attending our family events. We seek to know the siblings of our students and respond to their needs.
Starting in the 2008-9 school year, Cotting began to run Sibling Groups based on the “Sibshops” model, and we plan to offer ongoing Sibling Groups once or twice during the school year.

**CHILD CARE and PERSONAL CARE**
We want to support participation of all parents at informational events and meetings at Cotting. If problems with child care or transportation may keep you from attending an event when you would like to, please contact the Family Support Coordinator for assistance.

In order to meet scheduling demands and the needs of their children, some Cotting families employ individuals to provide child care or personal care services in their homes. Families of Cotting students may wish to ask a staff member to provide separate, private duty services to the student/family on a part-time basis off school premises and outside of school hours. If a family does engage a staff member of the Cotting School to provide such services, this employment must be directly between the staff member and the family, with the School neither the employer of the staff member nor the contractor of the family. In such event, the work could not interfere with the Cotting School employee’s working time or requirements. All staff and parents that wish to engage in such an employment relationship are required to provide written acceptance of Cotting’s policy on Outside Work and Consulting. This form (p. 48) must be signed by both family and staff member and must be submitted to the Chief Operating Officer.

**OUTSIDE WORK AND CONSULTING POLICY**
No employee may hold another job or engage in other work that would interfere with School working time or requirements. In such a case, the employment or contractual relationship is directly between the staff member and the family, and the School is neither the employer of the staff member nor the contractor of the family. Staff members must not take the initiative to solicit such outside work from students/families, nor may staff members’ conduct toward students be affected by their receipt/non-receipt of such outside work.

All staff and parents are required to provide written acceptance of this policy.
FAMILY ACCEPTANCE OF “OUTSIDE WORK AND CONSULTING POLICY”

As a condition of my/our child’s enrollment at the School, I/we accept the School’s policy on Outside Work and Consulting. I/we agree that if I/we engage a School staff member to provide separate, private duty services to my child/family on a part-time basis off School premises and outside of School hours, the employment or contractual relationship is solely between me/us and the staff member, and that the School is not the staff member’s employer or contractor, or my/or contractor, with respect to such work.

Accordingly, the School will have no liability to me/us or to my child in any way in connection with any private duty services that I/we may provide to students/families, and will not be responsible for the quality of care provided, or for any liabilities to the staff member or third parties, in connection with that private duty work. We understand that private duty personnel also will not be covered under the School’s insurance policies, and that I/we and the staff member must obtain our own appropriate insurances. I/we recognize and agree that I/we are solely responsible for any financial obligations to private duty personnel, and the School has no financial obligations.

______________________________  ______________________________
Employee Name                        Parent Signature

______________________________  ______________________________
Date                                Parent Signature

______________________________
Student Receiving Private Duty Services
BULLYING PREVENTION AND INTERVENTION PLAN

Cotting School, a Chapter 766 approved private day school, provides comprehensive programs for students from ages 3 to 22, with physical, medical, cognitive, communication and other challenges to learning. All of the students enrolled at Cotting have documented disabilities and an Individualized Education Program (IEP). Cotting School offers individualized academic, prevocational, and social experiences to strengthen skills, build confidence and enhance self-image. Instruction is carried out in small classes, small groups, and on an individual basis in a manner most supportive of each student's learning style. The curriculum is geared to offer each student a range of attainable goals for future educational, vocational, and living experiences upon completion of the program. Each Cotting School staff member shares the comprehensive responsibility for conveying to each student academic knowledge, social values, and appropriate behavior within an appropriately structured milieu. The School is committed to providing each student with the requisite cognitive and social skills for success in their communities and in the future.

Cotting students present with a wide range of needs and abilities, and as such, each student’s educational program is individualized to the greatest extent possible. Students’ IEP goals and objectives outline target academic and therapeutic areas and form the basis for their educational program. Most students are working towards improving social interaction skills and their ability to communicate in socially acceptable and age appropriate ways. For many students, this includes the ability to initiate conversation, take conversational turns, maintain eye contact, improve topic maintenance, and switch topics appropriately. Other students need support to learn to recognize and interpret non-verbal aspects of social interaction such as body language, tone of voice, facial expressions, and personal space. Social problem solving skills, such as negotiating an activity with peers or making compromises, are also addressed so that students learn to have successful and positive interactions and develop friendships. Students are provided with specific skills sets that enable them to participate in a variety of social situations at school, at home, and in the community.

Cotting School is unable to meet the needs of children who present with severe behavioral or emotional difficulties. However, we recognize that all students may require emotional and/or behavioral support at different times during their development. To meet these needs, Cotting has a Mental Health Team (MHT) consisting of a school psychologist, guidance counselors, medical department team leader, Director of Upper School Services and the Family Support Coordinator. The Mental Health Team provides support to students and staff and ensures that emotional needs of students are being monitored and met. Counseling is provided individually or in small groups and focuses on issues of self-esteem and/or social skills training. These are areas that are vital to adjustment of students with disabilities. Individuals and/or small groups also meet regarding issues of coping with disabilities, chronic illness, death and dying, and other issues that affect the emotional adjustment of children with serious physical or medical challenges.

The Cotting School Bullying Prevention and Intervention Plan was designed in keeping with the particular needs and challenges of our specific student population. As with all aspects of our program, it should be considered within the context of the students and community it was designed to serve.
Position Statement

Cotting School is committed to providing all students with a safe learning environment that is free from bullying, cyber-bullying, and retaliation. The Cotting School Bullying Prevention and Intervention Plan affords protection to all students, regardless of their legal status. We expect all members of our community to follow the Guiding Principles outlined below:

Guiding Principles:

• All students have the right to a safe school environment that is free from bullying or harassment.
• We are committed to teaching our students pro-social behaviors that serve to prevent them from exhibiting aggressive behaviors and protect them from unwanted behaviors that are directed toward them.
• When a situation of bullying or suspected bullying occurs, we will seek out and use our internal and external resources to develop peaceful and useful solutions.
• Each member of our community is deserving of and has the right to be treated with respect.
• We seek to encourage the best from one another and build bridges instead of walls.
• We are all teachers, models, and mentors for our students in our ability to problem solve, compromise, and deal with conflict productively and positively.
• We believe that honest and open communication is essential for the success of our students. This can only happen in an environment where it is safe to share ideas and perspectives.

These principles set a standard for behavior and interaction in our community and are an integral part of our goal to provide a safe learning environment and to prevent and eliminate all forms of bullying, cyber-bullying, and retaliation.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying by students or staff members, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target’s sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

Cotting School’s Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying, cyber-bullying, and retaliation. Cotting is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence and promote a safe, respectful learning environment. The Chief Academic Officer or her designee is responsible for the implementation and oversight of the Plan except when a reported bullying incident involves the CAO or her designee as the alleged aggressor. In such
cases, the Executive Director or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. If the Executive Director is the alleged aggressor, the Board of Trustees, or its designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

Definitions:

Acts of bullying, which include cyber-bullying, are prohibited:

i. on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

ii. at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Aggressor is a student or school staff member who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

i. Causes physical or emotional harm to the target or damage to the target’s property

ii. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property

iii. Creates a hostile environment at school for the target

iv. Infringes on the rights of the target at school

v. Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying and is also prohibited.
Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

Reporting Process:

The following steps outline the process for reporting bullying, cyber-bullying, or retaliation for both student and staff aggressors:

Reporting
1. Reports can be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school staff member is required to report immediately to the Chief Academic Officer or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. When the CAO or her designee is the alleged aggressor, reports can be made to the Executive Director or designee, or to the Board of Trustees or designee when the Executive Director is the alleged aggressor.
2. Reports should be made to the Chief Academic Officer. In the absence of the Chief Academic Officer, reports can be made to the Director of Upper School, Middle School Supervisor, or the Special Education Coordinator. When the CAO or her designee is the alleged aggressor, reports can be made to the Executive Director or designee or to the Board of Trustees or designee when the Executive Director is the alleged aggressor.
3. Faculty, staff, and others who are reporting the instance of bullying should fill out the Harassment/Bullying Incident Report Form, however completion of the form is not a requirement for making a report. Alternately, the reporter can request to speak directly with the Chief Academic Officer or designee, who will then complete the form with the information provided. When the CAO or her designee is the alleged aggressor, reports can be made to the Executive Director or designee or to the Board of Trustees or designee when the Executive Director is the alleged aggressor.
4. Parents can contact the Chief Academic Officer or another administrator to report an incident of bullying. When the CAO or her designee is the alleged aggressor, parents can contact the Executive Director or designee, or to the Board of Trustees or designee when the Executive Director is the alleged aggressor.
5. Parents will have access to the reporting form on the school’s website and in the Parent Handbook.
6. Students will be encouraged to make reports of bullying to a teacher, therapist, administrator or other trusted adult at school. They may also report to their parents who would then make a report to the school. Many of our students would not be able to fill out the incident report form. In this case, the administrator taking the report would complete the form.
7. All reports of bullying can be made anonymously. It should be noted that no disciplinary action would be taken against a student solely on the basis of an anonymous report. Confidentiality will be respected in the reporting process to the greatest extent possible.
Investigation

1. An investigation will be conducted immediately, or within one school day, after any report of bullying, cyber-bullying, or retaliation.
2. An immediate determination of safety will be made for the reported target.
3. All relevant parties, including parents or guardians of both student aggressors and targets will be notified.
4. Sending school districts will also be notified.
5. All relevant parties will be interviewed directly and immediately.
6. Confidentiality will be maintained to the greatest extent possible.
7. Written documentation will be kept of the investigation, interviews, and all findings.
8. Results of findings from an investigation will be reported back to all relevant parties, keeping in mind relevant privacy laws and regulations.

Investigative Findings

1. False Accusations: Disciplinary action will be taken against any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation.

2. Negative Findings: If the findings of the investigation are “negative,” meaning that no evidence of bullying has occurred, results will be communicated to all relevant parties. The investigation and its outcome will be documented.

3. Positive Findings: If the findings of the investigation are "positive", meaning that it is found that bullying has occurred, we will provide consequences and supports for the aggressor and supports for the target. Consequences/actions will be proportional to the behavior exhibited.

Taking Appropriate Action

The following actions may be taken in response to an incident of bullying, cyber-bullying, or retaliation:

8. Emergency convening of the IEP teams (separately) of the relevant students to determine what adjustments, supports, or accommodations need to be made, if any, to their IEPs to support the student. The impact of the student’s disability on the incident will be carefully considered.

9. Individual support/counseling will be provided for both the student aggressor and target utilizing Cotting’s School Psychologist and Guidance Counselors where appropriate. For student aggressors, emphasis will be placed on increasing appropriate behavior and increasing awareness of the impact of behaviors on others. For targets, emphasis will be placed on restoring a sense of safety and security as well as positively reinforce the right for all students to self-advocate and report unsafe behaviors.
10. Referrals may also be made to outside therapists as needed. Cotting make recommend more comprehensive evaluation from other mental health professionals. The Family Support Coordinator will be a resource in these instances. Family counseling may also be recommended depending on the circumstances.

11. A student aggressor may be removed from extra-curricular activities, such as sports, after school classes, the Senior Class Trip, etc, as appropriate.

12. Extra supervision will be provided to ensure there are no recurrences of aggression. If a student needs 1:1 supervision, additional staffing supports will be discussed with the sending school district as appropriate and via a Team meeting.

13. Disciplinary action up to and including termination of employment will be taken against any staff member found to be an aggressor in a report of bullying.

14. Law enforcement will be notified immediately if in the course of our investigation we discover a crime has been committed.

**Intervention**

When we determine bullying has occurred we will begin:

1. Offering individualized skill-building sessions based on the school’s anti-bullying curricula
2. Providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel
3. Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals
4. Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home
5. Adopting behavioral plans to include a focus on developing specific social skills
6. Making a referral for evaluation as needed.

**Suspension and Termination**

In some situations it may be appropriate to suspend a student from school because of an act of bullying, cyber-bullying, or retaliation. All Department of Elementary and Secondary Education regulations will be followed with regard to suspension as follows:

1. **3-5 Day Suspensions**

   When a student’s behavior endangers the health and safety of him/herself or others, or causes a substantial disruption of the School’s program, the School may suspend or dismiss the student from the total program. Such suspension will have the following
limits and requirements.

• Whenever a student is suspended, the School will notify the parent(s) and the public school and/or the human service agency responsible for placement. Within 24 hours a written statement explaining the reason(s) for suspension will follow this notification to both the public school and the parent(s). The Chief Academic Officer and the Special Education Coordinator will be responsible for communicating with all appropriate parties.

• No student will be suspended and sent home unless a responsible adult is available to receive the child.

• If a student is suspended for more than three (3) consecutive school days or five (5) non-consecutive school days in a school year, the Special Education Coordinator will meet with the public school district liaison and the parents within five (5) school days of the final suspension. At this meeting the parties will consider alternative measures plus possible resolutions to those issues concerning the student, as well as the possibility of alternative placement.

• Sending a student home “early” or an “in-school suspension” of a student who is not receiving instruction from either a licensed teacher or a paraprofessional who is being supervised by a licensed teacher is considered a suspension

• The student, if 14 years of age or over, shall be notified by the School of his/her right to be present and participate in such a meeting.

• Cotting School considers suspension a disciplinary action for severe infractions that require careful assessment. If suspension is to be considered, a meeting will be held with the Chief Academic Officer or Special Education Coordinator to determine if suspension is warranted and if so, if the action is in the best interest of the student. Cotting School may decide not to suspend a student if such a step has no value as a learning tool or if the action would, in the long run, create an adverse effect.

• Suspensions will be recorded and the number and duration of suspensions, including suspensions from any part of the student’s IEP program (including transportation) will be tracked. Records will be maintained and monitored in the Student Services Office by the Chief Academic Officer.

2. **10+ Day Suspensions**

Cotting School implements the following procedures when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days.

Cotting School will make a request of the student’s responsible school district to convene an IEP Team meeting, which includes representation from Cotting School, prior to a
suspension that constitutes a change in placement of a student with disabilities.

Cotting School will participate in the Team meeting:

- To develop or review a functional behavioral assessment of the student’s behavior and to develop or modify a behavior intervention plan
- To identify appropriate alternative educational setting(s)
- To conduct a manifestation determination (i.e. to determine the relationship between the disability and the behavior). To do this, the Team asks questions including: *Is the IEP appropriate? Is the placement appropriate? If there was a behavior plan, was it implemented? Does the student understand the impact and consequences of his/her behavior? Can the student control his/her behavior?*

If the team determines that the behavior is **NOT** a manifestation of the disability, the school may suspend or terminate the student consistent with policies applied to any other student in the program. The responsible school district must, however, offer an appropriate education program to the student with disabilities that may be in some other setting.

If the Team determines that the behavior is **IS** a manifestation of the disability, the placing district, in coordination with the private school, takes steps (with consent of the parent) to modify the IEP, the behavior intervention plan and/or the placement.

Suspensions will be recorded and the number and duration of suspensions, including suspensions from any part of the student’s IEP program (including transportation) will be tracked. Records will be maintained and monitored in the Student Services Office by the Chief Academic Officer. When suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days Cotting School will request a Team meeting to discuss a change in placement. The Chief Academic Officer and the Special Education Coordinator will be responsible for communicating with all appropriate parties.

Upon admission of a student, Cotting School provides a written policy on suspensions to the parents and to the school district and/or human service agency that placed the student.

3. *Emergency Termination*

If assurance cannot be made that behaviors endangering the health and safety of the student or others will not recur, Cotting School will seek an immediate emergency discharge of the student from the program. Parents of the student must agree that return to and continued placement at Cotting School is contingent upon a behavior plan developed and accepted by the parents, the LEA and Cotting School.

It is the policy of Cotting School to approach a student’s termination in a consistent and deliberate fashion. Given the overall needs of the population served by Cotting, planning and predictability are essential in order to maximize a student’s potential for success.
a. For planned terminations, Cotting School will notify the public school district of the need for an IEP review meeting and provide notice of this meeting to all appropriate parties ten (10) days in advance of the intended date of the meeting. The purpose of the meeting will be to develop a clear and specific termination plan for the student that shall be implemented in no less than thirty (30) days unless all parties agree to an earlier termination date.

b. The plan for termination will include recommendation and provisions for appropriate services in the student’s new environment. The person responsible for providing these services will be identified.

c. Following a student’s termination, a written discharge summary will be developed specifying the factors leading to discharge, identifying specific needs and recommending appropriate services.

If Cotting School determines that emergency circumstances exist which warrant an unplanned termination of the student, the school will take the following steps to ensure that the termination process is consistent with the procedures under 603 CMR 28.09(12)(b). “Emergency Circumstances” are defined as circumstances in which the student presents a clear and present threat to the health and safety of himself/herself or others. In the case of an unplanned termination, Cotting School will:

- Immediately notify the parents, Department of Elementary and Secondary Education (DESE), the local administrator of Special Education and officials of all appropriate human service agencies responsible for the placement of the emergency circumstances that the school believes warrant an unplanned termination of the student
- With the public school system, arrange for a TEAM meeting to be conducted in accordance with 603 CMR 28.09(12)(b)
- If feasible, at the request of the public school district, the program may delay termination of the student for up to two (2) calendar weeks to allow the public school district the opportunity to assume responsibility for the student and to convene an emergency TEAM meeting or to conduct other appropriate planning discussions prior to the student’s termination. Cotting School will not terminate the enrollment of any student, even in emergency circumstances, until the enrolling public school district is informed and assumes responsibility for the student.
- With mutual agreement between the public/private special education and the placing public school district, termination may be delayed for longer than two (2) calendar weeks
- The Cotting School will provide information and assistance necessary for public school officials to implement their responsibilities under 603 CMR 28.09(12)(b) Regulation in terminating the student’s placement
- The school will participate in meetings and provide information, as appropriate, relative to the student’s needs and recommendation for future placement
The Department of Elementary and Secondary Education Incident Report form (Form 2) will be completed and a written summary attached for distribution to parents, DESE, the SPED administrator of the public school and other involved agencies.

Supports for the Target

To ensure that any students who are targets in an incident of bullying, harassment or retaliation return to a sense of safety and security within the school environment, the following steps will be taken:

1. The School Psychologist or Guidance Counselor will provide individual counseling, as appropriate. These mental health professionals, in consultation with the student’s teachers, parents/guardians, and outside therapists as appropriate, will determine what supports would be beneficial to the target. This assessment will occur immediately following the incident, and then at regular intervals as appropriate to ensure there are no latent effects of the incident.

2. The student’s IEP will be amended if needed, to include regular and ongoing counseling services or other support services. If the student requires services not available at Cotting, we will work with the sending school district to determine the best way to meet the student’s needs.

3. Referrals for outside therapy and/or evaluation will be provided when needed and appropriate.

4. The Chief Academic Officer or designee will meet with the student’s parents/guardians to develop a consistent plan for supporting the student at school and carryover at home. In addition, a plan for regular communication about the student’s emotional state at school and home will be established.

5. Members of the student’s Cotting team will be notified and updated about ways to support the student at school. These could include strategies such as using social stories, providing extra time for relaxation or breaks, using calming strategies such as sensory activities, or helping the student to monitor their level of anxiety or stress.

6. Close supervision will be provided in any setting where the aggressor and target are engaged in common activities.

7. Parents of the target will be notified if the target and aggressor sign up for the same after school events or activities.

8. The appropriate administrators will follow up with teachers and therapists during supervision to ensure that the target is receiving the designated supports throughout the program and across settings.

Protection for Reporters/Witnesses

Confidentiality will be protected to the greatest extent possible for all reporters and witnesses of bullying, cyber-bullying, and retaliation. The Chief Academic Officer or her designee will be responsible for ongoing follow up and supervision regarding the status of witnesses and/or reporters. Any act of retaliation against a witness or reporter, will result in a full investigation following the procedures outlined above. Appropriate disciplinary actions will be taken.
Communication

Collaboration with Families: Cotting has and will continue to include families in our developing our response to bullying. We will communicate about the curricula we are using, how parents can support our efforts at home, and dynamics of bullying, and online safety. Parents and guardians will be notified in writing each year about the student-related sections of the Bullying Prevention and Intervention Plan.

A. Parent education and resources: Cotting will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the school. These may include:
   - Parent coffees
   - Parent Advisory Committee presentations and meetings
   - Annual letter from Health class instructors
   - Back to School Night presentation
   - Distribution of the Parent Handbook
   - Access to the Cotting School Bullying Prevention and Intervention Plan on the school website
   - Annual Internet Safety policy distribution

B. Notification requirements: Each year Cotting will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyber-bullying and online safety. Cotting will send parents written notice each year about the student-related sections of the Plan and the school's Internet safety policy.

C. Notification of incidents: The Chief Academic Officer or her designee will notify parents/guardians of both targets and student aggressors immediately following a report of an incident of bullying. Parents/guardians will also be notified, orally and in writing, of the outcome of any investigation of bullying, cyber-bullying, or retaliation, within the limits of student privacy laws. Included in notification to the parents/guardians of student aggressors will be the disciplinary actions taken, actions to prevent further incidents, supports provided for the aggressor, and a plan for communication between the parents/guardians and the school. Notification to parents of targets will include actions to prevent further incidents, supports provided for the target, and a plan for communication between the parents/guardians and the school. Parents/guardians of both student aggressors and targets will also be notified of any reports to law enforcement.

Professional Development

Cotting will include specific, ongoing training at Orientation, Winter Session, Professional Development Day, and during designated Wednesday afternoon professional development times
throughout the year. The goal of the professional development activities is to build the skills of all staff members including teachers, administrators, therapists, nurses, paraprofessionals, cafeteria workers, custodians, and all other staff. Cotting School’s Bullying Prevention and Intervention Plan will be available to all staff in the Policies and Procedures Handbook.

Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the Chief Academic Officer or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all program levels. Cotting will provide all staff with an annual written notice of the Plan including sections related to staff duties and bullying of students by school staff, in the Policies and Procedures Manual.

As required by M.G.L. c. 71, § 37O, the content of the professional development activities will include information on:

i. Developmentally (or age-) appropriate strategies to prevent bullying
ii. Developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents
iii. Information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying
iv. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment
v. Information on the incidence and nature of cyber-bullying
vi. Internet safety issues as they relate to cyber-bullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students’ Individualized Education Programs (IEPs). This will include a particular focus on the needs of students whose disability affects social skills development.

Additional areas identified for professional development include:

- Social skill development in students with complex disabilities
- Self-advocacy skills for student with cognitive and developmental challenges
- Safety in the community for student with multiple disabilities
- Promoting and modeling the use of respectful language
- Fostering an understanding of and respect for diversity and difference
- Building relationships and communicating with families
- Constructively managing classroom behaviors
- Using positive behavioral intervention strategies
- Applying constructive disciplinary practices
- Teaching students skills including positive communication, anger management, and empathy for others
- Engaging students in school or classroom planning and decision-making
- Maintaining a safe and caring classroom for all students.
• Engaging staff and those responsible for the implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors

**Strategies for Intervention:**

A. **Specific bullying prevention approaches.**

Bullying prevention curricula, including the Circles Curriculum, will be used with our students. The Circles Program teaches social distance and levels of intimacy through the use of six color-coded concentric circles.

Starting from the center Purple Private circle, which is the self, each new colored circle represents behaviors, feelings, and actions appropriate to the distance from the center, or self.

The Circles Program assists students in discriminating different degrees of intimacy and to adapt their behaviors accordingly. The program teaches students how relationships can be formed and maintained according to acceptable social norms. Thus, the Circles Program lays the foundation for people with social deficits due to their disabilities to manage the amount of personal responsibility and social integration in their lives.

The program consists of video programs, discussion, activities and role-plays designed to teach social distance. It explores the level of intimacy between people in the way that they TOUCH, TALK to and TRUST each other. Students will learn "relationship boundaries" and relationship-specific behaviors.

An advanced class is offered and designed for students who have already completed Circles, Part I. This class discusses relationship transitions, and how relationships can and do change over time. Understanding what is unwanted behavior to and by others is helpful in preventing behavior that may lead to taunting, mocking or bullying.

The Cotting Middle School also uses the QUEST program from the book "A QUEST for Social Skills for Students with Autism or Aspergers (Cumpata & Fell, 2010). QUEST (Questioning, Understanding, and Exploring Social Skills and Pragmatic Language Together) is a social skills program created to help middle school students with ASD who struggle with pragmatic language and social skills. A school social worker and speech language pathologist developed this program. It uses an intensive, proactive approach to teaching social skills, combining written instruction with games, activities, and student interaction. Students have a great time learning-by-doing, through role-play and real-world experience.

Because a specific research and evidence-based bullying curriculum for students with severe cognitive impairments does not exist, we will use our current curriculum to emphasize:

• Using scripts and role plays to develop skills
• Empowering students to take action by knowing what to do when they witness other students or staff engaged in acts of bullying or retaliation, including seeking adult assistance
• Helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance
• Emphasizing cyber-safety, including safe and appropriate use of electronic communication technologies
• Enhancing students’ skills for engaging in healthy relationships and respectful communications
• Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

• Setting clear expectations for students and establishing school and classroom routines
• Creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students
• Using appropriate and positive responses and reinforcement, even when students require discipline
• Using positive behavioral supports
• Encouraging adults to develop positive relationships with students
• Modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors
• Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development
• Using the Internet safely; and
• Supporting students’ interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.
**Cotting School Harassment/Bullying Incident Report Form**

**Aggressor Name (s):**
Classroom:

**Target Name (s):**
Classroom:

**Room/Location:**

**Type of Harassment alleged:**
Racial: _____ Religious: _____ Gender/Sexual Orientation _____ Disability _____
Other: _____________________________________________________

**Check all spaces below that apply:**

___ Name calling  ___ Stalking  ___ Inappropriate gesturing  
___ Staring/leering  ___ Writing/graffiti  ___ Threatening
___ Taunting/ridiculing  ___ Inappropriate touching  ___ Spitting
___ Demeaning Words  ___ Stealing  ___ Damaging property
___ Shoving/pushing  ___ Hitting/kicking  ___ Flashing a weapon
___ Intimidation/extortion

Other _____________________________________________________

**Describe the incident:**

**Names of Witnesses present (if any):**

**Physical evidence:**
Graffiti _____ Notes _____ E-mail _____ Web sites _______ Video/audio tape _____
Other _____________________________________________________

**Reporter(s) Name and Signature:** _____________________________________________

**Name of Parent(s) contacted:**
Date __________________  Time____________________

**Name (s) of Administrative Investigator (s)**

**Response taken (including supports and or consequences):**
COTTING SCHOOL Parent Advisory Committee (PAC) BY-LAWS

Article I.

The name of this committee is Cotting School Parent Advisory Committee (PAC).

Article II.

MISSION

The Cotting School Parent Advisory Committee (PAC) is a group of Cotting parents who have made a commitment to provide a thoughtful voice from the parent and student experience in discussions with other parents and Cotting Administration. The purpose of the PAC includes:

• To advocate and communicate information, suggestions and concerns from parents not able to attend regular meetings and to raise these issues for constructive discussion with Cotting administrators at monthly meetings.
• To communicate the content, tone, and recommendations from PAC discussions to the larger Cotting community.
• To work towards better integration of Cotting students into their local communities and vice versa by exploring diversity issues, understanding, and observing, and educating school districts about Cotting culture.
• To support a forum for Cotting parents to contribute knowledge, resources and feedback for the benefit of the Cotting administration.
• To set and support the carrying out of goals for parent participation in the improvement of the school and school culture.

Items to be included on the agenda will be passed through the facilitator, “Family Support Coordinator.” Any staff member or parent can suggest an item for the agenda.

Article III.

MEMBERSHIP

1) All Cotting parents are eligible for membership in the PAC. A letter will be sent out to parents before the beginning of each school year asking them if they wish to commit to PAC membership during that school year. Those parents who make the commitment are included in the PAC membership.

2) All Cotting parents, regardless of membership in the PAC, are welcome to attend and/or actively participate in monthly PAC meetings. Participation at PAC meetings can be: 1) in person 2) by emailing concerns, comments or agenda items 3) by participating in a conference call during the PAC meeting.

3) The PAC shall be composed of no less than 10 members, all of whom shall have a child
enrolled in Cotting School. It is a goal that PAC membership should be as representative as possible of the diversity of our community with regard to geography, age, school level, and disability. The presence of 5 members shall constitute a quorum for each PAC meeting.

4) PAC membership requires the commitment to RSVP to the administrative person or chairperson, if they can or cannot attend a monthly meeting, so plans can be made accordingly. PAC members shall make the commitment to participate actively by responding to the agenda and contributing input even if it is not possible to attend a particular meeting. PAC members should keep in contact with other committee members by e-mail or phone and review minutes e-mailed to them.

Article IV

GOALS

1) To communicate future goals and information to other parents not able to attend meetings and staff.

2) To provide means which ALL parents can be included in PAC meetings: in person, email, conference call with speaker during meetings.

3) To bring concerns/comments/suggestions from other parents, not able to attend, to the attention of the facilitator, “Family Support Coordinator”, to be included on the upcoming agenda

Article V

APPOINTED ROLES

1) The PAC shall consist of Cotting Administration and Cotting parents, facilitated by the Cotting Family Support Coordinator. A rotating secretary, parent, will volunteer to take minutes at each meeting, so that each member has taken minutes at least one time.

Article VI.

MEETINGS

1) The regular meetings of the PAC shall be held once monthly during the school calendar year, on the second Friday of each month, or on the first or third Friday if the second is not possible.

2) Special meetings, or e-mail requests for voting purposes, may be called by the Family Support Coordinator or by the request of a council member.
3) 3 members shall constitute a quorum for voting purposes. If there are not enough members present at council meetings, or if there is a tie in the voting process, e-mails will be sent to the remaining voting members for a decision.

Article VII

COMMITTEES

Committees will be determined as needed by the consensus of the PAC.

Article VIII

PROCEDURE RULES

If the PAC is faced with a decision requiring a vote, a quorum is needed to vote on any decision arising. If there is a tie in the voting process, e-mails will be allowed to let other voting members break that tie. A Simple Majority vote will decide the decisions.

Article VIII

AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the PAC, provided that the amendment has been submitted, in writing, at the previous regular monthly meeting. A simple majority vote will be needed to pass the Amendment. By-Laws will be reviewed yearly.