



COTTING SCHOOL
a tradition of innovation and excellence since 1893

Student Handbook

2021 – 2022

Cotting School
453 Concord Avenue
Lexington, MA 02421
(781) 862-7323

www.cotting.org

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ABOUT THE SCHOOL

In 1893, Dr. Edward H. Bradford and Dr. Augustus Thorndike started the first free day school for children with physical disabilities in Boston. The school continues today in Lexington, Massachusetts under the name of Cotting School to serve children and young adults with multiple disabilities.

In July 1986, the Krebs School, founded by Ida G. Krebs, was merged with Cotting School. The combined programs now serve students with physical, medical, and learning needs from the greater Boston area, Central Massachusetts, and Southern New Hampshire.

The goal of the school is to provide a balanced, well-rounded educational experience, which will help its students to become as independent as possible in their adult lives.

Our school has a long and proud history!

STUDENTS' THOUGHTS ABOUT COTTING

- Cotting helps students to learn as much as they can and have fun doing it.
- Cotting helps students learn how to be independent.
- Cotting gives students a chance to focus on what they can do.
- Cotting provides opportunities to participate in after school activities like the Ski Trip for Upper School students and dances for all students.
- Cotting gives students a chance to meet other kids who are working to overcome similar obstacles.
- Cotting is a great school for all students here.

PROGRAM SCHEDULE

Period	Start	End
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Arrival	8:00 a.m.	
Period 1	8:30 a.m.	9:30 a.m.
Period 2	9:30 a.m.	10:30 a.m.
Period 3	10:30 a.m.	11:30 a.m.
Period 4	11:30 a.m.	12:30 p.m.
1 st Lunch	11:30 a.m.	12:00 p.m.
2 nd Lunch	12:30 p.m.	1:00 p.m.
Period 5	1:00 p.m.	2:00 p.m.
Period 6	2:00 p.m.	2:50 p.m.
Dismissal	2:50 p.m.	

**All students can arrive at 8. Upper School and Capstone Students proceed to class at 8:15 and Lower and Middle proceed to class at 8:30.*

*** All students have an early dismissal on Wednesdays at 1:15*

CURRICULUM

Cotting School values the academic achievement of its students. We recognize that each of our students have areas of strength and need. There is a common goal of helping our students to access the curriculum that is outlined in the Massachusetts Curriculum Frameworks (<http://www.doe.mass.edu/frameworks/>), which are our Common Core State Standards. We also have modified grade level standards in each area in the “Resource Guide to the Massachusetts Curriculum Frameworks for Students with Disabilities”. We have spearheaded initiatives around Science, ELA and Math through our Summer Curriculum Institutes. We also have Curriculum Work Groups that each focus on a different area of curriculum and/or instruction. All curricula that we use is goal-oriented and implemented consistently with Individual Education Programs and Massachusetts Curriculum Frameworks.

COMMUNITY TRIPS

Middle, Upper School and Capstone students take regular community trips with their class. These community trips are an opportunity for students to apply what they have learned in the classroom to natural settings. These settings provide a context, with unfamiliar places and people, that cannot be replicated at Cotting. Teachers plan these trips carefully with students’ goals in mind. Some skills that trips address are: time management, communication, transportation, reading, and math skills.

CAPSTONE

Capstone is a program level designed specifically for our oldest students ages 18-22. The goal of Capstone is to offer students in this age group even greater flexibility in programming beyond our typical individualization by offering a wider array of programming options to best meet their needs. Capstone incorporates all the same programming and classroom experiences that students are currently receiving in the Upper School program along with more options and/or choice that are relevant to this population. For our oldest students, this allows each student's final years at Cotting to support the optimal combination of academics, vocational skills, self-determination, and other areas of transition that are most meaningful. It signifies the focus of the last four years as a time to pull together and integrate everything a student has learned as they prepare to leave Cotting.

The name Capstone was chosen as it is a term often used in higher education to signify "a culminating experience for students, typically during their final year of school...or at the end of an academic program or learning pathway experience." We feel confident that this program level will be a positive culminating experience for our young adults!

SENIOR STATUS & GRADUATION REQUIREMENTS

REQUIREMENTS

1. Senior Status Application
2. Students must earn at least 96 credits and fulfill minimum course distribution requirements (see chart in Credit & MCAS Requirements section)
3. Students must participate in MCAS requirements for a certificate OR fulfill MCAS competency determination requirements for a diploma (see chart in Credit & MCAS Requirements section).

Senior Status Application

Parents are required to complete and submit an "Application for Senior Status" to Sejal Costa, Director of Post-Secondary Pathways, on or before May 15th of the school year preceding the anticipated graduation date of the student.

In order to submit the application, the following two requirements **MUST** be met:

- A student must be in at least grade 11
- A student must have completed 76 of their required credits (see chart in Credit & MCAS Requirements section) by the end of the school year prior to their senior year

One of the following **MUST** also be met:

- A student must be turning 22 before May 16th of the year following their graduation/senior year **OR**
- The student has met the MCAS Competency Determination Requirements and plans to exit public education **OR**
- The student has a clear plan for exiting Cotting that includes a new placement and an agreement with the student's district for the following school year.

The graduation/senior status of a student is granted at the sole discretion of Cotting School. It is not an entitlement and is not a part of the IEP process.

Students planning to exit prior to age 22 should provide advanced notice to accommodate schedule modifications necessary for early credit completion.

High School Diplomas & Certificates of Completion

Cotting School awards students either a high school diploma or a certificate that recognizes achievement, attendance, course completion or participation in accordance with 603 CMR 28.09(9)(d). 4 69, s.1D.

At least one year in advance of a probable graduation date for a student, Cotting School, in collaboration with the student's sending school district, will hold a TEAM meeting including the parent and the student to discuss the likelihood of graduation. The discussion, at a minimum, will include the successful completion of the state competency determination through MCAS Grade 10 testing program in English Language Arts, Mathematics, and Science and Technology/Engineering and according to standards of the Commonwealth of Massachusetts.

All students whose placement is funded by a Massachusetts-sending school district participate in the MCAS testing program (or alternative assessment according to federal special education law and MCAS administration guidelines published by the Department).

Cotting School will issue a certificate of completion to a publicly funded student. The certificate of completion recognizes achievement, attendance, course completion and participation. A student who receives a certificate of completion from Cotting School but has not received a high school diploma or its equivalent, is entitled to continue receiving publicly funded special education services until he/she turns twenty-two or attains a high school diploma or its equivalent, whichever comes first.

Cotting School will issue a diploma to a student whose placement is funded by a Massachusetts-sending school district if the student has met the state MCAS competency determination standard. In these circumstances, either the sending district or Cotting School, or both jointly, may award a high school diploma to the student. If the high school diploma is awarded by Cotting School, the diploma will indicate that the student has met state standards for high school graduation and that the diploma is awarded “by Cotting School according to the Standards of the Commonwealth of Massachusetts”. A student who earns a high school diploma from Cotting School is also entitled, upon request, to receive a diploma from the sending school district indicating that the student met state and local graduation standards under the auspices of the school district.

Credit & MCAS Requirements

The Massachusetts Department of Elementary and Secondary Education allows individual school districts within the Commonwealth to determine their own high school graduation requirements. It is important that you know your district’s requirements if you would like to be eligible to earn a diploma from them. Cotting School has its own credit requirements, which are similar to (but not exactly the same as) most public school districts.

Cotting School’s credits for courses are determined by the number of class meetings held per week per hour over the school year. Classes that meet five (5) times per week for a total of 5 hours per week for the full year yield 5 credits. Classes that meet one (1) time per week for a total of 1 hour per week for the full year yields 1 credit. Classes that meet one (1) time per week for a total of 1 hour per week for half the year yields 0.5 credit.

Credits transferred from other schools will be translated into the Cotting School credit structure.

Credit may be granted at the discretion of the Program Director for any extended experience gained in addition to the Cotting Upper School and Capstone Programs or temporarily replacing it. To receive credit, arrangements for such a program should be made in advance.

All students are required to take Adaptive Physical Education unless excused by a medical doctor for a specific period of time or requested by a parent for a temporary physical problem. Permanent or extended medical excuses must be renewed annually by the student's doctor through the Cotting School Medical Department.

	Certificate of Completion	Diploma																																				
Credit Requirements	<p>Senior Status = 76 accumulated credits</p> <p>Graduation = total minimum credits of 96</p> <p>Accumulated Course Distribution Minimum Requirements:</p> <table> <tr> <td><i>English</i></td> <td><i>20 credits</i></td> </tr> <tr> <td><i>Mathematics</i></td> <td><i>20 credits</i></td> </tr> <tr> <td><i>Science</i></td> <td><i>8 credits</i></td> </tr> <tr> <td><i>History/Social Studies</i></td> <td><i>8 credits</i></td> </tr> <tr> <td><i>Adapted Physical Education</i></td> <td><i>4 credits</i></td> </tr> <tr> <td><i>Health</i></td> <td><i>1 credit</i></td> </tr> <tr> <td><i>Art Elective</i></td> <td><i>8 credits</i></td> </tr> <tr> <td><i>Community Inclusion</i></td> <td><i>3 credits</i></td> </tr> <tr> <td><i>Vocation*</i></td> <td><i>4 credits</i></td> </tr> </table>	<i>English</i>	<i>20 credits</i>	<i>Mathematics</i>	<i>20 credits</i>	<i>Science</i>	<i>8 credits</i>	<i>History/Social Studies</i>	<i>8 credits</i>	<i>Adapted Physical Education</i>	<i>4 credits</i>	<i>Health</i>	<i>1 credit</i>	<i>Art Elective</i>	<i>8 credits</i>	<i>Community Inclusion</i>	<i>3 credits</i>	<i>Vocation*</i>	<i>4 credits</i>	<p>Senior Status = 76 accumulated credits</p> <p>Graduation = total minimum credits of 96</p> <p>Accumulated Course Distribution Minimum Requirements:</p> <table> <tr> <td><i>English</i></td> <td><i>20 credits</i></td> </tr> <tr> <td><i>Mathematics</i></td> <td><i>20 credits</i></td> </tr> <tr> <td><i>Science</i></td> <td><i>8 credits</i></td> </tr> <tr> <td><i>History/Social Studies</i></td> <td><i>8 credits</i></td> </tr> <tr> <td><i>Adapted Physical Education</i></td> <td><i>4 credits</i></td> </tr> <tr> <td><i>Health</i></td> <td><i>1 credit</i></td> </tr> <tr> <td><i>Art Elective</i></td> <td><i>8 credits</i></td> </tr> <tr> <td><i>Community Inclusion</i></td> <td><i>3 credits</i></td> </tr> <tr> <td><i>Vocation*</i></td> <td><i>4 credits</i></td> </tr> </table>	<i>English</i>	<i>20 credits</i>	<i>Mathematics</i>	<i>20 credits</i>	<i>Science</i>	<i>8 credits</i>	<i>History/Social Studies</i>	<i>8 credits</i>	<i>Adapted Physical Education</i>	<i>4 credits</i>	<i>Health</i>	<i>1 credit</i>	<i>Art Elective</i>	<i>8 credits</i>	<i>Community Inclusion</i>	<i>3 credits</i>	<i>Vocation*</i>	<i>4 credits</i>
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MCAS Requirements	<p>Students funded by Massachusetts-sending school districts participate in MCAS, but do not need to meet competency determination scores to be eligible for a certificate of completion.</p>	<p>The Commonwealth of Massachusetts maintains that students must either earn a scaled score of at least 240 on the Grade 10 MCAS ELA and Mathematics tests or retests or earn a scaled score between 220 and 238 on these tests and fulfill the requirements of an Educational Proficiency Plan (EPP**).</p> <p>Students must also earn a scaled score of at least 220 on one of the high schools MCAS Science and Technology/Engineering (STE) tests: Biology, Chemistry, Introductory Physics, or Technology/Engineering.</p>																																				

**Vocation courses include In-House Jobs, Vocational Electives, transition classes, and Project Bridges.*

Additional Courses may include social skills, life skills, therapies, and technology.

***An EPP, at minimum, includes:*

- *A review of the student's strengths and weaknesses, based on MCAS and other assessment results, coursework, grades and teacher input;*
- *The courses the student will be required to take and successfully complete in grades 11 and 12; and*
- *A description of the assessments the school will administer on a regular basis to determine whether the student is moving toward Proficiency.*

INCLUSIVE COLLEGE EXPERIENCE

Cotting School continues to support students who are interested in pursuing academic, vocational and social exposure on college campuses. Currently, we work with MassBay Community College, Lesley University and/or Middlesex Community College to design experiences for our students. We are continuing developing processes, policies and procedures for these experiences and will work closely with the families of interested students.

INDIVIDUALIZED EDUCATION PROGRAMS (IEP)

Each student will have an individualized educational program with long-term goals and specific objectives (benchmarks) for each subject area. Every year each student's IEP is reviewed. Every three years students are re-evaluated to substantiate their need for special education services and evaluate progress in the goal areas.

GRADES

Cotting School is a non-graded environment. The progress of our students is communicated to parents through work samples, progress reports, homework and conferences. Our students are expected to participate in each classroom activity to the best of their ability. We monitor our students for accuracy and independence and modify activities and assignments.

HOMEWORK

Homework will be assigned to students on a regular basis. Homework is designed to meet the needs of each student. A homework survey is sent home at the beginning of each year.

Homework Rules:

1. Homework should be done to the best of the student's ability.
2. Homework should be done on time.

3. A parent or guardian writes a note if homework will be turned in late.

SENIOR GIFT

It is the custom at graduation for the senior class to present an appropriate gift to the school. This gift is purchased from the funds the seniors have raised.

SCHOOL RINGS

Seniors may purchase a class ring. The senior class advisor will announce when the company representative will be at the school to take orders.

SENIOR PICTURES

Senior pictures will be taken at school.

If you decide to take a Senior picture outside of school.

- The picture must be a digital picture.
- Due dates will be determined as needed.

YEARBOOK

- The Advancement Office is in charge of the yearbook.
- Parents can buy a yearbook ad.
- Pictures submitted for the yearbook must be digital.
- Students, staff, and parents can buy the yearbook.

FIELD TRIPS (Lower School)

Field trips are an important part of school life. Provisions are made as needed for trips to areas of educational interest. Parents will be sent information and permission slips in advance.

AFTER SCHOOL ACTIVITIES

1. No fewer than two (2) faculty members will be in the building/on campus at all times.
2. Students must stay in specified areas within the building/campus.
3. Students may not stay after school without specific written permission from parents.
4. Students who do stay may not leave the building/designated area of campus without specific written permission from parents.
5. No student may leave the building/designated area of campus and return without permission.
6. Students, alumni or guests who bring cars may not stay in their cars.
7. Students who do not abide by the school rules may be suspended.
8. Neither drinking nor smoking (including electronic smoking devices) will be allowed at school functions.
9. Please inform transportation companies/van drivers in advance if you will not be going home after school.
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. Students may only be registered for after school activities when all of the required registration/medical/dental and other forms have been received by the Student Services Offices.

Permission forms, including medical forms, will be sent home prior to each event with a due date. If forms are not returned on time the student may not be allowed to participate in the event. Please be sure to note the correct times for the event and describe the transportation arrangements. Please inform your driver on days that you will be staying after school.

ATHLETICS PROGRAM

Cotting School has many sports teams. Our school mascot is the Falcon. Our school colors are blue and gold.

Basketball – Cotting School sponsors a basketball team for its students. The purpose of the program is to instill a spirit of competition, fair play, sportsmanship and maturity of mind. A student wishing to take part in the basketball program must maintain a satisfactory record of academic achievement and appropriate behavior during the regular school program. Questions of eligibility will be resolved by the coaching staff and the appropriate teachers.

Track and Field - The Track and Field activities program at Cotting School is open to those students who are at least eight years of age. Students practice one afternoon per week after school and then compete against other athletes of similar abilities in track meets sponsored by Massachusetts Special Olympics. This is an excellent opportunity for Cotting School students to develop self-confidence, increase self-esteem, and to participate in an activity that promotes health and fitness.

SUPPLEMENTAL SERVICES PROGRAM

Cotting is committed to providing the finest educational, therapeutic, social and recreational opportunities to students with physical, medical, and learning challenges during the school day. Cotting also offers learning, recreational, social, and other enrichment experiences beyond regular school hours. Whether a student is interested in learning a craft, participating in a sport, increasing computer knowledge, taking a course, or simply having fun and socializing with friends, the Supplemental Services program offers perfect opportunities for participation in structured leisure, informational, and supportive activities and groups while advancing skills in various areas. A description of classes being offered will be sent home with your child.

SOCIAL ACTIVITIES PROGRAM

Cotting School offers students opportunities for social activity through dances, Circle of Friends, Ski Trip, senior trip, etc. While the obvious purpose of these activities is to offer students time to socially interact in a relaxed and friendly situation, this program has other important goals, which may not be immediately obvious to the casual observer.

The planning and preparation for dances, trips, etc. serves as a vehicle to teach students about the need for planning, effective communication, record keeping, attention to detail, making appropriate choices, etc.

Though raffles, ticket sales, bake sales, etc. do help to raise money for specific purposes, (i.e., to defray senior trip expenses) dollars raised are only a secondary goal to the skills and

knowledge acquired by working through the processes involved.

Participation in the social activities program is at the discretion of the Program Director.

ABSENCES

If a student is absent, a parent or guardian must:

- Call the school by 8:00 a.m. or email attendance@cotting.org
- Cotting School will try calling home after 8:30 a.m. if you don't.

LONG-TERM ABSENCES

If you are out of school for a long time:

- A tutor may come, this is arranged through the SPED office (X142).
- Video participation is available when appropriate.
- If you have been in the hospital, Cotting needs a discharge summary before you return to school.

GENERAL CONDUCT

Good conduct is based upon kindness, respect and acceptance.

SAFE TRAVELING

- Travel carefully and quietly
- Go straight to destination
- Travel on the right side of the hallway
- Wait in the hallway if your teacher is not in the classroom
- Only leave the building if you have permission

ELEVATOR RULES

- Don't go on the elevator by yourself
- Go on with an adult
- If there isn't an adult, push the bell
- Don't push the bell too many times
- If you don't need to take the elevator, take the ramp or stairs.
- Don't go on the elevator during a fire drill
- Don't push the emergency buttons unless there is an emergency

LANGUAGE

Please use polite language with your peers and staff. Swearing or rude language is unacceptable.

DRESS CODE

The School policy on dress is based upon good taste and good judgment. We expect students to dress in a neat and appropriate fashion which reflects the positive image of Cotting School.

- Shirts must be long enough to fully cover midriff
- Hats may not be worn in school.
- Halter shirts or shirts with spaghetti straps may not be worn in school.
- Shoes must be worn.
- Any clothing which depicts obscenities or violence is not allowed.
- Jackets and other outdoor clothing are not considered appropriate dress while inside, unless used for temperature regulation.
- If a student is going out to work or into the community, they should follow the dress code that has been designated for those places.

ELECTRONICS

Technology (e.g. computers, Chromebooks, tablets, headphones, and/or cell phones) that have been approved by the student's educational team to be used for accessing the curriculum and/or leisure are allowed at school, at the discretion of staff. If the device needs to be on the school's wifi network, please complete the online form "Student Device on the Cotting School Network".

Behavior in school is a reflection of respect for classmates, teachers, family and oneself. Mature behavior is expected at all times. There are specific rules of conduct for the events that take place during the year. You are expected to abide by any and all rules posted for these events. Students who do not behave appropriately will be subject to disciplinary action.

WEAPONS

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

DRUGS/ALCOHOL/TOBACCO/GAMBLIC

- No Drugs
- No Alcohol
- No Tobacco/Smoking/e-cigarettes/vapes
- No gambling in school. This includes online betting.

CARE OF SCHOOL PROPERTY

Cotting students are responsible for the care of school equipment assigned to them. If equipment or books are damaged or lost, students and/or families will be asked to pay the replacement cost.

HARASSMENT/BULLYING/HAZING

1. **Harassment** is when someone is bothering or bugging you over and over again.
2. **Bullying** is when someone is mean to you on purpose over and over again.

3. **Hazing** is when someone makes you do something you don't want to do to be part of a group.

Students at Cotting School should not harass, bully or haze one another. It is against the rules of Cotting School to be aggressive with our words or actions. Cotting should be a “harassment, bullying and hazing free zone”.

What should you do if someone harasses, bullies or hazes you? Remember: **NO, GO, TELL!**

1. **NO:** Tell the person to please stop or ignore them. (“Can you please stop _____ . It really bothers me when you do that”).
2. **GO:** Move away from the person
3. **TELL:** Tell a staff member or teacher.

When should you tell someone?

1. If you do not feel safe, always tell someone.
2. If you ask someone to stop and you have given them some time and they still do not stop, then you should tell an adult.

Who can you tell?

- Your teachers, therapists or Program Assistants
- Ms. Vorkink or Ms. Tyrer
- An administrator (Ms. Irish, Ms. Thibodeau, Mrs. Costa, Mrs. Meredith, Dr. Varrin, Ms. Russell, Ms. Waddill, Ms. Coleman)
- Your parents or another adult that you trust

Harassment, bullying and hazing are serious and should be **reported**.

You can write a note to an administrator and leave it in their mailbox. You **DO NOT** have to write your name on the note.

What should you write in the note to an administrator?

What happened? **Who** was involved? **Where** did it happen? **When** did it happen? There is a form at the end of this handbook to help you with this.

More important things to know:

- Massachusetts has passed an Anti-Bullying in Schools Law (Chapter 92 of the Acts of 2010).
- This law is so that no one writes or says (on paper, cell phone or the computer/internet) or does anything that is mean on purpose.
- No one should damage another person's property.
- Everyone has the right to a safe school. We have to make sure that our school is safe so that ALL students feel they are able to come to school. If anyone feels afraid to come to school because of bullying, even if this doesn't happen at school, Cotting must look into these things by talking to all of the people involved. This is called an investigation.
- If Cotting finds out that someone is being bullied, we have to keep them safe. We have to give them help if they need it.
- Cotting also has to help anyone who bullies understand it is not okay. The person who is bullying will have consequences and may need services.
- Cotting has a plan to deal with bullying. Please read Cotting's Anti-Bullying Plan, it is on the Cotting Website.

Cotting takes seriously any complaint of bullying, harassment or hazing. Cotting will promptly investigate any report that is made.

STUDENT CODE OF CONDUCT

Cotting School expects our students to follow the rules in this handbook. No student has the right to get in the way of another student's education. It is the responsibility of each student to behave in a way that shows respect for the rights and property of teachers, students, administrators, counselors and all other staff.

The code of conduct is in effect in the following places and during the following times:

- On school property at any time
- At any school-sponsored event
- On school vans (community trips, worksites etc....)

- At all times and in all places where the student's conduct has a direct and immediate effect on the school or its students

Cotting School Administration reserves the right to modify the Student Code of Conduct as needed. The staff will make every effort to be consistent in how they enforce this Code of Discipline. Any behavior considered to be inappropriate and disruptive to the learning environment that may not be specifically mentioned in this code will be handled in a manner the administration believes is best for all people involved.

Disciplinary Action Levels:

Each teacher has a concept of what good classroom management is and the ability to maintain discipline in most classroom situations. When an exception arises and a student refuses to obey school rules and to cooperate with the teacher, the teacher may appeal to the principal if the teacher's own efforts to provide direction to the student have failed. The levels of disciplinary action which shall be enforced by school administration with students who are in violation of school rules include:

1. Verbal Warning(s)
2. Conference with students, parents and/or teacher – this will result in a follow-up/action plan that will be put into place by the parties present.
3. Confiscation of Property (e.g. Cellular devices)
4. Restriction of privileges
5. After-School Detention
6. In-School Suspension
7. Out-of-School Suspension
8. Recommendation for Expulsion

*Students who accumulate suspensions of 10 days or more in any one school year will be recommended for expulsion. Suspended or expelled students shall be denied the privilege of participation in all extracurricular and co-curricular activities (e.g. athletic practice, club meetings) during the period of suspension or expulsion. A student's disciplinary record is cumulative during the school year.

Discipline related to Bullying, Cyberbullying, Hazing or Retaliation

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

1. 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.
2. Individual support/counseling will be provided for the student aggressor, target, and appropriate family members of these students, 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.
3. Referrals may also be made to outside therapists as needed. Cotting may 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.
4. A student aggressor 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 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.
6. 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.
7. 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/or Termination of Placement

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:

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 Program Director and Education Director 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 Education Director 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 1:1 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 Program Director or Education Director 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 Program Director.

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 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 Program Director.

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 Program Director and Education Director 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.

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. The plan for

termination will include recommendations 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.

POLICY OF NON-DISCRIMINATION

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

TRANSPORTATION

Most transportation for Cotting students is provided by the city or town of residence. Cotting School has no direct responsibility for, or control over, these vehicles. If you have a problem with transportation, you must contact your local special education department. Mr. Cuddy and Ms. Thibodeau can assist you if you aren't sure who you should talk to.

FIRE DRILLS

Regularly scheduled (unannounced) fire drills will be conducted to ensure the safety of all persons in the building. Please familiarize yourself with the various fire drill procedures within the building. Specific directions vary from location to location. A specific evacuation plan is posted at the exit door of each room. Classroom teachers will review fire drill procedures with all students during the first day of school and at regular intervals as needed.

RULES TO BE OBSERVED DURING A FIRE DRILL

- no talking
- stay in single file
- move slowly and calmly
- do not block doorways, halls, etc.
- follow directions

FUNDRAISING ACTIVITIES

Students may not engage in any non-school fund-raising activities on Cotting School premises without permission from the Program Director. Generally, fund-raising activities will be limited to senior class sponsored activities. Careful records will be kept by seniors in conjunction with the senior class activity advisor. School staff should not be solicited directly by students, (students may inform staff of the availability of tickets etc., through a special memo, or posters). Posters must be approved by the senior class advisor.

MEDICAL DEPARTMENT

The Medical Department is on the first floor around the corner from the elevator. There are many nurses there to help you. A doctor from Children's Hospital comes once a week. Anyone can go to Medical for help.

You can go to Medical for these reasons:

- Allergies
- Asthma attack
- Bleeding
- Sick/cold or fever
- Fainting
- Injury
- G – Tube feeding
- Seizures
- Pain
- Take medication
- Upset stomach
- Diarrhea
- Use the bathroom
- Period/change pad

This is what you do when you go to Medical:

1. Go in the “in” door
2. Sign-in with the nurse
 - a. Tell your name
 - b. Tell why you are there/request help
3. A medical staff person will help you
4. Go out the “out” door
5. Go back to the class you came from

There is a Medical call button in each classroom in order to talk to the nurses.

These are the Medical call button rules:

1. Your teacher or program assistant pushes it in an emergency only (this means the teacher needs help right away)
2. Nurses will come to your classroom to help
3. If needed, the nurses will take you to Medical for more help or follow up.

If you are really sick or hurt the nurses might:

- Call your parents
- Ask your parents to pick you up
- Send you to a hospital or a doctor

STUDENT ACCEPTABLE USE POLICY
School Network, Internet, Communication and Equipment
2021-2022

Note: Parents and Students should read and discuss this AUP together.

Cotting School's goal in providing network resources and Internet access is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Internet access is to be used in a responsible, efficient, ethical and legal manner and in accordance with the mission of the school. Failure to adhere to these guidelines typically results in the suspension or revocation of user privileges. Additionally, inappropriate behavior may be subject to additional disciplinary action.

Cotting School will not be liable for the actions of anyone connecting to the Internet through this network. All users shall assume full liability, legal, financial, or otherwise, for their actions. Users should be aware that the transfer of certain kinds of materials is illegal, and punishable by fine or jail sentence.

In addition, Cotting School assumes no responsibility for any information or materials that are transferred through the Internet.

The person under whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person.

Cotting School uses a filtering system to track and monitor all computer use on the network. The filtering system is designed to prevent access to educationally inappropriate sites. Faculty can request that a specific site be blocked or unblocked. Such decisions will be made by those responsible for monitoring the filtering in the Technology Department and or the Program Director.

It is important to be aware that no solution is perfect. Due to the nature of the Internet, even with supervision, it is impossible to control all materials users may come across, and a user may discover controversial information not deemed suitable for children or teenagers. Students should immediately report any inappropriate material they access to a teacher or other staff person. Students should not share inappropriate materials or their sources with other students. *Teachers must email the web address of the inappropriate site to the Director of Technology immediately so that it can be added to the blocked list.*

Certain procedures are followed as Internet resources are integrated into classrooms:

- The school provides faculty members with information about the Internet and its uses and possible misuses so that these issues can be discussed with students. Training on technology integration includes information about teaching students how to use the Internet safely and appropriately.
- Students have access to the Internet and certain network resources only under their teachers' supervision.

Internet Privacy Protections and Considerations for Students

Cotting School has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcome communications:

Guidelines:

- Only first names will be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address, phone number, social security number or family's E-mail address be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the students.
- In special circumstances with parent-signed release, identifying information can be added.

Communication with Parents & Students:

Employees are to communicate with students and parents through the school email system only. Employees may not use personal email or screen names to communicate with students and parents. In addition, employees may not visit student or parent Facebook or other social networking pages, nor may students or parents be encouraged to visit employee Facebook or other social networking pages. Employees are not to text message students or parents.

Google Suite for Education

Cotting School provides all students with a Google Suite for Education account. This account offers two categories of Google services: Core Services (like Gmail, Drive, Calendar, and Classroom) that are provided under Cotting School's Google Suite for Education agreement, and Additional Services (like YouTube, Maps, and Earth) that are designed for consumer users and can be used with G Suite for Education accounts for educational purposes.

By signing the Student-Parent Handbook sheet, parents/guardians are giving permission for their student under the age of 18 to use any Additional Services that are deemed appropriate for educational use at Cotting School.

Unacceptable uses of Cotting School's Network or Internet connection:

1. Violation of the School Network, Equipment, and Internet Acceptable Use Policy or any provision in the Student Handbook or Employment Manuals.
2. Transmission of material that is false, derogatory, profane, vulgar or sexually explicit, or any other material that would be offensive or harassing to a reasonable person (e.g., a racial or ethnic slur).
3. Downloading from the Internet of sexually explicit or other offensive materials, software programs, or any copyrighted or trademarked materials.
4. Personal and/or District-owned computers and other devices are not permitted on the Cotting School network without consent from the Director of Technology. This includes communication devices.
5. The unauthorized installation of any software, including shareware and freeware, for use on Cotting School computers is prohibited.
6. Viewing or posting messages to web sites that contain sexually explicit, racist or other similar material that the School considers offensive.
7. Attempting to disguise your name or the origin of any transmission over any of the school's communication systems.
8. Copying commercial software or other material in violation of federal copyright laws.
9. Use of the network for financial gain, commercial activity, or any illegal activity is prohibited.
10. Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher.
11. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.

12. Users must avoid spreading computer viruses, and all downloaded files must be virus-checked. A deliberate attempt to degrade or disrupt system performance is a violation of the law.

Email

All students are given email access through our Google for Education account. Misuse of this email account may result in revoked email privileges. Students are asked not to send email to school distribution lists. Lower and Middle school students may only receive email from within the Cotting School domain.

Simplified Version of Agreement for Parents to discuss with their child:

- I agree to only use the Internet at school if I have my teacher's permission.
- I agree to tell my teacher if I see something on the Internet that is inappropriate.
- I agree not to make any changes to the computers (for example settings, names of hard drives, names of other people's documents).
- I agree to save my documents in a folder with my name on it.
- I agree to follow my teacher's directions and rules about using computers at Cotting School.

Personal Devices and District Owned Equipment on Cotting School Network

Cotting School may give permission to a student to connect non-Cotting owned equipment (e.g. laptops, iPads, communication devices, etc.) to the School's network with a goal of being able to access internet resources, network printers and to share documents. When the educational team agrees that this is the case, a *Personal Equipment on Cotting School Network Agreement* form must be filled out.

Please complete the form online. <https://goo.gl/forms/ektiTL4OYi1ym1Km2>

- Once the form has been submitted, the student can bring the device to the Tech Department for set up.
- Cotting School makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither Cotting School, nor the sponsor organizations, shall be liable for any loss or corruption of data resulting while using the Internet connection.
- Cotting School reserves the right to examine all data stored on all computers and the network to make sure that all users are in compliance with these and all legal regulations.

- Cotting School strongly condemns the illegal distribution of software, otherwise known as pirating. Any user found transferring such files through the Internet shall have their future Internet access denied.
- Cotting School reserves the right to change these rules at any time without notice.

It is important to note that the school is Mac-based, and the network is configured specifically to handle Apple devices. It may be possible to use non-Mac devices (Android, Windows-based, etc.) when there are no other options available, however there is no guarantee that they will function properly or at all on the network.

The student is responsible for appropriate network behavior as specified in Cotting's Acceptable Use Agreement.

Cotting School is not responsible for maintenance of non-Cotting owned equipment, nor is it liable if this equipment is lost, stolen or damaged.

Cotting School requires that the equipment meet certain guidelines in order to help ensure the safety and integrity of our network.

- Apple laptops running Mac OS X 10.13 or higher.
- Windows laptops running Windows 10 or higher.
- Administrator access must be given to Cotting staff in order to ensure that the equipment meets the safety requirements and configure network functionality.
- Equipment will be monitored while it is connected to the School's network.
- Equipment must be fully patched (all security updates are done; application updates are done).
- Equipment must have a current and up to date Anti-Virus/security program installed.
- **No software or Apps will be provided or installed by Cotting School.**
- Devices on the school's network will be added to the school's equipment database.
- Student owned & District owned devices should be labeled with the student's name.
- Find My iPhone/iPad should be installed and enabled.
- iDevices should be in sturdy cases.

SHARING CONCERNS

The staff members are here for you! If you need help in any way, do not hesitate to ask for advice or assistance. If that staff member is not able to solve your problem, he/she may be able to direct you to others who can.

Problem/Concern	Person you can talk to:
Homework or class work	Classroom teacher
Need medicine/Feel sick	Medical
Gym class or bus problems	Mr. Cuddy
Communication device	CT
Eye problems	Seamark Vision Clinic (Dr. Malkin)
Stretching/ Wheelchair/Walker	PT
Teeth	Dentist (Dr. Lee)
My teacher or therapists	Ms. Waddill, Ms. Coleman, Mrs. Meredith or Mrs. Costa
Family Concerns	Dr. Varrin
Computer & Other Technology Problems	Ms. Salmonson or Ms. Kerr
Talk about your feelings	Teacher, Ms. Vorkink or Ms. Tyrer
Ideas for the school	Ms. Irish, Ms. Waddill or Ms. Coleman
I.E.P. concerns	Ms. Thibodeau
Voc or Work/Jobs	Mr. Teuber
Lunch or snack	OT
Transition/Life After Cotting	Mrs. Costa, Ms. Thibodeau or Ms. Tyrer

Student Bullying Report Form

Today's Date: _____

Name (You DO NOT have to write your name):

What happened?

Who was involved?

Where did it happen?

When did it happen?

