

Arlington School Handbook



115 Mill Street, MS 111
Belmont, MA 02478
617-855-2124

Revised: November 2018

FACULTY AND STAFF DIRECTORY

Main telephone number: 617-855-2124

Fax number: 617-855-2757

All telephone calls/faxes will be directed to the appropriate staff member through our main telephone number/fax number.

NAME	ROLE	EMAIL
Suzanne Loughlin, APRN, BC	Director	sloughlin@partners.org
Ethan Solomon, M.Ed.	Educational Admin	esolomon1@partners.org
Mary Grant, M.Ed.	Educational Admin	mgrant5@partners.org
TEACHERS		
Leo Abbett	Media Arts/Photography	labbett@partners.org
Dana Zazinski	History	dzazinski@partners.org
Lydia Charitidou	Foreign Lang/Science	lcharitidou@partners.org
William Clark	Biology/Chemistry	wclark1@partners.org
Amante Coppes	Art, Spec Ed	againes2@partners.org
Deborah Gantz	Librarian, Spec Ed	dgantz@partners.org
Lawrence Mayer	English, Spec Ed	lmayer@mghihp.edu
Jamahl Peavey	Physics, Math, Spec Ed	jpeavey@partners.org
William Redpath	English	wredpath@partners.org
Elizabeth Riley	Math, Spec Ed	eriley5@partners.org
CLINICAL STAFF		
Jessica Goldstein, Ph.D.	Psychologist	jegoldstein@partners.org
Bruce Levin	LICSW	bmlevin@partners.org
Amanda Raybould	LICSW	araybould@partners.org
Margaret Schultz	LICSW	mschultz@partners.org
RELATED STAFF		
Lore Andrescavage	Transition Specialist 617-855-2220	landrescavage@partners.org
Mia Gussen	Apprentice Teacher	mgussen@partners.org
Jessica Tollman	Apprentice Teacher	jtollman@partners.org
Stephanie Randazzo	School Nurse 617-855-2592	srandazzo@partners.org
Christina McKean	Milieu Manager	cmckean@partners.org
Carol Noke	Asst. Milieu Manager	cnoke@partners.org
Julie Baratta	Administrative Secretary 617-855-2124	jbaratta@partners.org

MISSION STATEMENT

Arlington School provides a safe and supportive school community where students grow academically, heal and thrive emotionally, assume greater control over their learning, and work toward personal goals. We strive to unlock the potential within our students and to maximize their abilities as confident learners, so they become knowledgeable, creative, independent, and resilient individuals.

We believe that growth is possible for every student, that learning renews self-worth and that our students can overcome the challenges that impede their success. Discovery, flexibility, empathy, respect, acceptance, patience, and courage are the core values of our learning community.



Table of Contents

Page

Who We Are	1
Arlington School Curriculum	2
Sample Daily Schedule	3
Academic Credit and Grading Guidelines	3
Homework	4
Parent Advisory Council	4
Transition Services	4
Calling in an Absent or Tardy Student	5
School Cancellation/Delayed Opening/Early Release	5
Field Trips	5
Open Campus	6
Coordination with Public School Districts	6
Students Driving to School	6
Student-initiated, Non-illness Related Request for Dismissal	6
Permission to Leave School with Another Student/Alternate Means	7
Smoking Policy	7
Dress Code	7
Use of Cell Phones in School	7
Health Services	8
Physical Examinations	8
Communicable Conditions/Diseases	8
Medication Administration	8
Illness at School	9
Crisis Plan/Disaster Plan	9
Discipline and Behavior Management Policy	10-11
Acceptable Use Policy and Agreement for Technology in the Classroom	12-13
Federal Non-Discrimination and Equal Opportunities Laws	14
Bullying Prevention and Intervention Policy	15
Anti-Hazing Disciplinary Policy	16
School Calendar	17

Who We Are

The Arlington School is a private therapeutic day school designed to offer high school classes aligned with the Massachusetts Curriculum Frameworks. It also offers a strong clinical component to address the individual social, emotional and behavioral needs of the students. It is approved by the Massachusetts Department of Elementary and Secondary Education (DESE) and accredited by the New England Association of Schools and Colleges (NEASC).

The school day is divided into seven blocks of approximately 45 minutes with a student teacher ratio of 5:1. All teachers are certified in the content area they teach and an additional 50% are also Special Education certified.

Students are placed into classes appropriate for their grade level, but classes are not strictly separated by grade, i.e., ninth and tenth graders may be in the same English class, but Chemistry is generally open to eleventh and twelfth graders. Additional curriculum information is available in the course catalog.

The school's clinical services are an integral part of a highly individualized program for each student. Teachers and clinical staff work closely together to address the academic, social, emotional and behavioral problems that have disrupted a student's previous schooling. The clinical staff is comprised of highly trained clinical psychologists, social workers, psychiatric nurses, and school adjustment counselors experienced in working with adolescent issues.

To foster their success and focus on academic work, students are assigned an individual case manager who oversees the student's adjustment to school. The individual case manager assists students with developing behavioral plans and coping skills as well as offers regular counseling support as needed throughout the school day. In addition, each student is assigned to a weekly check-in group where they discuss adolescent issues and ideas with peers. Crisis intervention, parent meetings and coordination with community agencies are also provided.

Arlington School Curriculum

Arlington School provides a high school curriculum that is fully aligned with the Massachusetts Curriculum Frameworks. Students come from numerous school systems that have varying graduation requirements. Upon entering the Arlington School, individual transcripts are assessed to determine which classes are appropriate for scheduling. Progression of courses is aligned by grade, similar to the standard of public school systems. A typical progression is as follows:

- Grade 9
 - ELA
 - Algebra I
 - US History I
 - Biology I
 - Fitness/ Health
 - 2 Electives
- Grade 10
 - ELA
 - Geometry
 - US History II
 - Biology II
 - Fitness/Health
 - 2 Electives
- Grade 11
 - ELA
 - Algebra II
 - World History I
 - Chemistry or Physics
 - Physical Education
 - 2 Electives
- Grade 12
 - American Literature
 - Algebra II (continued) or Trigonometry or Statistics
 - World History II
 - Chemistry or Physics
 - Physical Education
 - 2 Electives

Electives and Mini Elective class choices include *(subject to change):*

Art; Photography; Media Arts; Film; Yearbook; PSAT & SAT Prep; Creative Writing; Anatomy and Physiology; Interactive Science; Modern World History East Asian Societies; Independent Directed Studies; Study Skills; Writing a Research Paper; Physical Education; French; Forensics; Psychology; Performing Arts

Sample Daily Schedule

8:30am – 9:15am	English Language Arts
9:15am – 10:00am	Biology
10:00am – 10:20am	Activity
10:20am – 11:15am	SAT/MCAS Prep
11:15am – 12:00am	Photography
12:00pm – 12:25pm	Lunch
12:25pm – 1:10pm	U.S. History
1:10pm – 1:55pm	Math
1:55pm – 2:40pm	Study

- All classes, including most electives, meet five times per week.
- With the exception of third period, classes do not rotate from day to day.
- Early Release day starts at 8:30a.m. and classes end at 12:00 p.m.
- Students choose an activity every two weeks.

Academic Credit and Grading Guidelines

Grades are determined based on student performance in three general areas: class participation, attendance, and quantity and quality of student work. Student work might include research papers, tests, homework, paintings, lab performances, posters, presentations and more.

Teachers take into account all three areas of student performance – class participation, attendance, and quantity and quality of student work – when determining grades for each marking period. Teachers may choose to emphasize one area over another, depending on the nature of the course, the subject matter, and students’ interests and abilities.

- Academic credit is earned quarterly and averaged for a final grade.
- Grades, Progress Reports and Academic Performance Rubrics are reported quarterly during the 10-month academic school year as well as at the end of the July summer session, which serves as a 5th marking period.
- Grades can include: A, B, C, D, F, NG, S, P
- A final grade of “D-“ or better earns 1 credit in classes that meet 5 x per week.

Homework

Homework supplements classroom instruction, reinforces skills, introduces new material, and develops independent study habits necessary for learning and advanced study.

Homework is assigned for many courses and such work may be checked daily and graded.

Because of the special needs of our students, we are careful to individualize and monitor each student's homework assignments and progress in light of his/her overall learning style. We want students to look forward to coming to class, not to become beset with anxiety over homework not completed.

Parent Advisory Council

Each year parents are invited to participate in a Parent Advisory Council, which meets for an hour before Parent-Teacher Conferences. The Director and Educational Administrators facilitate the meeting, during which information is disseminated and feedback is elicited from parents. The floor is open for any parent concerns and/or ideas they wish to bring up, as well as considerations for future meetings.

Transition Services

The Arlington School employs a Transition Specialist, who assists students in all aspects of transition planning, including:

- Transitioning back to their home schools full or part time
- Enrolling in community college or online courses
- Preparing for PSATs, SATs or ACTs
- Exploring and preparing for post high school, college, or vocational opportunities
- Locating internship opportunities
- Exploring volunteer and/or paid employment options
- Making referrals to other human service agencies as students approach graduation or 22 years of age

Calling in an Absent or Tardy Student

Parents are asked to call the main school number (617-855-2124) to report an absence or tardiness **before 9:00 a.m.** It is also helpful to indicate whether the absence is due to illness or behavioral/emotional reason.

Unscheduled Early Release

On rare occasions when weather is deteriorating during the school day, the Arlington School may make a determination that it is safer to dismiss students earlier than the regularly scheduled time. A student will not be released until contact with a parent has been made.

School Cancellation/Delayed Opening

Arlington School follows the school weather advisories issued by the Belmont Public Schools. If Belmont is delayed or cancelled, then Arlington School is also delayed or cancelled. Belmont posts closings/delays online at www.belmont.k12.ma.us.

In addition, if the student's local school is cancelled, the transportation company will probably not transport the student. It is always advisable to check with the transportation company about its specific policies. We also ask that parents use their own judgment in determining whether it is wise for their child to travel to school during inclement weather conditions and the child will not be penalized for those judgments.

Field Trips

Arlington School offers a variety of field trips. These include theater trips, museum trips and excursions to other sites and class specific trips for educational interests.

Scheduled field trips may be either *all school*, *class specific*, or *open to eligible students*. Staff reviews student eligibility based on concerns such as student safety and academic performance.

Parental permission is required for all trips and it is our expectation that students will abide by all school rules during these field trips. The Arlington School subsidizes field trips for students who are unable to pay the associated costs. Parents and/or students may contact the school to request financial assistance.

Open Campus

Open Campus is a privilege students can earn to have unsupervised time during the morning activity period (20 minutes) and lunch (25 minutes). Open Campus is awarded to students who meet the guidelines of the program. It provides an opportunity to practice making good decisions and managing independence. Open Campus is limited to McLean Hospital grounds. Parent permission, clinician endorsement and academic achievement are necessary to receive Open Campus. Students can apply for Open Campus at the mid-point and end of each academic quarter.

Coordination & Collaboration with Public School Districts

The Arlington School works closely with public school districts. If a student, parent or Arlington School personnel wishes to convene a Team Meeting, the Educational Administrator will notify the public school liaison, who will take the lead in scheduling the meeting and sending out invitations.

If the Arlington School has cause to terminate a student from the program, the school will immediately contact the public school liaison to schedule an Emergency Team Meeting and assist in developing a plan for the continuation of services, or an interim alternative education setting if necessary.

Arlington School does not participate in legal proceedings that are initiated by parents who are hoping to secure district-financed placement for their sons or daughters. Arlington School administrative, educational and clinical staff are committed to providing an exceptional education in a therapeutic learning environment to students with significant social and emotional challenges. We do this to the best of our ability on a daily basis. It is our area of expertise and takes all of our time.

Students driving to school

The Arlington School does not allow students to drive to school. We understand that this might be an inconvenience to students and families but, after careful consideration, we feel that the potential risks outweigh the benefits of doing so.

Student-initiated, Non-illness Related Request for Early Dismissal

Due to stress, anxiety, and exhaustion, occasionally students ask to be dismissed early from school. We make every attempt to identify positive coping strategies to encourage and promote the student to remain in school.

If a student is unwilling or unable to continue to work with us to remain in school, a parent will be called. If your child contacts you directly, please contact a clinician or administrator to confirm the plan prior to dismissal.

Upon returning to school, the student is expected to complete a Behavioral Analysis Worksheet and then meet with parent, Director and Clinical Case Manager or designee to discuss additional strategies for remaining in school.

Permission to Leave School with Any Other Student or by Alternate Means

Regardless of the students' age, the Arlington School requires written permission from the parent of each student before allowing a change in his/her regular transportation. Students will be required to produce written permission from their parents and it must be handed directly to the main office for recording.

Smoking Policy

The Arlington School is a smoke free building, as are most areas of McLean campus. Smoking is not allowed for students or adults anywhere on school grounds, or school sponsored trips. This policy applies to vaping as well as all electronic and/or alternative methods of nicotine delivery with the exception of Nicorette. Nicorette is available with parent permission and administered by Arlington School staff. Repeated offence of this policy will require a meeting with the Director and parents to discuss school expectations.

Dress Code

Students are expected to demonstrate respect for themselves, their education and each other by dressing appropriately for school. School is a workplace environment and clothing, or the lack of clothing, can be a distraction from the learning environment. Please be mindful of this when choosing clothing for school. Clothing for school must not carry messages or graphics that are profane, racist, sexist or illegal. This includes but is not limited to images of: drugs, alcohol, weapons, nudity. Clothing also must cover the 5 Bs: butts, boobs, bras, briefs and bellies. If a student's attire is deemed to be inappropriate or distracting to the learning environment, he/she will be required to wear a school supplied t-shirt for the day and parents will be notified to help the student be more mindful when choosing clothing appropriate for school.

Use of Cell Phones in School

The Arlington School recognizes that for safety and convenience many students carry cell phones on a regular basis. The school also finds that cell phones can be a distraction to students who are engaged in the academic process. We therefore require that students who do bring their cell phones to school keep them in the off position during class time. Students are permitted to use their cell phones before and after school as well as during lunch and activity periods. If a student is found to be using his or her cell phone inappropriately, we will require that it be handed in to staff to be returned at the end of the school day. Our regular landline phones are available, with staff permission, for student use as needed. Parents are requested to only use the main office number to contact their child during school hours.

Health Services

A registered nurse is available during the school day. Advice regarding health problems and first aid is available to all students.

Dismissal for health reasons, if deemed advisable, is the decision of the school nurse. No student is allowed to leave school without the approval of a responsible adult as designated on the emergency contact form and kept on file in school. Emergency contact cards are updated annually.

Physical Examinations

It is policy of Arlington School that students, once enrolled at Arlington School, are to have a physical assessment, performed by the student’s own physician, nurse practitioner or physician assistant, within one year prior to enrollment or within 30 days after enrollment at Arlington School. Health records transferred from the student’s previous school may be used to comply with this requirement. Physical examinations are encouraged on an annual basis due to the complexity of needs students of the Arlington School population present. Parents are required to send a copy of the most recent physical and immunizations list to the school nurse upon admission to Arlington School and at the start of each academic year.

Communicable Conditions/Diseases

During the school year communicable conditions or diseases may occur. All students returning to school after having certain illnesses must present a certificate from their primary health care provider or family physician. Those conditions are:

Chicken pox	Impetigo	Mumps
Encephalitis	Measles	Scarlet Fever
Fifth Disease	Meningitis	Whooping Cough
German Measles	Mononucleosis	Strep Infections

If a student has other communicable diseases such as conjunctivitis or head lice, it is suggested that the school nurse be consulted relative to the student’s return to school.

Medication Administration

Students may not self-administer medication during school hours. All medicines of any type must be taken under the supervision of the school nurse. Massachusetts General Law (MGL

Chapter 112, Section 80B) requires that the following forms be on file in a student’s health record before the school nurse can administer any medication at school:

1. Signed consent by the parent or guardian to give the prescription medication.

2. Signed medication order. The written order should be completed by your child's licensed prescriber and returned to the school nurse. This order must be renewed at the beginning of each academic year, or as needed.
3. Signed consent by the parent or guardian to give the over-the-counter medication.

Medicines must be delivered to the school in a pharmacy container. No more than a 30-day supply of the medicine with a valid expiration date should be delivered to the school.

Illness at school

For your child's welfare and for the protection of others, it is important to keep your child at home if he or she has:

- A fever over 100 degrees during the past 24 hours
- A cold in the active stages
- A sore throat and/or swollen neck glands
- An undiagnosed rash or skin eruptions
- Vomiting or diarrhea within the past 24 hours
- Head lice that haven't been treated

Crisis Plan/Disaster Plan

McLean Hospital has a detailed and comprehensive Emergency Management Plan that covers all aspects of disasters and catastrophes. In the event of a disaster, we take direct orders from the hospital administration. Essentially, we stay in our building while awaiting instructions of how, when and where to evacuate.

While awaiting instructions from hospital administration, Arlington School staff will remain with students, giving information as necessary to allay anxiety. Certain staff will be designated to contact parents to inform them of student safety and disaster plan. Other staff will remain with students in as normal a daily routine as possible. We generally keep a supply of extra snack food and bottled water in the building which, if need be, could sustain students for a limited period of time. We would also have access to the hospital cafeteria. Common sense judgment and reassurance will be the focus of our interactions while awaiting further instructions.

Discipline & Behavior Management Policy and Procedures

Students are encouraged to use language to resolve conflicts. We hope to help the students find appropriate avenues for getting their needs met, thereby lessening the need for disciplinary action.

The purpose of discipline at the school is to provide a setting in which students may grow as individuals while learning to become members of a community. Rules and behavioral limits exist to promote growth and development and to ensure the safety of the entire group. When establishing and implementing rules for behavior, the staff will consider individual needs as well as developmental norms.

All members of the school community have the responsibility to conduct themselves with respect for individuals, their rights, and their property in school and during all school-sponsored activities, both on and off campus, including those times when they are riding school buses or other school-provided vehicles. Therefore, the behavior of students shall be supervised during all of the aforementioned activities. It is specifically noted that, for the purposes of these rules and regulations, buses and other school transportation vehicles are considered school property.

Students are expected to behave in accordance with these rules and regulations and to remove themselves from situations which involve illegal activity, the possession or use of illegal drugs, alcohol or weapons, or the violation of these rules and regulations. Every effort will be made by school officials to help students solve problems without interrupting daily program or studies. However, certain types of behavior are unacceptable and may result in disciplinary action. In addition to the school's disciplinary action, violation of some rules of behavior may result in police notification.

Under no circumstances will corporal punishment, cruel or severe punishment, shaming, verbal abuse, or denial of food or other physical needs be employed at the Arlington School. The following behaviors will cause suspension from school, which includes school-sponsored activities:

A minimum 5 day suspension and possible expulsion from the school and participation in graduation exercises, as well as, notification of Belmont Police, if deemed necessary, for the following behaviors:

1. Possession of firearms (mandatory police notification)
2. Assault on a staff member
3. Possession, sale, distribution, use or manufacture of illegal drugs or alcohol
4. Setting fires
5. Use, or threatened use, of a knife, including a pocket knife, as a weapon
6. Possession, use or threatened use of a dangerous weapon, any object that could be used as a weapon

A minimum 1-day suspension with possible police notification and/or denial of participation in graduation exercises, for the following behaviors:

1. Fighting, assault or any act of violence committed against any member of the school community
2. Unauthorized sounding of a fire alarm
3. Hazing, intimidation, extortion, or threat of hazing, intimidation or extortion directed toward any member of the school community
4. Being under the influence of illegal drugs or alcohol, or in possession of drug paraphernalia
5. A pattern of defiant behavior towards any school personnel or policy

The following behaviors may be grounds for suspension or other disciplinary action including verbal and written warnings and possible parent and LEA involvement:

1. Violation of any Arlington School policy
2. Harassment of another student or school personnel on the basis of, but not limited to, race, color, sex, national origin, religion, handicap or sexual orientation
3. Stealing and/or willful destruction of school or personal property
4. Persistent or excessive truancy and/or tardiness to class and class cutting
5. Use of obscene, abusive or profane language or gestures, or rude/defiant behavior, which disrupts the educational process or school activity
6. Behavior which endangers persons or property or substantially disrupts the educational process of school activity, including, but not limited to, giving off a strong odor of alcohol or marijuana
7. Presence in unauthorized area
8. Smoking in school, on school grounds, or while on a school van.
9. Violation of any criminal law of the Commonwealth of Massachusetts, including, but not limited to, gambling, stalking, or other offenses not already covered by these rules

Note:

The term “dangerous weapon” includes, but is not limited to: any type of firearm, knife or martial arts equipment, explosive devices including fireworks, or a replica of a dangerous weapon. Any dangerous weapon in the possession of a student will be removed from the student’s custody. Illegal weapons will be turned in to the Belmont Police Department. All other weapons will be returned to the student’s parent at the discretion of the Director or designee. Parents and LEAs will be notified if a weapon is found on a student.

The term “illegal drugs” shall include all controlled substances as defined in ILL c. 94C, including, but not limited to, marijuana and cocaine or prescription drugs for which the student does not have a valid prescription.

The Arlington School follows all due process procedures, in instances of suspension or expulsion, as defined in MA G.L. C 71, 37H, 37H ½, 37H ¾

Acceptable Use Agreement for: Technology in the Classroom

With supervision, and responsible use, the Arlington School believes that technology can be used safely and effectively in the classroom. It is the policy of the Arlington School that all electronic devices used during school hours are to be used in a responsible, efficient, ethical, and legal manner. Users of electronic devices during school hours must acknowledge their understanding of the general policy and guidelines as a condition of using such devices as cell phones, laptops, and iPads for academic lessons.

The primary purpose of the Arlington School is to deliver educational programming. We believe technology provides a valuable resource to enhance learning. We expect that members of the Arlington School community are responsible for good behavior while using electronic devices. School personnel and administrators will deem what is inappropriate use. Violators may lose the use of specific technology and be subject to other applicable consequences.

Students who bring in their own electronic devices may use them in conjunction with, and directly related to, the educational programming and related curricula. A violation of the terms in this policy may result in suspension and/or termination of access to electronic devices in the classroom. The Arlington School will cooperate with law enforcement officials in any criminal investigation relating to misuse of the Arlington School Technology Acceptable Use Policy.

Rules and Etiquette of technology in the classroom to be followed:

1. Students will have the ringer turned off at all times.
2. Students will only use their cell phone, laptop, iPad, or other technology when permitted to do so by the teacher.
3. Students will immediately put the device away when told to do so by the teacher.
4. Students may use their electronic devices during school free time for appropriate use only during the following times:

Before classes begin:	8:00am – 8:30am
Activity Period:	10:00am – 10:20am
Lunch Period:	12:00pm – 12:25pm
After school:	2:40pm

5. With staff permission, students may use Arlington School's main landline (617-855-2124) or their cell phone to place phone calls during class time, if necessity warrants.
6. Students will surrender the electronic device to a staff member, when asked, if the terms of this policy are violated.
7. Students who do not meet the terms of the Technology Use Policy will be asked to surrender the electronic device to a staff member for the remainder of the day.

8. Parents are requested to refrain from calling their child's cell phone during school hours.

If necessary, parents are asked to use Arlington School's main landline (617-855-2124) to contact their child during school hours.

Acceptable uses of technology are activities that support learning and teaching. Technology users are encouraged to develop skills which meet their individual educational needs and which appropriately take advantage of the technology capabilities available.

1. Students will practice technology safety with online resources.
2. Students will use technology only to complete assignments that are related to the instructional lesson.
3. Students will only send text messages, pictures, or video messages to others outside of the classroom with permission and directions from the teacher, if related to the lesson and/or course content.
4. Students will post only appropriate text, audio and visual media to online websites as directed by the teacher, if related to the lesson and/or course content.

Unacceptable uses of technology include, but are not limited to:

1. Students will not record or post still images, moving images, or voice recordings of students or staff members to online websites without their permission.
2. Students will not distract other students with technology who are engaged in the academic process.
3. Students will not engage in disruptive conduct on any electronic device at any time during the school day.
4. Students will not record or post still images, moving images, or voice recordings of students, staff members or anyone at the Arlington School and McLean Hospital to online websites without their permission.

Federal Non-Discrimination and Equal Opportunities Laws and Regulations

McLean Hospital and its affiliates, the Arlington School and Pathways Academy (collectively, McLean), do not discriminate on the basis of race, color, religion, national origin, age, sex, gender, sexual orientation, or disability in admission or access to, treatment or employment at, or any other aspect of the educational programs and activities that McLean operates. McLean is required by Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (Age Act), and their respective implementing regulations at 34 C.F.R. Parts 100, 104, 106 and 110, not to discriminate on the basis of race, color, national origin, disability, sex, or age in the educational programs and activities that McLean operates. Inquiries concerning the application of each of the aforementioned statutes and their implementing regulations to McLean may be referred to the U.S. Department of Education, Office for Civil Rights, at (617) 289-0111 or 5 Post Office Square, 8th Floor, Boston, MA 02109-3921, or to the applicable McLean coordinator:

- Arlington School: Ethan Solomon, 617-855-2124, McLean (Arlington School), 115 Mill Street, Belmont, MA 02478
- Pathways Academy: Roya Ostovar, Ph.D., 617-855-2847, McLean (East House), 115 Mill Street, Belmont, MA 02478

Title VI of the Civil Rights Act of 1964 *This title declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy.*

The Equal Educational Opportunities Act *prohibits specific discriminatory conduct, including segregating students on the basis of race, color or national origin, and discrimination against faculty and staff Furthermore, the EEOA requires school districts to take action to overcome students' language barriers that impede equal participation in educational programs.*

Title IX of the Education Amendments of 1972 *prohibits discrimination on the basis of sex in education programs and activities by recipients of federal funds. Title IX has been applied to ensure equal opportunities for female students in athletics and in cases of sexual harassment by school administrators, teachers and students.*

Sexual Harassment

In its simplest expression, sexual harassment is unwelcome verbal or non-verbal actions or physical contact of a sexual nature that impacts the conditions of employment or schooling.

Any person who cannot resolve an incident of sexual harassment on an individual basis is strongly encouraged to report any incident of sexual harassment to the Director, unless the complaint is about that individual, in which case the matter should be brought to the attention of the Educational Administrator. The Arlington School strictly prohibits any form of sexual harassment.

Bullying Prevention and Intervention Plan

The Arlington School expects that all members of the school community treat each other in a civil manner and with respect for differences. This applies to students as well as all members of the school staff.

Our commitment to providing a safe learning environment includes one that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

Many students who enroll at Arlington School have already been the targets of bullying harassment, or teasing. We will therefore take specific steps to create a safe, supportive environment for our vulnerable population within our school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation, and take 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.

The Arlington School Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying and cyber-bullying, and we are committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. The Director or designee is responsible for the implementation and oversight of the Plan.

For complete access to our Bullying Prevention and Intervention Plan, please go to our website where it is listed under "Publications", or ask for a copy of it through our office and we will be happy to provide one for you.

Anti-Hazing Disciplinary Policy

Arlington School seeks to provide a safe school environment for all students inside of and outside of the classroom, by fully complying with the Massachusetts anti-hazing laws, regarding groups, and organizations, that are part of or are recognized by the school, or are permitted by the school to use its name and facilities. Included [are excerpts of the Massachusetts General Laws Chapter 269, Sections 17-19](#), that further describe the sections of the anti-hazing law. Any student found to be in violation of the Arlington School Anti-Hazing Disciplinary Policy will be subject to disciplinary action.

The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

For a full description of the anti-hazing law, please refer to the Policies and Procedures Manual in the Director's Office.

Arlington School Calendar 2017 - 2018

School Year: September 6, 2017 – June 15/22, 2018
Regular School Hours: 8:30a – 2:40p
Early Release Hours: 8:30a – 11:55a

Summer Session: July 2, 2018 – July 26, 2018
Summer Session Hours: 8:30a – 3:00p
Early Release Hours: 8:30a – 11:30a

September 6th **1st Quarter Begins**
September 6 Students Arrive
September 27 Early Release, Staff Development
October 9 Columbus Day – No School
October 18 Early Release, Staff Development

November 6th **2nd Quarter Begins**
November 10 Veteran’s Day -- No School
November 22 Early Release
November 23–24 Thanksgiving Recess – No School
December 13 Early Release
December 25–29 Winter Recess – No School
January 1 New Year’s Day – No School
January 15 Martin Luther King Jr. Day – No School

January 22nd **3rd Quarter Begins**
January 24 Early Release, Staff Development
February 19-23 February Recess – No School
March 14 Early Release, Staff Development
March 30 Early Release, Staff Development

April 2nd **4th Quarter Begins**
April 11 Early Release, Staff Development
April 16-20 April Recess – No School
May 16 Early Release, Staff Development
May 28 Memorial Day – No School
June 8 Graduation – No School
June 15 Last Day of School, Early Release
June 22 Last Day of School (w/5 Snow Days)

~~~~~  
**July 2** **Summer Session Begins**  
July 4 Independence Day – No School  
July 6, 13, 20 Early Release  
**July 26** **Last day of Summer Session**