

Arlington School **Handbook**



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

2026-2027

MISSION STATEMENT

Arlington School is a safe, diverse, inclusive learning community that provides a therapeutic environment for academic, social, and emotional growth.

Table of Contents

Page

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

FACULTY AND STAFF DIRECTORY

Main telephone number: 617-855-2124

Fax number: 617-855-2757

NAME

ROLE

Ethan Solomon, M.Ed.

Director, Director of Operations

esolomon1@mgb.org

Anna Precht, Psy.D.

Senior Clinical Consultant

aprecht@mgb.org

TEACHERS

Leo Abbett

Media Arts/Photograph

labbett@mgb.org

Allison Allen

Apprentice Teacher

aallen29@mgb.org

Marlon Bachew

Math

mbachew@mgb.org

Lydia Charitidou

Foreign Languages/Science English

lcharitidou@mgb.org

Loree Galpin

Language Arts

lgalpin@mgb.org

Jamahl Peavey

Math, Science

jpeavey@mgb.org

Sofie Plater

Studio Arts

splater@mgb.org

Lecia Rosenthal

English/Psychology

lrosenthal2@mgb.org

James Fletcher

History

jfletcher7@mgb.org

CLINICAL STAFF

Bruce Levin

LICSW

bmlevin@mgb.org

Nicole Lombard

LICSW

nlombard2@mgb.org

Amanda Raybould

LICSW

araybould@mgb.org

Margaret Schulz

LICSW

mschulz@mgb.org

RELATED STAFF

Tim Price

School Counselor

tprice1@mgb.org

Molly Fishback

Milieu Manager

mfishback@mgb.org

Melissa Gately

Administrative Assistant Senior
617-855-2124

mgately2@mgb.org

Felicie Casey

School Nurse
617-855-2592

fcarrroll@mgb.org

Jena Mazzetti

Transition Specialist
617-855-2907

jmazzetti@mgb.org

ATTENDANCE EMAIL

arlingtonschoolattendance@mgb.org

Arlington School Calendar

2026-2027

School Year: September 2, 2026 – June 15, 2027
Regular School Hours: 8:30am – 2:40pm
Early Release Hours: 8:30am – 11:55am

Summer Session: July 6, 2027 – July 29, 2027
Summer Session Hours: 8:30am – 3:00pm
Early Release Hours: 8:30am– 11:30am

September 2nd

September 2
 September 7
 September 23
 September 24
 October 12
 October 21

1st Quarter Begins

Students Arrival
 Labor Day – No School
 Staff Development, Early Release
 Parent Night
 Indigenous People's Day – No School
 Staff Development, Early Release

November 2nd

November 11
 November 25
 November 26-27
 December 23
 December 24- Jan. 1
 January 18

2nd Quarter Begins

Veteran's Day -- No School
 Early Release
 Thanksgiving Recess – No School
 Early Release
 Winter Recess – No School
 Martin Luther King Jr. Day – No School

January 19th

January 27
 February 15-19
 March 17
 March 26

3rd Quarter Begins

Staff Development, Early Release
 February Recess – No School
 Staff Development, Early Release
 Early Release

March 29th

April 19-23
 May 5
 May 28
 May 31
 June 4
 June 15

4th Quarter Begins

April Recess – No School
 Staff Development, Early Release
 Seniors' Last Day
 Memorial Day – No School
 Graduation – No School
 Last Day of School (with no snow days)

July 6

July 9, 16, 23

July 29

Summer Session Begins
 Early Release
 Last Day of Summer Session

Program Description

The Arlington School is a Massachusetts Department of Education approved Special Education Day school for students ages 14 to 22, in grades 9 through 12. The school is accredited by the New England Association of Schools and Colleges.

The curriculum is aligned to the Massachusetts Curriculum Frameworks. Teachers plan curriculum to respond to a wide range of student backgrounds, abilities, and interests. Many aspects of the educational program are individualized to meet each student's needs. Teachers and clinical staff work closely together to address the academic, social, and emotional challenges that have disrupted a student's previous schooling.

Arlington School provides robust clinical support to help students manage challenges that impact their learning and school engagement. Each student is assigned a school clinician who assists with the development of coping skills. Clinical staff provide individual school-based counseling and coordinate with families and mental health providers. Students participate in weekly group counseling. The clinical staff includes social workers, a psychologist, and a school nurse. The school benefits from ongoing consultation with psychiatrists and psychologists from McLean Hospital.

The school employs a transition specialist who assists students and families with locating volunteer work, employment, or other extracurricular opportunities. The transition specialist collaborates with students and families to develop to an individualized transition plan for post-secondary education or employment.

To be eligible for enrollment, students must be living in a setting that is supervised by parents, guardians, or another assigned adult. Arlington School does not enroll students with a known history of disruptive or externalized behavior, or a primary diagnosis of substance abuse.

Arlington School Curriculum

Arlington School provides a high school curriculum aligned with the Massachusetts Curriculum Frameworks. Students come from numerous school systems with varying graduation requirements. Upon enrolling at Arlington School, individual transcripts are assessed to determine which classes are appropriate for scheduling. A sample course 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
 - Chemistry or Physics
 - Fitness/Health
 - 2 Electives

- Grade 11
 - ELA
 - Algebra II
 - World History I
 - Chemistry or Physics
 - Physical Education
 - 2 Electives

- Grade 12
 - American Literature
 - Pre-Calculus/Calculus depending on Math level progression
 - Civics
 - Science elective ex: Anatomy/Physiology, Forensic Science
 - Physical Education
 - 2 Electives

Daily electives class choices (subject to change) include: Art, Media, French, Forensics, Anatomy and Physiology, Civics, Health and Fitness, and Psychology
3-day-per-week Mini-Elective choices (subject to change) include Portfolio Development, Classic Films, Research, Yearbook, Standard Test Prep, Creative Writing, and Greek

Sample Daily Schedule

8:30am – 9:15am	English Language Arts
9:15am – 10:00am	Biology
10:00am – 10:20am	Activity Break
10:20am – 11:15am	Creative Writing Mini-Elective
11:15am – 12:00pm	Art
12:00pm – 12:25pm	Lunch
12:25pm – 1:10pm	U.S. History
1:10pm – 1:55pm	Math
1:55pm – 2:40pm	Study

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, essays, homework, artwork, posters, presentations and more.

Teachers consider 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 sent out quarterly during the 10-month academic school year and at the end of the July Summer session.
- Grades can include: A, B, C, D, F, NG, P
- A final grade of "D- "or better earns 1 credit in classes that meet 5 times 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. We individualize and monitor each student's ability to manage homework assignments by considering each student's schedule, needs, and learning style. We want students to look forward to coming to class, rather than experiencing anxiety over incomplete homework.

Transition Services

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

- 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
- Transitioning back to their home schools full or part time

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.

Staff reviews student eligibility for field trip participation based on concerns such as student safety and ability to manage the itinerary.

Parental permission is required for all trips, and students are required to abide by all school rules during these field trips. The Arlington School subsidizes field trips for students who are unable to pay any 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 (10 - 10:20 am) and lunch (12 - 12:25 pm). Open Campus privileges allow students to walk independently to destinations on campus, such as the cafeteria. The privilege provides an opportunity to practice making good decisions and managing independence. Open Campus is limited to McLean Hospital grounds. Parent permission and clinician and teacher endorsement are necessary to receive Open Campus. Students can apply for Open Campus at the mid-point and end of each academic quarter.

Parent Advisory Council

Each year parents are invited to participate in Parent Advisory Council meetings, which are open to all parents. The Co-Directors facilitate the meeting, during which information is disseminated and feedback is elicited from parents. The floor is open for parents to ask questions or request information for future meetings.

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 families to secure district-financed placement for their student.

Students Driving to School

With parental permission students in their senior year are permitted to drive to and from school.

- Students must complete and submit the Student Driver Permission Form.
- Students are not permitted to drive other students in their car unless the school has received written permission (email is sufficient) from the student driver's parent/guardian AND the parent/guardian of the passenger student.
- Students may leave school early only with written parent/guardian permission OR if the student is participating in an approved regularly scheduled program/activity, examples include Dual Enrollment courses at community college, Extra-curricular activities: sports teams, clubs offered by the student's local high school, and/or if there is a team approved scheduled early dismissal plan.

Student-initiated Request for Early Dismissal

Due to stress, anxiety, and exhaustion, occasionally students ask to be dismissed early from school. We help students identify positive coping strategies to support the student with remaining 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 ensure that the clinician is aware that the student is asking to be picked up.

Upon returning to school, the following day, the student is expected to complete a Behavioral Analysis Worksheet and then meet with parent, co-director, and school clinician 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 a parent or guardian before allowing a change in his/her regular transportation. Parents must provide written or emailed permission to the main office prior to dismissal.

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 the Arlington School nurse.

Dress Code

Clothing for school must not carry messages or graphics that are profane, racist, sexist, homophobic, or otherwise offensive. This includes but is not limited to images of drugs, alcohol, weapons, and nudity. If a student's attire is deemed to be inappropriate or distracting to the learning environment, the student will be required to either cover up or wear a school-supplied shirt. Parents will be notified and will be asked to help the student be more mindful when choosing clothing appropriate for school.

Use of Cell Phones in School

Cell phones are a distraction to students who are engaged in the academic process. Students are permitted to use their cell phones before and after school as well as during lunch and activity periods. Students are not permitted to use their cell phones in class without teacher approval. If a student is unable to comply with cell phone use policy in class, the student will be required to hand in the phone for the day. Landline phones can be made available for student use, with staff permission, as needed.

Parents are requested to use the main office number to contact their child during school hours. If a student needs to use their cell phone to communicate with parents, providers, employers etc., during the school day, accommodations will be made for the student to do so outside of the classroom.

Acceptable Use Agreement for Technology in the Classroom

All electronic devices used during school hours are to be used in a responsible, efficient, ethical, and legal manner. This policy applies to school-owned devices and student's personal devices. 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 tablets for academic lessons.

Students are required to follow technology guidelines. School personnel will deem what constitutes inappropriate use of technology in school and will update policy as needed. Students in violation of policy will participate in developing an individualized technology management plan. Technology management plans may include limiting access to devices during the school day. 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:

- Students will have the ringer turned off.
- Students will only use their cell phone, laptop, or tablets when permitted to do so by the teacher.
- Students will put devices away when told to do so by the teacher.
- 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

With staff permission, students may leave the classroom to use Arlington School's phone or a cell phone to make phone calls during class time, for instance to call a parent or provider. 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.

Parents are requested to refrain from calling or texting students during school hours. Parents are encouraged to call the main number or their child's clinician if they need to contact their child during school hours.

Acceptable uses of technology are activities that support learning and teaching.

- Students will practice technology safety with online resources.
- Students will use technology only to complete assignments that are related to the instructional lesson.
- 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.
- 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:

- Recording or posting still images, moving images, or voice recordings of students or staff members.
- Engaging in disruptive conduct on any electronic device at any time during the school day.
- Accessing sites deemed inappropriate by school staff.

Health Services

Arlington School employs a full-time registered nurse. If a student needs to be dismissed for health reasons, the school nurse will notify parents/guardians, who are responsible for making arrangements for the student to be picked up.

Physical Examinations

Arlington School students must have a physical exam 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. 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 provide a note from a health care provider. Those conditions include but are not limited to:

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, the school must be consulted prior to the student's return to school.

Medication Administration

Students may not self-administer medication during school hours. All medicines of any type, including over-the-counter medications, 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.
4. 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.

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.

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 hospital-wide disaster, we follow hospital guidelines. Arlington School also has an evacuation and emergency procedure plan for events requiring us to evacuate our school building or shelter in place. Parents and guardians will be notified as soon as possible during an emergency event.

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

Discipline & Behavior Management Policy and Procedures

Students are encouraged to use language to resolve conflicts. We help students find appropriate avenues for expressing themselves, thereby lessening the need for disciplinary action.

School provides a setting in which students may grow as individuals while learning to become members of a community. Rules and behavioral limits exist to ensure the safety of the community. When establishing and implementing rules for behavior, the staff 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.

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 address problems without interrupting their 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 result suspension from school:

The following behaviors may result in a minimum 5-day suspension, placement termination, or Belmont Police notification:

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

The following behaviors may result in a minimum 1-day suspension with possible police notification and/or denial of participation in graduation exercises:

- Fighting, assault or any act of violence committed against any member of the school community.
- Unauthorized sounding of a fire alarm
- Hazing, intimidation, extortion, or threat of hazing, intimidation or extortion directed toward any member of the school community.
- Being under the influence of illegal drugs or alcohol, or in possession of drug paraphernalia
- 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:

- Violation of any Arlington School policy
- Harassment of another student or school personnel based on, but not limited to, race, gender, national origin, religion, ethnicity, disability, or sexual orientation.
- Stealing and/or willful destruction of school or personal property
- Use of obscene, abusive, or profane language or gestures, or rude/defiant behavior, which disrupts the educational process or school activity.
- Behavior which endangers persons or property or substantially disrupts the educational process of school activity.
- Presence in unauthorized area
- Use of tobacco products in school, on school grounds, or while on a school van.
- 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 Co-Directors’. 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

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 Co-Director's Office.

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 Co-Directors' 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 <https://www.mcleanhospital.org/treatment/arlington-school> where it is listed under "Publications" or contact the main office to request a copy.

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.

The Arlington School strictly prohibits any form of sexual harassment. Any member of the school community experiencing sexual harassment is strongly encouraged to report any incident to a Co-Directors', unless the complaint is about those individuals, in which case the matter should be brought to the attention of the Senior Clinical Consultant.

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: Laura D. Mead, MEd, MBA., 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 CONTINUES ON 14 please make it page 2 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.

Registering Complaints and Grievances

The Arlington School adheres to the following policy and procedures when responding to complaints regarding the student's education and care at the Arlington School; complaints alleging discrimination based on legally protected categories (race, color, sex, gender identity, religion, national origin, sexual orientation, disability and homelessness):

Any complaints or grievances will be forwarded to the Co-Directors (Mary Grant and Ethan Solomon), of the school program for review.

Upon receipt of a written or verbal complaint from a parent, student, or employee, the Director(s) will acknowledge receipt of the complaint to the family, or employee within one business day.

The investigation and resolution of the issue is the responsibility of and will be coordinated by the administrative team of the Arlington School which includes the Director(s), Educational Administrators, and the Senior Clinical Consultant.

All issues will be reviewed, resolved, and responded to in a timely, equitable manner. Every effort will be made to have a resolution to the complaint within ten (10) business days.

Complaints will initially be reviewed on a team basis, involving the student's teachers and clinician, and school staff.

Verbal and written complaints will be documented by the Director(s) and reviewed by the Director of McLean Hospital's Child and Adolescent Programs upon receipt.

At the request of the Arlington School management, the Director of McLean Hospital's child and Adolescent Programs may participate in the investigation and resolution of complaints.

The Arlington School makes the procedures to register complaints regarding the student's education and care at the school available to parents and students in the Policy and Procedures Manual as well as upon request.

Calling in an Absent or Tardy Student

Parents are asked to call the main school number at 617-855-2124 or use the shared email at arlingtonschoolattendance@mgb.org to report an absence or tardiness before 9:00 a.m. It is also helpful to indicate whether the absence or tardy 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 decide 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 may 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.