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Student and Parent Handbook

The Reserve School

**22001 Fairmount Blvd.
Shaker Heights, Ohio 44118
P: (216) 320-8972**

The Reserve School Mission

Mission:

The school is a special purpose educational environment that strives to meet the academic, developmental, and social needs of high school and middle school students who are residing in the locked intensive treatment units at Bellefaire JCB due to emotional, social or behavioral difficulties. Students at Reserve School receive specialized educational services to address emotional, social, and behavioral deficits that have impacted academic functioning. The school provides a therapeutic environment that teaches skills to prepare the students for a return to a less restrictive educational environment. It collaborates with parents/guardians, sending school districts and community organizations to extend the positive influence of the school in the family and community lives of the students. The school continually evaluates its services in order to improve the success of the students and to use best educational and therapeutic practices. School staff provide positive role modeling, supportive leadership and ethical inspiration for students at all times. The school follows policies and procedures that are consistent with applicable local, state and federal law and regulations.

Philosophy:

The school believes that students can continue to learn even when life circumstances have led to a disruption in routine, functioning, or family. By supporting students within the classroom in order to help them reach academic goals, Reserve School helps create a sense of accomplishment and success. The school believes that helping students overcome obstacles in the classroom will help them overcome obstacles outside of the educational setting, and will reinforce their capacity to succeed despite life circumstances. We accomplish this by focusing on both academics and the development of skills essential for success in the 21st century. The first set of soft skills includes critical thinking, collaborative problem solving, and curiosity and creativity. The next set includes programing to enhance life and career skills, and the third set include technology skills. Across all academics, the use of project-based work, group and team activities, individual interest goal-setting, and analyzing and applying knowledge reinforce daily coursework. We believe that the most fragile of students can still learn, gain confidence, and achieve. We believe that if we expect success and excellence in the classroom, and provide individualized support within a therapeutic milieu, our students will respond positively and successfully. Staff at Reserve School use the Core Values of Applewood Centers Inc., as a guide for implementing these beliefs about children.

It is the school's role to provide educational and personal opportunities, direction and encouragement for students. Students are not forced to attend school. Once enrolled, they will be empowered to follow school procedures, routines, and expectations.

Nondiscrimination Policy

The governing board of The Reserve School is located at 22001 Fairmount Blvd, Shaker Heights, OH 44118, and has adopted the following racial nondiscriminatory policies.

The Reserve School admits students of any race, color or ethnic origin to all its rights, privileges, program and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, and other school-administered programs.

The Reserve School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Cooperation with Parents/Guardians and Outside Agencies

Parents and guardians are considered active members of each student's Reserve School team. Reserve School invites parents and guardians to provide input regarding our program and activities. We appreciate feedback and suggestions for improving our program. All students attending Reserve School are in the process of working with therapists, counselors, case managers or other mental health professionals. The school makes every effort to support this work. We require signed consent by the parent or guardian to share information.

School-wide Positive Behavioral Interventions and Supports

Reserve School follows a philosophy that believes students need more positive than negative feedback and reinforcement. The school uses the Positive Behavioral Interventions and Supports (PBIS) model. This model is required by the Ohio Department of Education. We believe that students should be noticed when they are making the right decisions more than when they are making the wrong ones. The Reserve School incorporates positive rewards such as public acknowledgement, tokens of success, and other reinforcements that encourage the student to maintain positive behavior.

Our commitment to you is to be RESPONSIVE to your questions, ideas and strengths; ENGAGING, so that you learn, understand and benefit from our school; and SUPPORTIVE to your unique and individualized style of learning, relating, and behaving.

We ask your commitment to be RESPECTFUL to our space, other students and our team in your words and behavior; ENGAGED so that you can learn and help others to learn; and SAFE with behavior and words.

These commitments will be reviewed during the student's first week of class. They are displayed in every classroom as a reminder to everyone.

Advisors

An Intervention Specialist is assigned to each special education student as his/her advisor. All special education students meet frequently with their advisors. Advisors monitor their advisee's progress, help them to develop positive ways to handle problems, and assist them with career planning. Students are encouraged to discuss any personal concerns that interfere with their school progress with their advisors. Advisors are the primary mentors, resource persons and guides for their advisees.

Pupil Services

Reserve School offers the services of a school-based social worker. The school-based social worker assists with transcripts and credits, helps with transition services, and acts as the site testing coordinator.

Dress Code

The best learning takes place in an environment in which everyone feels cared for and appreciated as individuals. Reserve School's dress code supports these beliefs by creating a neutral place where students will not be offended, distracted, threatened or demeaned while they have the opportunity to express their own individuality.

Prohibited student dress or grooming practices include those which (1) present a hazard to the health or safety of the student himself/herself or to others in the school, or, (2) materially interfere with school work, create disorder, or disrupt the educational program. Examples of inappropriate clothing items include clothing with statements or pictures that insult a group or individual; that promote sex, or drug or alcohol use; that depict violence or depreciation of human dignity; that imply membership in any unauthorized club, organization or group; that advocate illegal activity.

All students are expected to wear neat, clean clothing that is appropriate for an educational environment. Clothing that is designed to be an undergarment is not allowed. Sheer clothing that reveals undergarments is not allowed. Midriffs should not be exposed. Shirts and shorts must be arm length. Spaghetti straps are not permitted. Pajama pants are not permitted. Pants with holes or tears above mid-thigh are not permitted. Pants should not sag below the waistline.

Students who are in violation of any part of the dress code will be required to change the offending clothing immediately and return to their regularly scheduled class as soon as possible.

Personal Display of Affection

Students are expected to act appropriately and respectfully at school. To accomplish that, kissing, prolonged touching/hugging, sitting on laps or sitting entwined with each other is strictly prohibited.

Lost and Found

Students who find lost articles are to give the item to school staff. Students looking for lost items should check with the school administrative support personnel. Items left at school after the conclusion of the school year will be discarded. The school is not responsible for lost or stolen items.

Classrooms

Reserve School works with each student as an individual. Respect for individual differences is valued. Supports, interventions, and services are individualized to each student, and are specific to the student's IEP, preferences, strengths, and needs.

Students are expected to actively participate in the learning process. When activities and behavior prevent others from learning, supports and consequences will be put in place. Students may not enter or interrupt a class without permission.

School Computers

Reserve School offers computers, including desktops, tablets, MP3 players, and interactive learning boards for the common use and assistance of students in their educational progress. They are to be used only with the permission of staff and for school-related research. They may not be used for personal business. See the **Student Information Technology Acceptable Use Form** for detailed information.

Use of Social Media

Reserve School students are expected to treat others with respect both in person and in other forms of communication. Any derogatory, demeaning, bullying or otherwise negative comments about other students or staff at Reserve School via social media will be considered a violation of school policy and subject to reprimand. Students are not permitted to access, or use in any way, their personal social media accounts or those of others.

Cell Phones, Personal Devices and Technology

Please note: student cell phones and personal electronic devices are strictly prohibited at Reserve School. Cell phones or other personal devices will be confiscated and returned to the parent or guardian. Sanctions, up to suspension, will be initiated.

We are pleased to offer students of The Reserve School access to computer networks for research, internet use and course assignments. To gain access to these networks, all students under the age of 18 must obtain parental/guardian permission and must sign and return this form to the school. Permission from a student's legal guardian is required for such use and access.

While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. The School believes that the benefits to students from access to these information resources and opportunities for collaboration exceed the disadvantages. However, parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, The Reserve School supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. The rules and regulations set forth in the Student Code of Conduct shall apply to the use of school computers. Each student shall be given a copy of the procedures and guidelines pertaining

to computer network access, and a copy shall be posted in a conspicuous place in each classroom. The procedures and guidelines may be subject to change without notice. The School shall make every effort to communicate and explain all changes to students in a timely manner. Before gaining access to school computers, each student is required to attend a mandatory computer training session with school staff. The training session will explain acceptable use, access guidelines and potential consequences.

Access is a privilege, not a right. Access to network services will be provided to students who act in a responsible manner consistent with the laws of the United States and the State of Ohio, and school policies. Communications on the computer network, files, servers, or internet are owned by the school. No network storage options are available for students. School staff will periodically review the content viewed on student computers. No communication or access record should be considered secure or confidential.

PROHIBITED CONDUCT:

1. Accessing, sending or displaying inappropriate, offensive or obscene messages or pictures, as determined to be inappropriate, offensive or obscene by the Administration.
2. Using obscene or inappropriate language, as determined to be inappropriate or obscene by the Administration.
3. Harassing, insulting, threatening or attacking any individual.
4. Vandalizing and/or theft of computers, software, computer systems or computer networks.
5. Violating copyrights laws, such as, but not limited to:
 - a. copying/downloading web sites to create another web site;
 - b. copying a set of hypertext links exactly from another web site;
 - c. copying graphics, i.e., Company Logos, Designs, Animations; or
 - d. copying/downloading of any unauthorized program.
6. Using another person's computer or website log-on identification.
7. Revealing your personal computer log-on identification or those of other students or staff members.
8. Sharing confidential information about other students or staff members.
9. Users should never give out private or confidential information about themselves or other individuals on the internet, particularly home or current addresses, phone numbers, credit card numbers and/or social security numbers.
10. Forwarding personal communications without the author's prior consent.
11. Trespassing on other's folders, work areas, storage areas or files.
12. Intentionally wasting limited resources, such as network time and/or consumables.
13. Employing the network for commercial purposes, such as running a business or buying and/or selling products via the internet.
14. Engaging in practices that threaten the network (e.g. uploading files that may introduce a virus, worm, or other harmful form of programming).
15. Participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
16. The system shall not be used to encourage use of drugs, alcohol, tobacco, or promotion of unethical practices or activity prohibited by law or School policy.
17. Promoting, supporting or celebrating religion or religious institutions.
18. Failure to follow testing protocol when technology devices, such as computers or mobile devices, are used for testing purposes.
19. Use of Proxy Services is prohibited.
20. Use of your account passwords anywhere on the Internet is prohibited.
21. Use or access of any personal accounts (ex: mail, social networks, music)

22. Use or access of any non-school sanctioned messaging applications
23. Any act which would constitute a violation of any law, school policy or the Student Code of Conduct.

SANCTIONS:

Violations of the rules of this agreement, or the policy and guidelines established by the School MAY result in anyone or more of the following sanctions:

1. Loss of access.
2. Discipline ranging from a verbal reprimand up to and including suspension or expulsion pursuant to the Ohio Revised Code and the Student Code of Conduct. The School shall follow the prescribed disciplinary procedures and the applicable due process procedures.
3. Additional disciplinary action as determined at the building level in line with existing practice, subject to the Board policies and the Student Code of Conduct,
4. Contacting appropriate law enforcement agencies regarding criminal prosecution.

Any conduct that is deemed to be criminal in nature, and in violation of a Federal and/or State law will not be protected or defended from prosecution by the Board. A lack of criminal violation does not prohibit the School from disciplinary actions taken in accordance with Board policy and the Student Code of Conduct.

If in the course of operating a computing device or working on the school network, a student accesses messages, files or other information that is inappropriate or that is related to or is in support of illegal activities, the student shall report same to an appropriate individual: School Director, Principal, Teacher or other designated staff member.

Safety Practices

The Reserve School team is committed to the maintenance of a safe and orderly school environment conducive to learning. Several school practices help to ensure this environment.

Items Prohibited on School Property

Students should not possess, handle or transmit the following on school grounds: knife; razor; box cutter; fire arms; fireworks; explosives; lighters; mace; pellet or air rifle or any object that could reasonably be considered a weapon.

Reserve School is committed to promoting an alcohol- and drug-free school environment. Students may not possess, handle, transmit or sell, conceal or consume cigarettes or e-cigarettes, alcohol and/or drug substances. This rule concerns regular school hours as well as school activities off grounds, school events, the school bus, or any school function. A student should not consume or use alcohol or drugs prior to coming to school or prior to a school event or function. Students consuming alcohol or drugs during school hours or before may be suspended and alcohol and drug use assessment may be requested or recommended. If a student appears to be under the influence of drugs or alcohol, his or her parent or guardian will be contacted for emergency removal procedures.

When a student brings an item that is not considered contraband but does provide a distraction to the student or others in the classroom, the item may be kept in the school office or with the teacher until the end of the school day, when it will be returned to the student.

Safety Precautions

Students may be checked with a metal detector wand prior to entering the school. Students have an opportunity to give up unsafe items prior to being checked. Items confiscated or willingly released by the student will be returned to the student's residential case manager (if the item is a programmatically controlled item), or released only to the parent (lighters, medications); or turned over to police (illegal substances; etc.).

Student supplies are provided at the school. Therefore, no purses, back packs or book bags are allowed. If there is a reasonable suspicion that a rule has been broken, other items, such as notebooks and folders, will be searched.

Visitors

All visitors from outside Bellefaire JCB and Applewood Centers must show a valid ID to Reserve School staff when entering the school. Visitors must sign in at and receive a visitor's sticker at the main ADMINISTRATION BUILDING. They must sign out when they leave indicating their departure time.

Emergency Preparedness/Homeland Security

Reserve School has undertaken a comprehensive revision of its Critical Events Plan, with the assistance of the local fire and police departments. Procedures are in place for evacuation, safety alert (lockdown) shelter-in-place and early dismissal. The exact protocol used will depend on the nature of the threat or event, and will be determined in consultation with safety officials.

For safety alert procedures, the A.L.I.C.E. system is utilized. Staff certified in this training provide training for staff and students. A.L.I.C.E. stands for:

Alert: Get the word out! Armed Intruder in building instead of "Code Red."

Use clear, concise language to convey the type and location of the event.

Lockdown: Good starting point. We will continue to lockdown student in a secure area.

Inform: Communication Keeps the shooter off balance and allows for good decision-making.

Counter: Apply skills to distract, confuse and gain control.

Evacuate: Reduce the number of potential targets for the shooter, and reduce chances of victims resulting from friendly fire when help arrives.

IN NO WAY are we asking or teaching our students or staff to make any attempt to subdue an armed gunman outside of their secure area. However, we will provide them the knowledge that if faced with a life or death situation there are methods that can be applied to greatly enhance their chance of survival. The methods that will be taught in the event they are directly confronted by an armed gunman are:

- Cause distractions to interfere with the ability to shoot accurately
- Cause as much chaos in the room as possible to create sensory overload
- Do not be a stationary target
- How to control the attacker using body weight, not strength

- How to interact with responding law enforcement personnel

In the unlikely event of an emergency, the school will need help to keep phone lines open for communication with emergency personnel. Therefore, we recommend that parents/guardians tune in to local radio or television news for information and updates.

If the federal government declares a red alert, the state and federal governments reserve the right to close all public and government facilities, including schools. Reserve School will remain open during a red alert unless directed to do otherwise by state or federal emergency management officials.

Emergency School Closings

Emergencies due to severe weather, energy problems or other calamities may cause the unscheduled closing of the School. In these situations, The Reserve School will notify appropriate contacts. Information may also be posted on the Applewood Centers' website and through closing alerts through local media.

Calendar

The school calendar is posted on the school's website and included in this packet. Vacations and some holidays may differ from those of a student's home school. All students are expected to be in attendance according to the Reserve School calendar.

Arrival

Students arriving on campus must enter Reserve School classrooms at the designated entrance. Students are not permitted to leave the classroom or building without permission. Students must leave the classrooms upon dismissal unless they are remaining for a school-sponsored meeting or activity.

Absences

Since regular attendance in all scheduled classes is essential to learning, Reserve School expects all students to attend school promptly every day.

The following are considered excused absences:

1. Personal illness (physical or psychiatric)
2. Hospitalization or stabilization on the unit
3. Quarantine of the home or residence
4. Death of a relative
5. Work at home because of the illness of parent/guardian
6. Observance of a religious holiday
7. Family or personal emergency or set of circumstances which, in the judgment of the RESERVE principal constitutes good and sufficient cause (an explanation will be required)
8. Medical appointment that cannot be scheduled beyond school hours.
9. Vacations or visits with parent/guardian or a person designated by the parent.
10. College visitation of two days for student with evidence to verify the visit upon the student's return
11. A school-sponsored activity

12. Any activity or circumstance given approval by the principal

Reserve School notifies home districts when a student has had 10 unexcused absences due to school refusal or unstable behavior. Students missing classroom time will receive make-up work and /or modified one-on-one assistance by a Reserve School staff.

Grading Periods

Reserve School uses four grading quarters per school year. About 45 school days make up each quarter. In this way, students, parents and advisors can track progress at short intervals and students can quickly remedy areas of poor progress before too much time is lost. Special education students receive progress reports which are mailed home within two weeks of the end of a grading period. These detailed reports contain grades and the comments of teachers for each subject. If a progress report is not received at home within 10 days of the end of a grading period, a copy should be requested from the office of the school.

Semester Grades

Semester grades are the average of the grades from each grading period and the grade for the final exam/project. Semester grades are the grades entered on a student's transcript. Abilities and needs are considered for individual students in assessing achievement.

Final Examinations/Projects

Final examinations or projects are scheduled during the last week of each semester. All subject matter covered during the semester may be assessed or tested unless noted otherwise by the teacher. Review days may be scheduled before the finals to guide the students in their preparations. The final examination/project grade is worth one-tenth of the semester grade. Reserve School believes that final exams/projects prepare students for certain important life experiences, such as job interviews, entrance exams, promotion reviews, etc. Some classes have a state-provided end-of-course exam (biology, algebra I, geometry, U.S. history, U.S. government, English 9, English 10). For these courses, these exams will also serve as the final exam.

Grading Scale

Grading scales were first created to sort and rank students and to provide an additional form of punishment and reward. Reserve School administration believes that letter grades are best used as an indicator of a student's academic performance only. We also believe that a letter grade is only half the story of a student's success at Reserve School.

The table below defines what each letter grade means relative academic performance only.

Letter Grade	Definition
A	An A is performance that exceeds expected levels of academic performance. A letter grade of A means the student demonstrably understands and shows mastery of conceptual ideas, applies skills, and transfers knowledge to new or unique situations in all or nearly all situations or opportunities with a high degree of sophistication and

accuracy.

B is performance that exceeds expected levels of academic performance. A letter grade of B means the student demonstrably understands the conceptual ideas, applies skills, and transfers knowledge to new or unique situations in a majority of situations or opportunities.

C is performance that meets expected levels of academic performance. A letter grade of C means the student demonstrably understands the conceptual ideas, applies skills, and transfers knowledge to new or unique situations.

D is performance that minimally meets levels of academic performance. A letter grade of D means the student demonstrably understands the conceptual ideas, applying skills, and transferring knowledge to new or unique situations to an acceptable minimal level of situations or opportunities.

F is performance that does not meet expected levels of academic performance. A letter grade of F means the student has not demonstrably understood the conceptual ideas, applied skills, and transferred knowledge to new or unique situations to an acceptable minimal level of situations or opportunities.

I is an indication that the student has an incomplete in the course. This means that the student hasn't completed enough assessable work for the teacher to assign a letter grade. It could mean that the student has missing work or that the student has missed such a significant amount of class that the teacher is unable to accurately assess the student's academic performance.

Grade Point Average

Reserve will transition to a 4.0 scale for GPA. The following point scale is used in calculating GPA:

A	= 4.00
A-	= 3.67
B+	= 3.33
B	= 3.00
B-	= 2.67
C+	= 2.33
C	= 2.00
C-	= 1.67
D+	= 1.33
D	= 1.00
D-	= 0.67
F	= 0.00

Earning Credit

Students can earn from 0.25 to 1.00 credits for a class, depending on the specifications determined by ODE and local decisions. Courses such as physical education are awarded in increments of 0.25. Semester classes are typically worth 0.5 credits, and full year courses are worth 1.00. In some rare cases, a student may earn more than 1.00 credits for career technical courses or work study programs.

Required Credits at Reserve School

In order to earn a diploma, Reserve School requires that a student earn the minimum number of credits specified by the Ohio Department of Education. Presently, the number required for graduation is 20 credits. A listing of specific requirements is detailed below. Students who plan to receive a diploma from their home school or plan on attending college may need additional credits. **See Appendix B.**

State Testing

The Reserve School administers the required state testing to students. Exceptions from passing these tests are permitted only in accordance with written IEP provisions. Reserve School offers assistance to all students who fail one or more of the graduation tests while they are enrolled. All procedures established by the Ohio Department of Education are followed in the security and administration of the tests.

College Testing

Reserve School encourages all students to take standardized college entrance tests. The college applicant has one less worry when entrance testing is already completed. Due to Reserve School's small size, students take the SAT or ACT at a location their choice from a list of approved high school testing centers in the area, unless due to a student's educational disability a special individualized testing experience is warranted. Advisors will assist students with decisions about college choices, testing and applications.

Transcripts

The release of transcripts requires the written consent of the student or guardian. Records of all students who attend Reserve School are maintained at the school. Students may have their transcripts and/or other educational information sent by requesting in writing what information is to be released and to whom it is to be sent.

Code Of Conduct

Purpose

Reserve School believes that students learn best in an environment where they feel valued as individuals; where positive relationships with staff and peers exist; where they are physically and emotionally safe; and where they are guided to do their best, free from the disruptive actions of others. The Code of Conduct implements this philosophy. It places importance on actions that build a safe, personable and respectful atmosphere in the school. As a corollary, the Code of Conduct forbids all actions that interfere with the learning, safety and maturation of each student.

Major Infractions:

The following activities are considered major infractions of the Code of Conduct of Reserve School. These activities are not permitted in the school, on the surrounding property, or during transportation to/from the school:

1. Leaving school without permission
2. Physical aggression toward other students or staff
3. Bullying other students by physical or emotional threats and/or intimidation, including social media and/or public humiliation
4. Any act that endangers the physical safety of students or staff including fire-setting, possession or use of a weapon, sexually inappropriate behavior, use or distribution of an illegal substance
5. Leaving class during an emergency or drill
6. Acts of vandalism
7. Robbery/Theft
8. Cheating/Plagiarism

Consequences

General Procedures:

When a major infraction as listed above occurs, the following general procedures are implemented:

1. The student is accompanied to the office of the director or designee.
2. The student is informed of the infraction and given the opportunity to present his/her side of the situation, except in emergency situations when the safety and/or the educational program are jeopardized. In emergency situations, the student is immediately sent home (cottage) and the opportunity to present his/her side is provided at a later date.
3. Parents/guardians of minor students and students themselves are informed of the findings. Parents/guardians are invited to discuss the incident at the school.
4. It is the responsibility of the parent to pick up the student or arrange a pick up with an approved adult. For those students living on grounds, the student will be returned to the unit and guardian will be notified.
5. An incident report is generated and a copy is given to the parent.

6. Every effort is made to connect the consequence with the incident so the student can learn how to correct or avoid any such behavior in the future.

Permanent Expulsion:

The infractions that will result in expulsion from Reserve School are as follows:

1. conveying deadly weapons on school property or to a school function;
2. possessing deadly weapons on school property or at a school function;
3. carrying a concealed weapon on school property or at a school function;
4. trafficking in drugs on school property or at a school function;
5. murder or aggravated murder on school property or at a school function;
6. voluntary or involuntary manslaughter on school property or at a school function;
7. aggravated assault on school property or at a school function;
8. rape, gross sexual imposition or felonious sexual penetration on school property or at a school function.

Chemical Abuse Procedures:

Reserve School acknowledges the significant barriers to learning that the abuse of chemicals and the influence of alcohol create for students. Therefore, when school staff has reasonable suspicion or direct observation of chemical and/or alcohol abuse by students, the following procedures will be implemented:

Immediate Action:

When a student exhibits behaviors that disrupt class and are indicative of chemical and/or alcohol abuse:

1. The student will be accompanied to the principal's office.
2. Parents/caregivers will be summoned to the school for an immediate meeting with the principal and to pick up their child. It will be recommended that the student be taken to an emergency room for medical evaluation. For students living on the campus, the student will be returned to the unit and the Health Clinic will be notified.
3. Actions #3, #4, #5 below will be implemented.

Reasonable Suspicion:

When one or more staff member has reason to believe a student is in school under the influence of non-prescribed chemicals:

1. All of the student's teachers will complete observation forms and the results will be compiled.
2. When suspicion of chemical abuse is confirmed by the observation forms, immediate actions will be taken. (See above)
3. A follow-up appointment within 24 hours will be scheduled. During the appointment, the results of staff observations will be shared and a chemical dependency evaluation may be requested. If the student needs to remain out of school during the course of assessment, arrangements will be made for the student to complete schoolwork at home.

4. When the results of the evaluation are received by the school, the student and parents will meet with the director to plan the most appropriate educational services for the student.
5. Students receiving services through a special education program may require a manifestation team review as part of these procedures.

Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying based on race, ethnicity, national origin, color, sex, age, disability, religion, sexual orientation, or sexual identity, to name a few, are prohibited in school, on school property, on the way to and from school, through any social media, and at school-sponsored events. (See the Reserve School Code of Conduct's Purpose) As defined by state law; harassment, intimidation, or bullying means any intentional, written, verbal, or physical act that a student has exhibited toward another particular student **more than once** and the behavior causes mental or physical harm and is sufficiently **severe, persistent, or pervasive** that it creates an intimidating, threatening, or abusive educational environment for the other student. Anyone who is a victim of bullying or harassment, is witness to, or becomes aware of bullying or harassment should notify the school office within 24 hours to make a written report. The person making the report may request anonymity.

When harassment or bullying is found to have occurred; the harasser and their parents will meet with the Principal and/or the Director of the school to discuss the event, to receive a warning, develop a plan of correction, and determine a Behavior Management Response.

If an investigation reveals that harassment or bullying has occurred; the harasser may also be held legally liable for their actions under state or federal anti-discrimination laws or in a separate legal action.

Any student or staff member bringing a harassment or bullying complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of continuing at school. Nor will they be discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated.

After an investigation is complete, the principal or designee will present findings to pertinent parties, at which time a Behavior Management Response will be determined. Any instance of bullying or harassment may be met any behavioral response outlined previously in the Code of Conduct. Repeated or habitual instances of harassment or bullying from the same individual may result in a meeting to determine if the student should remain at The Reserve School. This meeting will include Reserve staff, the referring district representative, the student, and the student's parent/guardian.

Please see Appendix D of this document to review Applewood's complete policy regarding anti-harassment, anti-intimidation, and anti-bullying.

In addition to Harassment, Intimidation, and Bullying; *Hate Speech* is also strictly prohibited at The Reserve School and subject to a Behavior Management Response. Please see the following link for a definition and resources.

Racial Nondiscriminatory Policies

The governing board of The Reserve School located at 22001 Fairmount Blvd, Shaker Heights, OH 44118, has adopted the following racial nondiscriminatory policies.

The Reserve School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, program and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The Reserve School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Appendix A

Sexual Harassment:

1. This policy applies to all activities of Reserve School involving students, volunteers and visitors who are in contact with the school.
2. Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. This includes:
 - a. physical contact, such as unwelcome or aggressive, unsolicited physical contact;
 - b. written contact, such as sexually suggestive or obscene letters, notes, or invitations;
 - c. verbal contacts, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, and sexual propositions;
 - d. visual contact, such as leering or staring at another person's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines;
 - e. requests for sexual favors and using sexual behavior to control influence or affect the job, salary, or work environment of another employee.
3. Students and staff agree to help create an environment that is free from sexual harassment by respecting the wishes of others and by staying outside other's personal space.

Appendix B

Visit <https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements> for more information regarding graduation requirements.

To earn a high school diploma in Ohio, you must complete the courses shown below and then [choose a pathway to show that you are ready for college or a job](#). Your school counselor will give you more details.

Complete Courses

Take and earn a state minimum of 20 credits in specific subjects.

Courses	State Minimum
English language arts	4 credits
Health	½ credit
Mathematics	4 credits ¹
Physical education	½ credit ²
Science	3 credits ³
Social studies	3 credits ⁴
Electives	5 credits ⁵

Other Requirements

You also must receive instruction in economics and financial literacy⁶ and complete at least two semesters of fine arts⁶.

Your district may require more than 20 credits to graduate.

1 **Mathematics** units must include one unit of algebra II or the equivalent of algebra II. Exceptions: a) Algebra II is not a requirement for students following a [career-technical pathway](#). However, students still must have four units in mathematics, and b) A family may decide that their child is not prepared to meet the graduation requirement for a higher level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student. [Here](#) is more information on Curriculum Choices.

2 **Physical education** - School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

3 **Science** units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Exception: A family may decide that their student is not prepared to meet the graduation requirement for a higher level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student. [Here](#) is more information on Curriculum Choices.

4 **Social studies** units must include ½ unit of American history and ½ unit of American government in three units required for the classes of 2018 and 2019. The class of 2021 will need ½ unit in world history and civilizations in their required three units as well as American history and American government.

5 **Elective credits** must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

6 **Other state requirements** - All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Fine arts is not a requirement for students following a career-technical pathway.

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Appendix C



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22001 Fairmount Boulevard, Shaker Heights, OH 44118 – P: 216.320-8972

NOTICE OF INTENT TO SUSPEND

Date:

Parent(s)/Guardian(s):

This letter is to notify you that **NAME** has been assigned:

in-school suspension

out-of-school suspension

For the following violation(s):

- Alcohol/drug/substance abuse or possession (including sale or distribution)
- Physical aggression, fighting: throwing objects
- Sexual assault
- Threats (verbal/written):
- Unwelcome sexual conduct
- Use, possession, sale, distribution of explosive/incendiary devices
- Use, possession, sale, distribution of firearms/weapons, items reasonably considered weapons
- Other:

Length of Suspension:

Suspension Start Date:

Student Return Date:

You have the right to appeal this decision. If you would like to appeal this decision, please contact me within 48 hours of receipt of this notice to schedule an informal appeal hearing. At this hearing you may challenge this suspension decision in front of the administrative team and school Director.

Respectfully,

Ali Clark, Principal

Parent/Guardian Contact

Date:

Time:

Name of person contacted:

Notes:

Appendix D



Program/Department Name	The Reserve School, The Reserve School
Policy Number and Title	Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy
Original Effective Date	
Last Reviewed Date	March 27, 2026
Last Revised Date	March 27, 2026
Policy Owner	The Reserve School, The Reserve School, Risk Management

POLICY: It is the policy of Applewood Schools: The Reserve School and The Reserve School (hereinafter “the School”) to provide an educational environment free from harassment, intimidation, or bullying. The School is committed to protecting students from any form of physical, verbal, or mental abuse. Harassment, Intimidation or Bullying behavior by any student or school personnel is strictly prohibited by Illinois State Law, Ohio State Law and the School. The School will annually communicate this policy to students, their parents/guardians, school personnel and new hires.

SCOPE:

Definition

As defined by Ohio Revised Code section 3313.666, harassment, intimidation, or bullying is defined as “any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student or violence within a dating relationship.”

Bullying may involve but is not limited to cyberbullying, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, **posting or distributing sexually explicit images**, theft, public humiliation, ostracism, destruction of property, or retaliation for asserting, opposing or alleging an act of bullying. This also includes any form of communication directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1) placing the student or students in reasonable fear of harm to the student's or students' person or property; 2) substantially interfering with the student's or students' academic performance; or 3) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, and on the way to and from school (including school buses).

Prohibited Conduct

It is a violation of the School's policy for a student, employee, or any school visitor to:

1. harass, intimidate, or bully another person or to engage in conduct which would actively or passively support acts of harassment, intimidation, or bullying on school property, on school transportation, or at school-sponsored events;
2. report false allegations or a false complaint of harassment, intimidation, or bullying; or
3. retaliate against another person for instituting a good faith complaint of harassment, intimidation, or bullying.
4. post or distribute sexually explicit images or an unauthorized digital replica by electronic means when such posting or distribution results in any of the effects described in the definition section above.

Complaints

A student who feels that he or she has been harassed, intimidated, or bullied, should inform a teacher or administrator of the School. All school employees are required to report alleged violations of this policy to the Director or his/her designee. All other members of the School community including students, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. According to the School's Student and Parent Handbook, anyone who is a victim of bullying or becomes aware of bullying should notify the School office within twenty four (24) hours to make a written report.

Students who make informal complaints of conduct they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel may request that their name be maintained in confidence by the School staff member(s) and administrator(s) who receive the complaint. The person making the report may request anonymity; the anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying. Anonymous complaints will be accepted via phone and email at (216) 487- 1422; ssenter@applewoodcenters.org, attention Stephanie Senter.

Investigation

Complaints will be documented and investigated. School personnel shall complete an incident report documenting a complaint of harassment, intimidation, or bullying if reported to them. If it is determined that a violation has occurred, prompt corrective action will be taken. When a report is received, the principal or director shall investigate whether a reported act of bullying is within the permissible scope of the School's jurisdiction. If found to be within the scope, the principal or director will notify all required parties, collaborate with parents and students to agree upon a course of action and will work as quickly as is possible to ensure the safety of students, gather information, and clarify facts. The principal or director will notify and include other departments of the School, as necessary, depending on the scope and severity of the event. The principal or director will make all reasonable efforts to complete the investigation within ten (10) school days after the date of the report, taking into consideration additional relevant information received during the course of the investigation. The principal or director will provide parents and students involved in the bullying incident with information about the investigation and an opportunity to meet to discuss the investigation, findings, and the actions taken to address any bullying that is found to have occurred. During the investigation, confidentiality will be maintained to the utmost extent possible.

Interventions may be provided, as needed, to the parties involved in the bullying, including but not limited to school social worker services, restorative measures, social-emotional skill building,

counseling, psychological services, community-based services and other programs. Additionally, the following intervention strategies may be implemented:

1. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel;
2. Planned professional development programs addressing targeted individuals' problems; including what constitutes safe and acceptable Internet use;
3. Formal or informal information or data collection regarding specific disciplinary or student problems;
4. Modeling by school personnel of positive, respectful, and supportive behavior towards students;
5. Employing classroom rules and strategies that instruct students on how to work together in a collaborative and supportive atmosphere; and
6. Gathering of information from parents, law enforcement, and other community members regarding positive responses to harassment, intimidation, or bullying.

Disciplinary Consequences

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response for verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action is a matter for the professional discretion of the Director principal or director. In accordance with the handbook, when HIB is substantiated, the harasser and his/her legal guardian will meet with the administrator of the School to discuss the event, to receive notice of the consequences and to develop a plan of correction.

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the Director or his/her designee that is intended to ensure that the prohibition against harassment intimidation, or bullying behavior is enforced, with the goal that such prohibited behavior will cease.

Reprisal, retaliation and/or knowingly making a false accusation or providing false information will be treated as bullying for purposes of determining consequences or other appropriate remedial actions.

If an investigation reveals that sexual harassment has occurred, the harasser may also be held legally liable for his/her actions under state or federal anti-discrimination laws or in a separate legal action.

Notification

The parent/guardian of students involved in any act of harassment, intimidation, or bullying will be promptly notified in accordance with federal, state and local rules governing student privacy rights, including but not limited to the Family Educational Rights and Privacy Act of 1974.

The Schools' bullying policy is based on engagement with a range of school stakeholders, including students and parents/guardians and will be posted where other policies, rules, or standards of conduct are posted in the School, including the School's website and handbook.

Policy Evaluation:

School administration will semiannually provide the board with a written summary of all reported incidents to the extent permitted by Ohio Revised Code section 3319.321 and the Family Educational Rights and Privacy Act of 1974. This policy will be evaluated every two years to assess its outcomes and effectiveness. The evaluation process will include, but is not limited to, factors such as:

1. The frequency of victimization.
2. Student, staff, and family observations of safety at a school.
3. Identification of areas of a school where bullying occurs.
4. The types of bullying being utilized.
5. Bystander intervention or participation.

The evaluation process may use relevant data and information that are already collected for other purposes. The information developed as part of the evaluation process will be posted on the School's websites.

This policy is fully consistent with the School's other policies.

INTERNAL REFERENCES: Student and Parent Handbook

EXTERNAL REFERENCES: Ohio Revised Code section 3319.321, Ohio Revised Code section 3313.666, 20 U.S.C. § 1232g, 34 CFR Part 99