

Welcome To

*F.I.R.S.T.
School*



Home of the Tigers



**CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY**

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Directory

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F.I.R.S.T. School

Foundations for Living

What is F.I.R.S.T. School?

F.I.R.S.T. School is an educational program designed to provide boys and girls between the ages of 11 to 18 years of age with the academic classes they require to become successful after leaving Foundations for Living. The school is designed to help students who are credit deficient get caught up academically. Small class sizes help students get the individualized attention they need to be successful. The school provides classes that are necessary for graduation including GED prep classes, electives, and core curriculum.

F.I.R.S.T. School Philosophy

The F.I.R.S.T. School, as part of the Mid-Ohio Educational Service Center, believes that:

- a. All people can learn
- b. Learning is a life-long process
- c. Positive self-esteem and individual worth are necessary components of a productive member of society
- d. All people have rights and responsibilities as citizens
- e. Education is a leading agent for positive change
- f. The student is the basis of the decision-making process
- g. All people are entitled to equal rights and opportunities
- h. The family unit plays a critical role in the development of the individual
- i. High expectations lead to higher education
- j. The social, emotional, and intellectual growth are the responsibility of the community



F.I.R.S.T. School Frequently Asked Questions

Will the credits I earn at F.I.R.S.T. School transfer to my next school?

Yes. All the full and/or partial credits you earn at F.I.R.S.T. School will count towards graduation at any accredited high school.

Are there special rules at F.I.R.S.T. School?

Because F.I.R.S.T. School is located inside of Foundations for Living it is important that the rules of the facility are recognized as well as the school rules in the classroom. The following items are considered contraband in the school area and will not be tolerated in the classroom:

- Pens and mechanical pencils
- Bandanas, headscarves, and hats
- Food and water bottles that are not accompanied by a pass from the nursing staff
- Personal journals, notebooks, and drawing pads that are not accompanied by a therapeutic pass
- MP3 Players and other personal music devices
- Make-up, combs, hairbrushes, and picks

Behavior:

The teachers and administrators at F.I.R.S.T. School believe that everyone should have the right to a safe and structured learning environment. To ensure that each student can learn comfortably and without fear, the following behaviors will not be tolerated in the classroom:

- Bullying behavior (name calling, indirect comments, verbal assaults, etc.)
- Horseplay
- Excessively loud and disruptive behaviors that make it hard for others to learn
- Vulgar, inappropriate language
- Behavior that may result in harm to self or others

The above-mentioned behaviors will not be tolerated in the school area and will result in a write-up and/or removal from the school area. Failure to comply with teachers' and the Youth Care Specialists' directions when asked to leave the classroom will result in a level freeze recommendation for the disruptive student. A comprehensive description of appropriate school behavior is outlined in the Student Code of Conduct.

Is it possible to be suspended from F.I.R.S.T. School?

Yes. Students may be placed on the units for in-school suspension if Administration believes the student's behavior has warranted such action. However, the student may make up the missing schoolwork so that his or her class grade is not negatively impacted.

How Can I See the Principal?

If you would like to see the principal, you must fill out a conference request sheet in the school area and place it in the education box.

F.I.R.S.T. School Requirements for Level Promotion:

Level 1	65%-75% or above	-	2 weeks
Level 2	75% or above	-	2 weeks
Level 3	80% or above	-	3 weeks
Level 4	85% or above	-	3 weeks
Level 5	90% or above	-	3 weeks
Level 6	95% or above	-	3 weeks

How is hard work rewarded at F.I.R.S.T. School?

Students who attend class daily, show improvement, and get good grades are rewarded at the end of every term with a luncheon and certificates. The following awards are given at the luncheon:

- **Super Star:** All A's and B's on the performance card for the entire term
- **Honor Roll:** All A's on the report card at the end of the term
- **Merit Roll:** A's and B's on the report card at the end of the term
- **Most Consistent:** Awarded to students who show consistent positive behavior and effort in the classroom
- **Most Improved:** Awarded to students who show significant growth throughout the term
- **Attendance:** Near perfect attendance in school during the term

F.I.R.S.T. School Grading Scale

The grades at F.I.R.S.T. School are based on this four-point system:

A-Excellent	(90-100)	4 points
B-Good	(80-89)	3 points
C-Average	(70-79)	2 points
D-Below average	(60-69)	1 point
F-Failing	(below 59)	0 points

F.I.R.S.T School Bell Schedule

1 st Block	8:00am	9:23am	
2 nd Block	9:23am	10:45am	
3 rd Block	10:45am	12:40pm	(includes ½ hour lunch)
4 th Block	12:40pm	2:05pm	

Educational Program Options

F.I.R.S.T. School offers two diverse educational program options. They are the Transitional Program Option and the GED Program Option.

Transitional Program Option

The transitional option of education is for those students entering the Abraxas School of Ohio with the goal of returning to the public-school setting. Students participating in transitional classrooms are exposed to curriculum designed to meet their home school requirements. All curricula are accredited through Mid-Ohio Educational Service Center courses of study and are developed based on the Ohio Academic Standards by grade and subject.

Students enrolled in the transitional option will have the opportunity to earn hours towards promotion or credits towards graduation. Seventh and eighth grade students are required to earn a total of 750 clock hours per year to be promoted to the next grade level. Ninth through twelfth grade students can accumulate clock hours for credit, which will transfer back to their high school. A minimum of 33 clock hours in a subject is necessary to earn one-fourth of a credit with a minimum of 60 clock hours required for one-half credit. Passing grades from detention centers along with any unused clock hours earned elsewhere may be used toward earned credit for transcript purposes, only.

A minimum of twenty-one or twenty-two (depending on home school requirements) successfully completed credit hours is necessary for graduation. A student needs the following amount of credit hours to be placed in each grade at Abraxas School of Ohio.

0 – 5.5	freshman	(9 th)
5.5 – 11	sophomore	(10 th)
11 – 16	Junior	(11 th)
16+	senior	(12 th)

Graduation Requirements

Students come to Abraxas School from a variety of school districts. The graduation requirements for each school are different. The following Ohio graduation requirements are in effect beginning with the 2013-2014 school year.

English Language Arts	4 credits
Math*	4 credits
Science **	3 credits
Social Studies ***	3 credits
Health	½ credit
Physical Education	½ credit

Electives** 5 credits**

Other Requirements*****

Economics and Financial literacy	1 credit
Fine Arts	1 credit

* Mathematics must include 1 credit of Algebra II or the equivalent of Algebra II.

** Science must include 1 credit of Physical Science, 1 credit of Life Science, and 1 credit of advanced study in one or more area of the following: Physical Science, Advanced Biology, Astronomy, Physical Geology or other Earth or Space Science.

*** Social Studies must include 1 credit of American History and ½ credit of American Government.

****Electives units 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.

*****Every student must have instruction in Economics and Financial Literacy during 9-12 grades and complete at least 2 semesters of Fine Arts between 7-12 grades. Students following a career-technical pathway are exempted from the fine arts requirement.

For additional information on graduation requirements per graduating year, please refer to the following link from Ohio Department of Education:

<http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Earning-an-Ohio-High-School-Diploma-for-the-CI-2/GradReq2021.pdf.aspx?lang=en-US>

Earning Credit/Hours

Seventh and Eighth grade students are required to earn a total of 750 clock hours per year to be promoted to the next grade level. Ninth through Twelfth grade students can accumulate clock hours for credit, which will transfer back to their high school. A minimum of 30 clock hours in a subject is necessary to earn one fourth of a credit with a minimum of 60 clock hours required for one-half credit.

GED Program Option

Students, who have not earned an enough credit to make it feasible to graduate from high school, may qualify for the GED program. Passing the general educational development test is the equivalent of a high school diploma for some students who are at least 16 years of age and who have earned five (5) high school credits or less. Placement in this program is a joint decision by the youth, guardian, GED teacher, and the school administration.

Students prepare for the GED test by actively participating in a self-motivated class working in 5 subject areas. Tutoring of individuals as well as small groups is available. Testing is done in the areas of Mathematics, English Language Arts, Science, and Social Studies.

A youth must meet certain requirements to be permitted to take the Official Pre-GED exam.

They are:

1. He must submit a signed letter of intent from his guardian.
2. He must be a positive role model and capable of independent study.
3. He must be 16 and ½ years old at the time of entering the program and have less than 5 credits.

Youths who have not successfully passed their GED exam at the time of discharge will be encouraged to enroll in a GED program in their home community. The counselor and/or the GED instructor will research programs in their area.

Requirements for admittance to the GED Program:

Clients must be informed of the structure in the GED classroom:

1. The GED classroom utilizes a self-motivated, independent study atmosphere to allow each student to learn at his own pace and skill level.
2. The GED classroom adheres to a strict schedule of work time and break time to benefit the students within the classroom.
3. The GED classroom required strict adherence of expectations (quiet respect, sharing, stepping-up, and other aspects of mature level of behaviors) to allow all students to achieve.
4. Students in the GED classroom will be expected to submit the amount of assignments required according to their individual plan. They are required to revise work that does not meet a 75% or higher grade.
5. All students share in the tasks of cleanup and organization of the GED classroom, materials, and environment.
6. All materials are the property of the GED classroom and shall be signed out and returned in good order.

F.I.R.S.T. School Student Code of Conduct

Introduction

It is the responsibility of the faculty and staff at F.I.R.S.T. School to provide each student with a safe and structured school environment where students can receive, and teachers can deliver exceptional educational services without excessive disruptions and/or interferences. To achieve this goal, it is important that each student, teacher, and staff member take responsibility for his or her actions and conduct themselves in a respectable way.

Student Rights

The faculty and staff at F.I.R.S.T. School are committed to protecting the rights granted to all students under state and federal law. In addition, all students at F.I.R.S.T. School have the right to:

1. Participate in any school organized activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or religion.
2. Access school and facility rules at any time and, when necessary, receive clarification of those rules from faculty or staff.
3. Express their version of relevant events to faculty members who are authorized to impose any disciplinary actions in connection with the events.

Student Responsibilities

All students who attend F.I.R.S.T. School have the responsibility to:

1. Assist in maintaining a safe and orderly environment that promotes learning and to show proper respect to other persons and to property.
2. Be aware and familiar with all the school and facility rules and policies that are applicable to them and to abide by the rules and policies.
3. Make their education a priority and attend everyday unless they are legally excused by nursing.
4. Work towards their highest level of personal academic achievement every day.
5. React in a respectful way towards school faculty and staff when given instructions.
6. Work toward developing coping skills to help control their anger, self-harming, or other personal behavior that might distract them or others from reaching their full potential in the classroom.
7. Ask for clarification when assignments, directions, and/or other material is unclear or confusing.

Nondiscrimination

The Governing Board does not discriminate based on religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment. Further, it is the policy to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Center, or social or economic background, to learn through the curriculum offered in this Center.

Behavior Intervention

Prohibited Student Conduct

The faculty and staff at F.I.R.S.T. School expect all students to conduct themselves in an appropriate and civilized manner while attending school. To ensure all students, can reach their full academic potential, the following disorderly actions are prohibited:

1. Stealing from staff, faculty members or other students
2. Damaging school property
3. Using excessive foul language that distracts or disrupts the learning of others
4. Horseplay
5. Using the school computers for purposes other than school related assignments such as, but not limited to accessing inappropriate material via the internet or logging into personal email or social networking accounts
6. Refusing to follow staff and teacher directions in emergency or safety situations. Including but not limited to:
 - a. Not leaving a room during a restraint or intervention.
 - b. Opening a classroom door without permission from a staff member.
7. Bringing contraband such as, but not limited to pens, journals, head coverings, shower shoes, food, drinks, personal music devices, playing cards, or other coping devices to the school area without a pass from a therapist
8. Acts of violence towards other students or faculty
9. Bullying of any kind
10. Sexual comments, gestures or actions directed at other students, staff members, or faculty

Responses to Student Misconduct/Progressive Discipline Guide

The purpose of all disciplinary actions is to teach students to take responsibility for their actions and recognize behavior that is inappropriate. The following four disciplinary actions may be taken by a staff or faculty member depending on the severity of the infraction.

All write-ups are up to the discretion of the staff or faculty member issuing the write-up in question.

1. 24-Hour Write-Up
2. 48-Hour Write-Up
3. 72-Hour Write-Up
4. Removal from Class. If a student is disruptive to the point where the teacher cannot conduct class:
 - a. The student should be removed from class and taken to the unit
 - b. The student should receive the corresponding write up based upon his behavior
 - c. The student may return to class when a determination is made by the School Lead that he or she is ready

5. In School Suspension (ISS). If a student commits any of the following behaviors while in school, he/she will be subject to being placed in ISS:
 - a. AWOL
 - b. Assault on staff or peers
 - c. Property destruction
 - d. Stealing
 - e. Sexual acting out
 - f. Pulling fire alarm
 - g. Gang behavior
 - h. Possession of tobacco, alcohol, or non-authorized meds or drugs
 - i. Possession of weapons

Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion

The Governing Board is committed to the Educational Service Center-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Students and personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems using non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques. Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. For more information please visit www.moesc.net.

Weapons

(Policy 4217 Weapons)

The Board prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the way it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Any student who has reason to believe that a person has or will violate this guideline shall report such information to the school principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

The Superintendent will refer any student who violates this guideline to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with AG [5771](#), Search and Seizure, or contacting the local authorities for assistance.

Any interaction with the person should have as its primary objective the safety and welfare of the people in the area rather than obtaining the possession of the weapon.

20 U.S.C. 7151

Classroom Behavior

Does my behavior in the classroom impact my level?

Yes. Foundations for Living and F.I.R.S.T. School work together to help each student become successful after leaving the program. Therefore, the performance card grades are turned in every Wednesday to the therapists, QMH's, and nursing staff for review. Level promotions sheets are to be turned in before the end of second block on Thursday to the school administrator, who will then review them and deliver them to the Treatment Team.

How are performance cards scored?

Student performance card grades are based on attitude toward schoolwork, individual effort towards assignments, and general school behavior. Students are given two grades per block based on their behavior during that allotted time. The following grading scale is printed on the back of the performance card:

Rating Scale

- A. Did required tasks/assignments with positive attitude
- B. Did task
- C. Needs a prompt from staff or teacher to participate
- D. Needs more than one prompt to participate
- E. Refused to do tasks/isolated/restrained

Contraband – starts as C; turn over to staff the 1st time asked – B

Note passing – starts as C; throw away – B

Behaviors which may result in documentation: horseplay, sleeping, pounding, exchanging items with other students, and letter writing

Classroom Expectations

1. Raise your hand to speak
2. Remain in your seat
3. Be respectful of self and others
4. Participate in class.

F.I.R.S.T. School Acceptable Use Policy for Computers

- Computers hold great potential to enhance students' educational experiences. Misuse of the computers at F.I.R.S.T. School is forbidden.
- The computers at F.I.R.S.T. School are to be used only under the direct supervision of a staff member.
- Work on computers must be limited to class assignments or educational research only.
- The computers at F.I.R.S.T. School are not to be used for viewing, downloading, or creating material that is obscene, pornographic, threatening, or sexually or racially harassing.
- The computers at F.I.R.S.T. School are not to be used to send or print statements that may incite violence, describe, or promote the use of weapons, devices or symbols associated with gang activity.
- The privilege of using the computers at F.I.R.S.T. School may be revoked at any time for just cause.
- Violation of this policy will result in a sanction from the progressive discipline guide.

F.I.R.S.T. School Anti-Harassment

At no time shall a student at F.I.R.S.T. School make sexual remarks, send sexually explicit letters or mail, carry out sexual or obscene acts, or have consensual, physical, sexual contact with any other F.I.R.S.T. student or staff member. Violation of this policy will result in a sanction from the Progressive Discipline Guide.

F.I.R.S.T. School Anti-Bullying Policy

(Policy 5517.01 Bullying and Other Forms of Aggressive Behavior)

At no time shall a student at F.I.R.S.T. School commit an intentional written, verbal, electronic, or physical act toward another particular student that either causes mental or physical harm, or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Violation of this policy will result in a sanction from the progressive discipline guide. For more information please visit www.moesc.net.

Civil Rights Compliance Officer

If a person believes that he/she has been discriminated against based on his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person(s) is/are designated as the Educational Service Center's Section 504/ADA Compliance Officer(s) ("Center's Compliance Officer(s)"):

HR Director/Student Services Director
890 West 4th St.
Suite 100
Mansfield, OH 44906
Phone: 419-774-5520
FAX: 419-774-5523

Building principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint and offer possible solutions to the dispute. The complaint must be filed in a timely manner with either the Center Compliance Officer or the Building Compliance Officers. The Center's Compliance Officer is available to assist individuals in filing a complaint.

Right to Review Educational Materials

In accordance to Board Policy 2416, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments. For more information please visit www.moesc.net.

Use of Video Surveillance Equipment

For the safety of all students' cameras are present in all classrooms and in the school hallways, in accordance with Board Policy 7440.01. For more information please visit www.moesc.net.

School Conduct Quick Guide

The following list is a quick reference guide for behaviors that are prohibited in the school area. Please see the full student handbook for detailed explanations of discipline policies and procedures.

1. Stealing from staff, faculty members or other students
2. Damaging school property
3. Using excessive foul language that distracts or disrupts the learning of others
4. Horseplay
5. Using the school computers for purposes other than school related assignments such as, but not limited to accessing inappropriate material via the internet or logging into personal email or social networking accounts
6. Refusing to follow staff and teacher directions in emergency or safety situations
7. Bringing contraband such as, but not limited to pens, journals, head coverings, shower shoes, food, drinks, personal music devices, playing cards, or other coping skills to the school area without a pass from a therapist
8. Acts of violence towards other students or faculty
9. Bullying of any kind
10. Sexual comments, gestures, or actions directed at other students, staff members, or faculty.

Notification on Blood-Borne Pathogens

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact me at 419-589-5511.

Vanessa A. Wagner
Principal
F.I.R.S.T School

F.I.R.S.T. School



I have received a copy of the F.I.R.S.T. School Student Handbook which includes the Student Code of Conduct and Progressive Discipline Guide.

Student Signature

Date