

# Welcome To *F.I.R.S.T. School*



**Home of the Tigers**

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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 student 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.

## **Mission Statement**

F.I.R.S.T. School is a holistic, student-centered, culturally responsive community that provides diverse opportunities for all learners to succeed.



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

## How do I know what grade I am in?

Before leaving F.I.R.S.T. School each student will have a complete transcript to take with them to their home school. Grade levels are determined by credit hours at the high school level.

0-5.0 credits = 9<sup>th</sup> grade

5.1-10.0 credits = 10<sup>th</sup> grade

10.1-15.0 credits = 11<sup>th</sup> grade

15.1-21.0+credits = 12<sup>th</sup> grade

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

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

## Graduation and Diplomas

Diplomas are issued through the student's home school district. Graduation ceremonies are for all students who have met their graduation requirements.

## Graduation Requirements

Students come to F.I.R.S.T. School from a variety of school districts. The graduation requirements for each school are different.

<b>English Language Arts</b>	<b>4 credits</b>
<b>Math*</b>	<b>4 credits</b>
<b>Science **</b>	<b>3 credits</b>
<b>Social Studies ***</b>	<b>3 credits</b>
<b>Health</b>	<b>½ credit</b>
<b>Physical Education</b>	<b>½ credit</b>
<b>Electives</b>	<b>5 credits</b>
<b>Other Requirements****</b>	
<b>Economics and</b>	
<b>Financial literacy</b>	<b>1 credit</b>
<b>Fine Arts</b>	<b>1 credit</b>



\* 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 sciences, and 1 unit 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 ½ a credit of American history and ½ a credit of American government.

\*\*\*\* Every student must have instruction in economics and financial literacy during 9-12 grade and complete at least 2 semesters of fine arts between 7-12 grade.

**Earning Credits**

Ninth through twelfth grade students have the opportunity to accumulate clock hours for credit, which will transfer back to their high school. A minimum of 60 clock hours required for one-half credit.

**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. In order to ensure that each student has the ability to learn comfortably and without fear, the following behaviors will not be tolerated in the classroom:

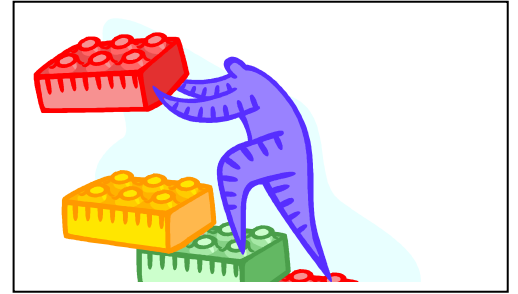
- Bullying behavior (name calling, indirect comments, verbal assaults, etc.)
- Horseplay
- Excessively loud and disruptive behaviors that make it hard for others to learn
- Vulgar, inappropriate language
- Behavior that may result in harm to self or others

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.

### F.I.R.S.T. School Requirements for Tier Promotion

Tier 0	75% or above	-	2 weeks
Tier 1	80% or above	-	2 weeks
Tier 2	85% or above	-	3 weeks
Tier 3	90% or above	-	3 weeks



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

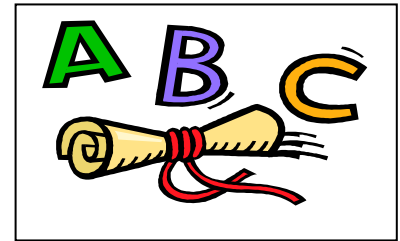
Students who attend class daily, show improvement, and get good grades are rewarded at the end of every term with a luncheon and certificates. The following awards are given at the luncheon:

- **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 <sup>st</sup> Block	8:00am	9:05am
2 <sup>nd</sup> Block	9:05am	10:10am
3 <sup>rd</sup> Block	10:10am	11:15am
4 <sup>th</sup> Block	11:15am	12:55pm
5 <sup>th</sup> block	12:55pm	2:00 pm

# 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 have the ability to receive and teachers have the ability to deliver exceptional educational services without excessive disruptions and/or interferences. In order 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 while at F.I.R.S.T. School.

## Student Rights and Responsibilities

### 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 of the school and facility rules and policies that are applicable to them and to abide by these 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 being 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 on the basis of 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 of this Educational Service Center 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. For more information visit [www.moesc.net](http://www.moesc.net).

# 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. In order to assure all students have the ability to 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 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

## **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. Collaboration
3. 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 on his behavior
  - c. The student may return to class when a determination is made by School Lead That he or she is ready



### **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. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of 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](http://www.moesc.net).

### **(Policy 5572 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 manner in which 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

### **How are performance cards scored?**

Student performance card grades are based on attitude toward school work, 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

### **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.

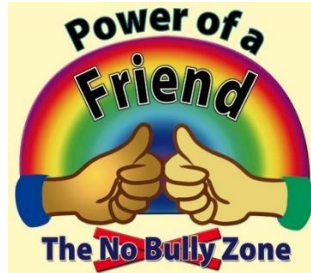
## F.I.R.S.T. School Anti-Harassment

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](http://www.moesc.net).



### Civil Rights Compliance Officer

If a person believes that s/he has been discriminated against on the basis of 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 W 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 of time 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](http://www.moesc.net).

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

## 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](http://www.moesc.net).

### NOTIFICATION TO PARENTS 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 Vanessa Wagner at 419-589-5511.

**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