

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



CONFIDENTLY LEADING THROUGH  
COLLABORATION, CUSTOMIZATION AND CREATIVITY

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# Home of the Tigers

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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, STEM related courses, electives, and core curriculum.

### **F.I.R.S.T. School Mission Statement:**

At F.I.R.S.T. School we are Fostering, Innovative, Resilient, Sustainable, Tenacious-Tigers, through the implementation of STEM focused lessons across the curriculum.

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

### **Will the credits I earn at F.I.R.S.T. School be transferred 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.

### **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.

### **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 school work so that his or her class grade is not negatively impacted.

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

Level 1	75% or above	-	3 weeks
Level 2	80% or above	-	3 weeks
Level 3	85% or above	-	4 weeks
Level 4	90% or above	-	4 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**

Homeroom	8:00am	8:15am	
1 <sup>st</sup> Block	8:15am	9:15am	
2 <sup>nd</sup> Block	9:15m	10:15am	
3 <sup>rd</sup> Block	10:15am	11:15am	
4 <sup>th</sup> Block	11:15am	12:335pm	(includes ½ hour lunch)

## **Educational Program**

F.I.R.S.T. School focuses on a transitional approach to education for all youth.

### **Transitional Program**

The transitional program of education supports students entering the F.I.R.S.T. School with the goal of returning to the public-school setting. Students who participate 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 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 (depending on home school requirements) completed credit hours is necessary for graduation. A student needs the following amount of credit hours to be placed in each grade at F.I.R.S.T. School.

0 – 5	Freshman	(9 <sup>th</sup> )
5.5 – 10.5	Sophomore	(10 <sup>th</sup> )
11 – 16	Junior	(11 <sup>th</sup> )
16+	Senior	(12 <sup>th</sup> )

### **Earning Credit/Hours**

Seventh and Eighth grade students are required to earn a total of 750 clock hours per year in order to be promoted to the next grade level. 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 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.

### **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. The following Ohio graduation requirements are in effect beginning with the 2013-2014 school year.

<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 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.

### **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.

## **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.

### **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 show proper respect to other persons and to property.
2. Be aware of and familiar with all of 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 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 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. In order to ensure 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 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 Flags are up to the discretion of the staff or faculty member issuing the write-up in question.**

1. Yellow Flag
2. Orange Flag
3. Red Flag

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
4. 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 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).

## 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 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

## Emergency Removal of Students

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. No prior notice or hearing is required for any removal under this policy. For more information, please reference Board Policy 5610.1 for more information. In addition, please see board policy 8420 Policies can be found at the Mid Ohio Educational Service Center website [www.moesc.net](http://www.moesc.net)

## Classroom Behavior

### **Does my behavior in the classroom impact my Tiers?**

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 Friday to the therapists, QMH's, and nursing staff for review.

### **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

**Behaviors which may result in documentation:** horseplay, sleeping, pounding, exchanging items with other students, bullying, disrespect towards peers/adults 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](http://www.moesc.net).

## Civil Rights Compliance Officer

If a person believes that he/she 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 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

The Governing Board recognizes that parents have a fundamental right to make decisions concerning the upbringing, education, and care of their children and promotes parental involvement in the Educational Service Center's ("Center") public school system. In addition, parents have certain rights in the school system to know about their students' educational experience. Specific rights are listed in topic areas of these policies and can be found at the Mid Ohio Educational Service Center Website. Please visit [www.moesc.net](http://www.moesc.net) for more information. (Policy 5780, and Policy 5780.01)

## 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).

## School Conduct Quick Guide

The following behaviors may result in a write-up and/or lower performance card grades:

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 peers
4. Boundary violations such as horseplay, or doing hair in class or in the hallway.
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. This will also result in the suspension of computer privileges for up to one full school term.
6. Refusing to follow staff and teacher directions in emergency or safety situations such as weather related incidents and fights in the school area.

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. Using pens on classroom assignments might result in a 0 on the assignment.
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.

**Contraband items not allowed in school: Contraband cannot be brought to school and placed in 5A.**

- Food, bottles of water (without a pass), cups of any kind.
- All stuffed animals including pillows.
- MP3 players or other music devices.
- Blankets
- Make-up, other than lip gloss.
- Journals, personal photos, personal letters, mail of any kind.
- Hats, head coverings not of a religious nature.
- Pens, coloring items including drawing pads, colored pencils, markers, scissors, coloring books.

## Notification on Blood-Borne Pathogens

Dear Parents and/or Guardians:

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

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