



## ***2023-2024 Student Handbook***

***Arts and Humanities Focus Program  
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## Program Handbook (2023-2024)

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## Intent of Student Handbook

This handbook is intended to be used by students, parents and staff as a guide to the practices, rules, regulations, expectations, and general information about the Arts and Humanities Focus Program. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the procedures and rules contained in this handbook.

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations. This handbook is a supplement to the LPS Important Information Handbook (<https://lps.org/about/important/2023-2024/booklet/ib-eng.pdf>) to clarify how rules, regulations, and general information about Lincoln Public Schools applies to A&H.

## Arts and Humanities Focus Program School Wide Expectations: C.A.R.E.

Community - inclusive, supportive, shows up, collaborative work

Academics - complete & turn in work, advocating for self if you miss something, be curious, effort, checking grades, checking grad requirements, time management

Respectful - give & receive feedback, politely doing what an adult asks, recycle, leave a place better than you found it

Engagement - on time, phones away, ask for help, active listening

## What is the LPS Arts and Humanities Focus Program?

The Arts & Humanities Focus Program offers experiential learning opportunities at school and in the Lincoln community. The curriculum emphasizes a focus on the creative process, personal and social responsibility, empathy, and critical thinking. A&H has a capacity of 100 students and 5 teachers in math, English, social sciences, and visual arts.



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There are many hallmarks to A&H:

- All students participate in Humanities, a mixed grade level, interdisciplinary course that fosters a collaborative, project-based approach. Learning experiences include guest speakers, field trips, and community partnerships, including the Lied Center, Ross Theater, and Sheldon Art Gallery.
- Teachers know students as individuals and offer differentiated instruction and feedback.
- Students are motivated, responsible learners who are curious about the world around them.
- Students thrive being part of a small, tight-knit learning community.
- Instruction is learner centered and challenging, culminating in a student-designed Senior Capstone project.

Students apply at A&H through our website, and oftentimes students are encouraged to apply by an administrator or counselor at their home high school. Students and parents/guardians must agree to A&H expectations if selected to attend. While at A&H, students may continue to participate in athletics or other student activities at their home high school.

For more information please contact A&H directly at (402) 436-1785.

### Humanities at A&H

The Humanities is a required course for all students in grade 9 through grade 11, and focuses on:

- Quarterly Theme - past themes include time, change, power, nature
- Experiential education, including field trips
  - Documentary and Independent films at the Mary Riepma Ross Theatre
  - Art Galleries in Lincoln and the annual trip to the Joslyn Art Museum & Kaneko in Omaha
  - Nature experiences at Spring Creek Prairie and Prairie Pines
  - Performances at the Lied
  - Performances by Nebraska Shakespeare
- Guest Speakers
- Project-based learning

### Senior Capstone at A&H

Students complete a culminating project that showcases their high school academic achievements. Projects are interdisciplinary and investigate future professions, social problems, passions, or hobbies and provide an opportunity for students to understand themselves in the creative process. Emphasis is placed on critical thinking, problem solving, and developing skills like goal setting, time management, and scheduling of time (all great skills for college and beyond!).

### Art Shows at A&H

Student art shows are hosted at A&H in the fall, spring, and a senior art show/capstone presentations at the end of the year at Arts & Humanities. Students can also participate in juried art shows & many other community art shows throughout the year.

### Study Block at A&H

Learning and creating quality work is a top priority at A&H. Students at A&H learn how to refine and



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improve their skills and knowledge to become successful learners, producing high quality work. To ensure academic success, all students are assigned to a study block time while at A&H. Participation in the study block program is mandatory. Students will work with teachers to complete assignments/projects or relearn/retest over essential objectives, thus improving overall performance in school. Our goal is for each A&H student to achieve their potential in every course they are enrolled in throughout the school year. Study Block time is 80 minutes every Monday.

### **Purpose of the A&H Study Block Program**

- To provide each student with consistent academic support
- To prepare students for postsecondary education by meeting all high school course objectives
- To encourage supportive relationships and build self-efficacy
- To provide students with the knowledge and skills to be successful in all academic environments

## A&H Attendance Process

*Developing and maintaining regular attendance is one of the most important steps to becoming a successful student, and is an expectation for students attending A&H.* When a student is not in school, the possibility of learning the classroom objectives and earning credit is significantly reduced. A&H students will follow a three-tiered attendance system within our Multi-tiered Systems of Support (MTSS) program. The interventions listed below will be implemented to help students maintain good attendance. Incentives will also be awarded for students who make improvements to their current attendance patterns.

Nebraska Law LB464 places school absences into two categories: School Excused (SE) and Not School Excused (NSE). School Excused absences include those excused by a doctor or the school health office and any absence approved by school administration such as student activities, suspensions, or students currently in alternate placements. Absences that are Not School Excused and are subject to attendance interventions include Parent Acknowledged, Illness, and Truancy. The law also states that students who accumulate 20 days of Not School Excused absences in one school year may be referred to the County Attorney.

### **Step One Interventions**

- Advisory teachers will contact parents/guardians each day for all truanancies documented in the Synergy gradebook.
- Parents will be contacted by the A&H executive secretary or campus security to discuss absences.

### **Step Two Interventions**

- **5 days of Not School Excused (NSE) absences**
  - Parent/Guardian will receive a Stage One Attendance Letter.
- **10 days of Not School Excused (NSE) absences**
  - Parent/Guardian will receive a Stage Two Attendance Letter.
  - Students and Parents will meet with a member of the home high school and A&H student support team to discuss absences and develop a *Collaborative Plan* with new interventions to reduce barriers and to improve regular attendance.

### **Step Three Interventions**

- **15 days of Not School Excused (NSE) absences**



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- Parent/Guardian will receive a Stage Three Attendance Letter.
  - A member of the home high school and A&H student support team will meet with the student to continue to support their attendance.
  - An A&H Contract may be considered at this time.
- **20 days of Not School Excused(NSE) absences**
    - Parent/Guardian will receive a Stage Four Attendance Letter.
    - Student may be referred to the County Attorney as directed in Nebraska State Law LB464.
    - An A&H Contract may be considered at this time.

### Truancy:

Students are expected to be in class during class time. Leaving the building is not permitted during instructional time or passing periods. Administrator response may vary depending on the situation.

### Tardies:

Being on time to class shows respect to your teacher and classmates, and helps you succeed in class.

## Arts and Humanities Academic Expectations

A&H is a program that students choose to attend based on a commitment to a humanities and arts-based education program where a unique community of learners is transformed through critical thinking and interaction with the world.

### Academic Contract:

- A student may be considered for Academic Contract if they are not having academic success and/or are not in regular attendance.
- Students at A&H have made the choice to attend, and students are accepted based on potential to find success in a new environment. A&H has a limited number of spaces, so students must make use of their space at A&H by attending regularly and earning credits.
- Students with poor attendance and multiple failing grades may be placed on an Academic Contract.
- A parent/guardian meeting will be held to outline the specific expectations a student must meet to continue attending A&H.
- Students will be provided multiple supports and interventions to help students become successful.
- If a student does not meet the expectations of their Contract, the student will lose their place at A&H.
- Re-admittance into A&H will occur only if the student indicates a commitment to demonstrating responsible academic behaviors. A personal interview with an administrator is required before the student can be considered for readmission.



# A&H Behavior Expectations

## Important Information Booklet

This handbook is only a supplement to the LPS Important Information Booklet, which can be found at the following link: <https://lps.org/about/important/2023-2024/booklet/ib-eng.pdf> This Important Information Booklet is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Lincoln Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

## A&H is a Drug / Alcohol / Tobacco / Vape Free Campus

### Smoking, Tobacco, and Vaping

Smoking and vaping (by students or adults) is prohibited at A&H, in the building or on school grounds. Students are not to have any smoking or vaping related products visible in the building or on campus.

**The use and/or possession of any device or material related to smoking/vaping will result in consequences:**

- Confiscation (parent/guardian will need to pick up)
- In School Suspension (served at their home attendance school)
- Out of School Suspension
- Possible referral to Student Services

### Drug/Alcohol Related Offenses

When a student is suspected of being under the influence of drugs or alcohol and/or in possession of illegal substances, the student may be searched as well as any of their property on this campus (including vehicle searches). The student may be referred to the Lincoln Police Department and possibly cited.

### Possible Consequences

- Suspension from school
- Possible referral to Student Services
- Mandatory parent/guardian conference prior to returning
- Other interventions as determined by administration

## Personal Electronic Devices and Communication

A&H respects instructional time and wants all students to learn, earn credits, and graduate. Students who are focused on learning are much more successful than students who are missing learning due to a device.

All personal electronic devices are expected to be powered off and put away during the instructional



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period (this includes cell phones, smart watches, earbuds, etc.). Personal electronic devices should not be visible or used in class. Not visible means the phone can be on the student's person, as long as the student is not using the device. Students may use their personal electronic devices before and after school, between classes, and during lunch.

If a student is accessing a personal electronic device during the instructional period, then the following sequence of consequences will be applied. Compliance at any step will prevent movement to the next step.

**Step 1:** The teacher will ask the student to put their personal electronic device in the designated storage location in the classroom.

**Step 2:** The teacher will contact the office and the device will be collected and held in the main office (or designated location) for the remainder of the day and logged as an electronic device infraction (Regulation 5420.4). If the student refuses to turn over the device, they will be removed from the classroom and escorted to the office or designated problem-solving location.

### Electronic Device Logged Infractions

**1st Offense:** Returned to the student at the end of the school day. Offense logged.

**2nd Offense:** Returned to the student at the end of the school day. Offense logged. Parent/guardian notified.

**3rd Offense:** Return to the student at the end of the school day and a building-level in-school corrective plan developed. Parent/guardian notified. Offense logged.

If habitual non-compliance with personal electronic device restrictions leads to frequent disruptions to learning, the teacher will write a referral and the student's administrator will work with the student and family to determine a personalized plan to meet the expectation.

**Additional Information:** Students are encouraged to take their personal electronic device with them in the event of an evacuation as long as it results in no evacuation delay.

Recording the image or voice of another person with an electronic device, without the express permission of the person recorded, or the failure to promptly delete such a recording following the request of the person recorded violates the LPS Responsibilities of Students (Policy 5480).

If a student brings their device to class, they do so at their own risk and, in doing so, specifically agree to hold Lincoln Public Schools harmless from all liability, damages, claims, costs, expenses, or other charges of any kind or nature whatsoever resulting from bringing their device to class.

### Communicating with your student during school hours

Please contact the A&H office with messages that need to get to students during the school day. Texting your student during class time directly disrupts instruction and the learning of everyone within the classroom setting. The A&H Support Staff is happy to help you and will quickly pass along messages. Thank you for your help with this matter and for protecting our instructional time.



### Appropriate School Clothing

If a student's dress interrupts or distracts from classroom activities or is seen as inappropriate for the school setting, the student will not be permitted to continue wearing the clothing in school. This includes, but is not limited to, the following examples: offensive/obscene/vulgar; hate speech; reference to or advertises drugs, alcohol, or tobacco; threatens safety; gang symbols; guns/weapons/violence. Clothing must cover all private parts and undergarments. The administration will be the judge of appropriate apparel. Students wearing inappropriate clothing will be asked to turn the items inside out or change clothing.

### Student IDs

Students will be expected to wear their IDs. New IDs can be reprinted at the home high school for a fee.

### Mental and Behavioral Health Point of Contact

<https://home.lps.org/socialworkers/mental-behavioral-health-points-of-contact/>

## Arrival and Dismissal Procedures

#### Arrival

- The building opens at 8:00 am
- Class begins at 10:10 a.m.
- Students will be allowed to enter the building upon arrival and will wait in the office.
- Students can enter the building through Door 1 (Main entrance through the Main Office).
- Students must scan their student ID each morning at the Student Check-In Center in the vestibule.

#### Dismissal

- Students are dismissed from the building at 3:00 p.m. There is no early dismissal on PLC Tuesdays.
- Students should go home without delay, unless participating in an activity.
- The building closes at 4:00 p.m., and students should be off school grounds.

**Note:** Students waiting for rides after 3:30 p.m. are expected to wait in the office. There are three reasons for this expectation:

- 1) Supervision is only provided outside until 3:30.
- 2) Parents will know where their students are located.
- 3) During cold or inclement weather, this is a warm and dry location.

#### Dismissal from school during the school day

Students are required to check out in the main office when leaving the campus for any reason before the end of their scheduled day. Parental notification is required for all students under 19. If a student is dismissed due to illness, he/she must be seen in the office prior to exiting and a parent will be contacted.



## 2023-2024 Bell Schedule\*

Monday/Thursday	Tuesday/Friday	Wednesday
10:10-11:35 Sectional 1	10:10-11:35 Sectional 3	10:10-11:13 Sectional 1
		11:16-12:19 Sectional 2
<i>11:35-12:10 Lunch</i>	<i>11:35-12:10 Lunch</i>	<i>12:19-12:53 Lunch</i>
12:10-1:35 Sectional 2	12:10-1:35 Sectional 4	12:53-1:57 Sectional 3
1:40-2:55 W Study Block-M or Humanities-Thurs	1:40-2:55 Humanities	2:00-2:55 Sectional 4

\*Schedule subject to change for learning opportunities or experiences.

### Lunch

Students will either bring their lunch, purchase lunch from the Lincoln High cafeteria , or pre-order hot lunch.

Students in 9th and 10th grade are required to stay on campus for lunch.

### Consequences for students in 9th/10th grade leaving campus during lunch, or for all students returning late from lunch.

- 1st Offense- Verbal Warning
- 2nd Offense- Verbal Warning/ Parent Phone Call
- 3rd Offense- Lunch Detention / Parent Phone Call
- 4th Offense- Lunch Detention / Parent Phone Call
- 5th Offense- Day of ISS at Home Attendance School / Parent Phone Call
- 6th Offense - Day of OSS / Parent Meeting
- Continued Issue- OSS and Possible Referral to LPS Student Services