

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



**Yankee Hill Education Center**

865 W. Burnham Street

Lincoln, NE 68512

402-436-1927

# 2023-2024 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 2/23/21

**JULY 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JANUARY 2024**

S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**AUGUST 2023**

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**FEBRUARY 2024**

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**SEPTEMBER 2023**

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**MARCH 2024**

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**OCTOBER 2023**

S	M	T	W	T	F	S
						7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**APRIL 2024**

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**NOVEMBER 2023**

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MAY 2024**

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**DECEMBER 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JUNE 2024**

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- First and last days of class for students Rev 6/5/23
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- Quarter start dates     Quarter end dates

**GRADUATION DATES**

Friday, May 17, 2024: Yankee Hill & Independence Academy  
 Thursday, May 23, 2024: Bryan Community Focus Program  
 Friday, Saturday and Sunday, May 24-26, 2024  
 Fri: Schools LSW  
 Sat: LNS/East/LHS/LNW | Sun: Schools LSE/LNE

Calendar Options for Families: The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

Note: Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.

## **Intent of Handbook**

This handbook is intended to be used by students, parents/guardians and staff as a guide to the rules, regulations, and general information about Yankee Hill Education Center. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/Guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so it does not 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 make rule revisions at any time to implement the educational program and to assure the wellbeing of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a 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.

## **Mission Statement**

Our school mission is to provide a safe, supportive, educational learning environment that encourages students to achieve their best, engage in learning, graduate and become productive citizens. We strive to achieve our mission through the implementation of innovative and trauma informed practices to support our students in taking ownership of their learning, self-management and coping strategies.

## **Yankee Hill Belief Statements**

At Yankee Hill, we believe in the potential of each student. We also believe in the importance of collaboration with families and students’ home schools in order to meet the potential found within each of our students. Your support and collaboration with the staff at Yankee Hill is encouraged and welcomed.

## Yankee Hill Bell Schedule

### Monday, Wed-Fri

8:00am-8:30am- Morning Assembly, Breakfast, and RAS

8:30am-9:28am - **Period 1**

9:30am-10:18am - **Period 2**

10:20am-11:08am- **Period 3**

11:10am-12:28pm- **Period 4**

#### **1<sup>st</sup> Lunch**

*Lunch* 11:10-11:38

*Class* 11:40-12:28

#### **Half Day**

*Class* 11:10-11:40

*Lunch* 11:40-11:58

12:00- load buses to home schools

#### **2<sup>nd</sup> Lunch**

*Class* 11:10-11:58

*Lunch* 12:00-12:28

12:30pm-1:18pm - **Period 5**

1:20pm-2:08pm - **Period 6**

2:10pm-2:20pm - **RAS**

### Tuesday PLC

8:00am-8:30am- Morning Assembly, Breakfast, and RAS

8:30am-9:18am - **Period 1**

9:20am-9:58am - **Period 2**

10:00am-10:38am- **Period 3**

10:40am-11:46am- **Period 4**

#### **1<sup>st</sup> Lunch**

*Lunch* 10:40-11:06

*Class* 11:08-11:46

#### **Half Day**

*Lunch* 10:40-11:00

11:02- load buses to home schools

#### **2<sup>nd</sup> Lunch**

*Class* 10:40-11:18

*Lunch* 11:20-11:46

11:48pm-12:26pm- **Period 5**

12:28pm-1:06pm - **Period 6**

1:08pm-1:20pm - **RAS**

## Yankee Hill Final Exam Procedures

We do provide review materials for students in the days leading up to final exams for classes taken at Yankee Hill. Students who attend partial days at their home schools are responsible for studying a day or two prior to their final exams at the home schools. Yankee Hill staff will coordinate with families of partial day students to ensure they are able to attend their home school finals when they are scheduled at the home school. Students who attend partial days at schools with Block Scheduling will receive accommodation to attend finals at their home attendance school each quarter. If there is a family obligation that conflicts with any final exam schedule, please start the communication with your student's teacher and/or therapist so an arrangement can be made regarding final exams. Note, any altered final exam schedule will be communicated to families via email and phone message. Following is the normal end of semester final exam schedule:

## Normal Final Exams Schedule

Day 1: Period 1-4 finals 8:00am start time, 12:30pm dismissal.

Day 2: Periods 5-6 finals 8:00am start time, 11:15am dismissal.

Day 3: This day is reserved for students who are not passing classes. RAS teachers will be in touch if your student should attend this day.

## Bussing, Arrival and Dismissal Plan

Yankee Hill students do have LPS Transportation provided. Yankee Hill staff will contact each family in regards to route times and bus changes. Please plan to have your students ready for the bus 5 minutes before your given route time. The bus will arrive and wait until 3 minutes after your given route time to move on to the next stop, unless you live on a major thoroughfare. Due to the nature of the bus routes, and the drivers having routes they must complete following their Yankee Hill routes- it is imperative your student is ready and waiting for the bus- **we will not send the bus back if you miss the bus**, as this delays the route times for students on the bus. LPS Bus drivers are not supposed to honk to notify you that they have arrived, so it is imperative that you or your student are actively *watching* for the bus. LPS buses are an extension of LPS property, so students are expected to follow LPS and Yankee Hill Norms and expectations while riding the bus. Failure to do so may result in disciplinary action.

### Bus Norms

- Ride quietly- use your inside voice, any music or audio from your phones must be through headphones and the volume must be low enough that it cannot be heard by those around you.
- Wear seat belt- remain seated with your seatbelt on for the duration of the bus ride.
- If asked, sit where the driver asks you to sit, or move if needed.
- Use School Appropriate language
- Follow directions the first time
- Respect each others' space
- No Vapes
- No items, or body parts outside the windows
- No food or drink on the bus- if you have any trash while you are on the bus, please dispose of it in the trashcan at the front of the bus when you enter/exit, do not leave it in your seat. If you make a mess, clean it up, or let the transportation staff know as you exit the bus so it can be cleaned prior to the next stop.

### Arrival and dismissal

Staff will dismiss students from the bus in the morning, and direct students where to wait to enter the building. Students will turn in all personal belongings when they check into the

building, and will be wanded upon entry of the building. Complying with staff directions and procedures ensures the process moves quickly and smoothly.

Staff will dismiss students from their RAS classrooms to load their busses in the order that the busses have arrived for pickup. Students will have their personal items returned prior to loading the busses- it is the expectation that students do not keep their personal belongings at the school overnight, and that their items return home with them each day.

## **Grading System**

A = 90-100%	S = Satisfactory
B+ = 85-89%	U = Unsatisfactory
B = 80-84%	INC = Incomplete
C+ = 75-79%	W = Withdrawn
C = 70-74%	
D+ = 65-69%	
D = 60-64%	
F = Below 60%	

## **District-Wide Guidelines**

A copy of the Athletic/Activities Code of Conduct can be found on home attendance schools' websites under Activities/Athletics- questions about these policies should be referred to the home attendance school your student is assigned to. The document is often titled *Online Participation Packet*. You may also refer to LPS Policies 6700 and 6740 for code of conduct- consequences can be found in Regulation 6740.2.

For LPS student conduct, rights and responsibilities, please refer to the Important Information Handbook on [lps.org](http://lps.org). There is also a link on the Yankee Hill website at the bottom of the home page on the right hand side.

## **Yankee Hill Attendance Policies**

Regular attendance is vital for students to succeed in school. It is an important habit for teenagers to develop as most teens will soon have jobs and find their employer expects them to be at work every day. School attendance is so important that Nebraska law requires all children to attend school until the age of 18. When children are frequently absent from school, Nebraska law hold parents/guardians accountable. Nebraska law now requires schools inform the county attorney of every student who is absent 20 or more days, or the block equivalent, regardless of the reason. Following are the three attendance absence codes that the county attorney counts against you when absent from school: Illness (IL), Parental Acknowledged (PA), and Truancy (TR). If a student sees a medical provider (appointment, or documented illness or procedure) and brings a note from the provider to the office, then the absence will be coded Medical Documentation (MD), and des not count in the absences noted toward the county

attorney referral. However, these absences will count against a perfect attendance award at Home attendance schools.

An electronic parent portal is used to record and share student information with parents and students. With this system, families are able to view attendance, grades and assignments online. This information is live and can be accessed by parents any time they choose or by setting parameters for information to be sent to them on a regular basis.

For more information on LPS Attendance Policies, please see the *Important Information Handbook*.

## **Yankee Hill Dress Code**

All clothing items must be of an approved color from the common color selections. All students will be expected to wear pants that fit at the waist and **do not sag below the hips**. Students may not wear clothing that is revealing or that exposes excessive skin. Students attending Yankee Hill are not allowed to bring backpacks or bags of any kind to school, unless they attend partial days at a home attendance school. Students may listen to approved electronics with headphones on the bus if sound is not heard outside of the student's earphones. **Students must abide by the following dress code expectations.**

- Black, Khaki, Gray or Navy cotton pants, jeans, or joggers (no cargo pants, sweat pant material or blue jeans)
- Solid Color Polo Shirt
- **No Hoodies**
- Closed toe shoes (no high heels, no boots, no sandals, no slippers, no flip flops, slides or any other type of footwear that could constitute a safety hazard)
- Accessories- Piercings are at the discretion of adults. (no rings, necklaces, watches, bracelets, etc UNLESS on Student Government)
- No hair accessories beyond a ponytail and/or headband to be worn on your head.

## Yankee Hill Norms

### Cafeteria Expectations:

#### Responsibility

- Raise your hand to throw away
- Following directions
- Take ownership of your actions
- No cross-table talk

#### Respect

- School appropriate language and conversations with staff and peers
- No one has the right to hurt another person
- Honor differences

#### Self-Control

- Staying at assigned table
- Appropriately throw trash away
- Accept all redirects, right or wrong, weak or strong
- Accepting no for an answer

#### Transition (Preparation)

- Clean up tables
- Put extra food in the middle of the table
- Voices off
- Lining up based on rating

### Classroom Expectations:

#### Responsibility

- Sit up, no sleeping, eyes on speaker
- Active participation & following directions
- Take ownership of your actions

#### Respect

- School appropriate language and conversations with staff and peers
- No one has the right to hurt another person
- Honor differences

#### Self-Control

- Staying in assigned space
- Accept all redirects, right or wrong, weak or strong
- Accepting no for an answer

#### Transition (Preparation)

- Clean up work space
- Sitting in seat
- Voices off
- Lining up based on rating



# Hallway Expectations:

## Responsibility

- Following directions
- Take ownership of your actions
- Don't engage in negative behavior

## Respect

- No one has the right to hurt another person
- Education and the classroom are sacred
- Honor Differences

## Self-Control

- Stopping at assigned space
- Accept all redirects, right or wrong, weak or strong
- Accepting no for an answer

## Transition

- Keeps hands to self
- Voices off
- Walk in a straight line
- Face forward
- Walk on the right side

## 7 Levels of Redirection

Yankee is one of 3 programs in Lincoln Public Schools that supports students who have significant behavioral concerns. The key to student success at these 3 programs is consistency in expectations. There are set structures & expectations for all areas of the building to reduce the anxiety that comes from uncertainty in routine. Some of these structures and routines include norms such as specific hallway transition protocol, dress code, and daily assembly with peers to share building wide positives and areas to improve. When students are experiencing struggles in maintaining safe behavior to self, others or property, all staff are trained to respond in a consistent manner to both de-escalate the student and keep others safe. Below are the 7 levels of redirection utilized within our programs.

1. Friendly Non-Verbal
2. Concern Non- Verbal
3. Helpful Verbal
4. Concern Verbal
5. Student/Staff Support
6. Staff Escort
7. Manual Hold