

YANKEE HILL EDUCATION CENTER

STUDENT HANDBOOK

2024-2025



Yankee Hill Education Center

865 West Burnham Street

Lincoln, NE 68522

402-436-1927

Amanda Shonka, Principal



Intent of Handbook:

This handbook is intended to be used by students, parent(s)/guardian(s) and staff as a guide to the rules, regulations and general information about the Yankee Hill Education Center. Each student, parent/guardian is reasonable for becoming familiar with the information 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. It does not cover every situation and circumstance that may arise during a school day or school year. It is not a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program to assure the wellbeing and success of students. The administration is responsible for interpreting the rules and regulations contained in this handbook. Should a situation arise that is not covered specifically in this handbook, the administration will make a decision based upon all applicable school district policies, state and federal statutes and regulations.

IMPORTANT INFORMATION BOOKLET

Throughout this handbook we will be referring to the LPS Important Information Booklet. For access to the booklet you may visit <https://www.lps.org/about/important/> or use the QR code to the right



Yankee Hill 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.

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 attendance schools in order to meet the potential that is found in each student. Your support and collaboration with Yankee Hill staff is encouraged and welcomed.

District Wide Guidelines:

Athletics/Activities:

A copy of the Athletics/Activities Code of Conduct can be found on home attendance schools' websites under Athletics/Activities. Questions regarding Athletics/Activities should be directed to Home Attendance Schools. 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 in LPS.org. There is also a link on the Yankee Hill website at the bottom of the home page on the right hand side.

Attendance:

Attendance is vital to student success. Effective and meaningful learning comes from the daily interaction between teachers and students. Therefore, your student is expected to be in class, on time, every day and every class period, unless the Attendance Office is notified by a parent/guardian that the student will be absent from school. 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 holds parents/guardians accountable. Nebraska law

now requires a referral to the county attorney for every student who is absent 20 or more days, or the period equivalent, regardless of the reason. The following are the three attendance absence codes counted against you by the county attorney 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 Attendance Office, then the absence will be coded Medical Documentation (MD) and does not count in the absences noted in the county attorney referral.

To report a student absence, please do 1 of the following:

- Call Yankee Hill Education Center at 402-436-1927
- Email Bre @ bwright2@lps.org
- Use the online system, ParentVue, to report absence. Directions for us may be found on the LPS. org homepage

Grading Policies

A = 90 - 100%

B+ = 85 - 89%

B = 80 - 84%

C+ = 75 - 79%

C = 70 - 74%

D+ = 65 - 69%

D = 60 - 64%

F = Below 60%

S = Satisfactory

U = Unsatisfactory

INC = Incomplete

W = Withdrawn

Lincoln Public Schools 2024–2025 Student Calendar:

Lincoln Public Schools STUDENT CALENDAR | 2024-2025

Approved 2/27/24

JULY 2024

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 2025

S	M	T	W	T	F	S
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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	

AUGUST 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	30	31

FEBRUARY 2025

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	

SEPTEMBER 2024

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MARCH 2025

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OCTOBER 2024

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APRIL 2025

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NOVEMBER 2024

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MAY 2025

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DECEMBER 2024

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JUNE 2025

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29	30					

- First and Last Days of Class for Students Rev. 4/24
- All Schools Not in Session
- Schools Not in Session (Professional Learning/Planning Day)
- Quarter Start Dates Quarter End Dates

GRADUATION DATES

Tuesday, May 20, 2025 - Yankee Hill & Independence Academy

Thursday, May 22, 2025 - Bryan Community Focus Program

At Pinnacle Bank Arena May 23-25, 2025

Fri: LNE | Sat: LSW, LNW, LNS, EHS | Sun: LHS, LSE

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.

Yankee Hill Bell Schedule 2024-2025

Arrival/Check-In/Assembly/Breakfast		8:00 - 8:30
RAS/Period 1		8:30 - 9:28
Period 2		9:30 - 10:18
Period 3		10:20 - 11:08
Period 4		11:10 - 12:28
1st Lunch	Activity / Lunch	11:10 - 11:38
	Class	11:40 - 12:28
Half Day Lunch		11:40 - 12:00
2nd Lunch	Class	11:10 - 11:58
	Activity / Lunch	12:00 - 12:28
Period 5		12:30 - 1:18
Period 6		1:20 - 2:08
RAS & Dismissal		2:10 - 2:20

Finals Schedule will be ...

Yankee Hill will be in contact with families regarding finals schedules as semester end dates approach.

Please note if your student attends partial days at Yankee Hill, staff at Yankee Hill will contact your home attendance school to determine your student's finals schedule- we will prioritize their Home Attendance school finals schedule, and communicate with you via an email including Parents/guardians, IEP Case Manager and Yankee Hill RAS teacher.

Bus Information:

All students who attend Yankee Hill receive LPS Transportation to and from Yankee Hill. Parent(s)/Guardian(s) will receive bus pick up and drop off times. Please have your student ready 5 minutes prior to the expected arrival time. Buses wait approximately 3 minutes before moving to the next pick up location in order to stay on time. If your student misses the bus, the bus is not able to turn around due to other routes. If able, you are welcome to bring your student to Yankee Hill. If you know your student will not ride the bus on any given day, please contact transportation at 402-436-1073 at least 1 hour prior to the scheduled pick up time.

LPS buses are an extension of LPS property, therefore students are expected to follow LPS and Yankee Hill Norms & Expectations while riding the bus. Failure to do so may result in disciplinary actions.

Bus Norms

At Yankee Hill we...

- Stay in assigned seat until given permission to leave the bus
- Follow staff instructions
- If you are listening to music, use headphones
- Use school appropriate language and topics of conversation
- Respect others' personal space
- Accept redirects
- No gum or food
- If you vape on the bus, you will have appropriate consequences
- Remain seated while the bus is moving
- Keep all limbs, and personal belongings to self, and inside of the bus

Arrival

***In order to ensure a quicker arrival for all students, it is imperative that students arrive IN appropriate dress code per their rating.**

Arrival Norms

At Yankee Hill we...

- Stay in assigned seat on the bus until given permission to leave the bus from Yankee Hill Staff
- Follow directions to empty pockets and hand Shonka or the YH staff member at the bus your cell phone- powered off
- Walk in TAPPS to assigned line spot staying on the sidewalk
- Greet staff in a friendly manner
- Follow all directions to complete check in
- Have pockets pulled out, holding personal items ready to be turned in
- Use school appropriate language and topics of conversation
- Stand in TAPPS if redirected by staff

Check In:

Students will follow direction from staff to enter vestibule for check-in

ALL student personal items will be in a locked closet until:

- End of day dismissal to the bus
- Early pick up by a guardian

All students will be searched by staff using a metal detecting wand, shoes will be removed and students will shake them out to ensure nothing is in them. Students will be asked to turn all pockets inside out. Personal items will be checked in and locked.

- If a student refuses to follow the check in procedure, they will not be allowed inside the building.
- If a student is suspected of having a vape on them and will not turn it over to staff, they will not be allowed in the building and will be suspended for the day.

If a student leaves the building with a parent/guardian and returns, they will be required to follow check in procedures again.

Dismissal:

Students will be dismissed from their RAS classroom in the order of bus arrival. Students are expected to change out of borrowed dress code at this time. Students will receive their personal belongings after dress code and/or any other YHEC materials are returned prior to dismissal to the bus.

Key components of the Yankee Hill program:

Norms & Expectations

At Yankee Hill we...

- Use school appropriate language and conversation topics
- Follow directions the first time
- Follow dress code and check in procedures
- Keep our hands, feet and objects to ourselves
- Tell the truth, be honest
- Follow TAPPS when asked and always in the hallways
 - TAPPS is Total and Perfect Protocol- Silent
 - Protocol is standing straight, hand clasped together lowered in front of your body.
 - This shows us you are able to follow a simple direction and that you are in control of your body
- Attend everyday
- Express emotions through appropriate words, not physical aggression
- Leave nuisance items at home
- Encourage others to make appropriate choices

<u>VOICE VOLUMES</u>	
0.	TAPPS (Total and Perfect Protocol Silence) voices are off
1.	Whisper (one person can hear you)
2.	Table Talk
3.	Gym and Outside

4 Basic Behavior Norms:

1. No one has the right to hurt another person
2. Education and the Classroom are sacred
3. We will never behave in any way that will discredit ourselves or our school
4. We take pride in ourselves and Yankee Hill

8 Basic Social Skills practiced multiple times a day:

1. Following directions the first time
2. Accepting "NO" for an answer
3. Talking with others using appropriate language and topics for school
4. Introducing yourself
5. Accepting a consequence
6. Disagreeing appropriately
7. Showing respect
8. Showing sensitivity to others

6 Steps to Success

1. Help to confront your peers
2. Accept all redirections, right or wrong, weak or strong
3. Be where you are supposed to be and plan ahead
4. Do what you are supposed to do
5. Take pride in Yankee Hill
6. Work together to succeed

Redirection:

A redirection is an interaction between two or more people, generally staff to student, where staff are asking a student to follow a direction. Accepting and following redirections is a skill all students at Yankee Hill need and we practice this continually throughout each day.

Part of this includes our Seven Levels of Redirection, which are a way we communicate with students.

Seven Levels of Redirection

1. Friendly Non-Verbal
2. Concern Non-Verbal
3. Helpful Verbal
4. Concern Verbal
5. Student/Staff Support
6. Staff Escort
7. Manual Hold- Please see <http://lps.org/about/policies> regulation 5506.1 for more information.

#5 = "Stand Up and Step Out" means:

Walk in TAPPS outside the classroom, face the wall. Calmly processing with staff stops steps 6 - 7 from occurring

Dress Code Yankee Hill Education Center

If a student should be in dress code per their rating and arrives without dress code, they will be directed to the staff and restrooms outside #120 to change quickly.

Staff will hand student dress code to wear, students do not pick. Only below options meet dress code requirements

Students must abide by the following dress code expectations:

- Pants need to fit at the waist and not sag below the hips
- Students may not wear clothing that is revealing that exposes excessive skin
- Pants may be black, khaki, gray or navy cotton pants, joggers (not sweatpants) or jeans material
 - No cargo pants, sweat pants or blue jeans
 - Pants may not have excessive pockets
- Solid color polo shirt, may be long or short sleeve, tucked in
 - Once you reach pledge, you may untuck
- Long sleeve shirt under polo is acceptable and will be offered daily if a student does not arrive in dress code.
- No cardigans or blankets are allowed
- No hoodies.
- Closed toed shoes only- specifically tennis shoes/sneakers
 - No high heels, no boots, no sandals/crocs/flip flops/slides or slippers
- Accessories - no jewelry (unless Student Government) other than basic studs.
- Apple Watches or smart watches are not allowed and will be checked in along with phones
- No head wear of any kind is allowed. This includes:
 - Hats, bonnets, durags
- Positive Obs gets no dress code on Fridays
- Pledge gets no dress code on Mondays & Fridays; may untuck polo
- Student Government gets no dress code everyday

Specific Procedures to Yankee Hill Education Center

Walking Out of the Building

- No student has the right to walk out of the building unless:
 - there is a Standard Response Protocol
 - with staff permission to complete a contribution or ownership
- If a student walks out of the building, they will not be allowed to return and will be suspended.
- Parents/Guardians are expected to pick up their student as soon as possible once they receive the communication of the suspension
- If we are unable to reach parent/guardian or parent/guardian is unable to pick up their student, we will work with transportation to provide student a ride home at that time
- If a parent or guardian does not pick up their student, no check in personal items will be returned to the student until a parent / guardian picks them up OR the student returns from suspension and successfully completes the next day without leaving the building
- If the student becomes a substantial disruption to the learning environment or displays behaviors that are associated with police involvement, LPD will be called for support- Please see <http://lps.org/about/policies> regulation 5420.8 for more information.

Vapes or other Illegal Substances

- If a student brings a vape to school (not containing marijuana or other illegal substances) and willingly hands it over to staff, administration will confiscate and contact parents.
- If a student is suspected of having a vape and refuses to turn it over to staff, they will not be allowed to enter the school and will be suspended for the day.
- If a student brings an illegal drug such as marijuana, LPS protocol will be followed which includes police contact.

Remote Learning

In case of your student demonstrating behavior that is consistently disruptive to the learning environment of others as measured by; including but not limited to: Daily Ratings, Critical Incident Reports, Teacher and Staff anecdotal data, police citations, suspensions; the following Remote Learning Process will be followed: your student will be assigned to Remote Learning for a period of up to, but not exceeding, 4 weeks. Your student will be given a chromebook and hot spot if needed and assigned up to 4 periods of Remote Learning during the school day. If your student completes a Concern Packet (5 consecutive days of attending all classes and completes a concern packet with their therapist via zoom). After 5 days of concern is completed, your student will move to Neutral. If your student attends 5 consecutive days of Remote Learning, they will move to Positive and may return to in person learning. An IEP amendment will be held.