



Miami Yoder JT60

Secondary Quick Reference Handbook

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Back-to-School Principal's Message

It is with great pleasure I take this opportunity to welcome you to Miami Yoder School and the new school year. We are extremely proud of the academic and extracurricular programs we offer our students.

We stress high academic standards, respect for self, respect for others, and respect for your school. Teachers will challenge you because we feel being able to problem solve and overcome adversity is an important 21st Century skill.

When you have a concern, you will be encouraged to advocate for yourself by discussing your concern with a teacher or staff member to address the problem. You will need to learn how to work with others. You are expected to be at school.

This quick reference guide to the handbook has been developed to help you and your parents learn as much as possible about school policies and procedures and the services we offer students. The full handbook can be found in the secondary office as well as on the website.

Come because you want to be here. Work hard because you want to learn. Work together to make your school the best it can be. Develop lasting relationships. Leave feeling good about what you have accomplished and the legacy you have left behind.

We look forward to this school year with great excitement and hope that all students will have a rewarding and successful year. We believe in excellence and that is our promise to you.

Dwight Barnes
Miami Yoder Principal

Mission Statement

Miami-Yoder School District is a partnership of professionals, parents, and community members dedicated to providing a rigorous, challenging curriculum in a positive environment, giving opportunities which foster and encourage individuals to be successful, productive citizens.

Guidance

The Miami Yoder School counseling office exists to support students in their academic, personal/social, and career development needs. Counseling services include, but are not limited to:

- Course scheduling
- Individual Career and Academic Plans (ICAP)
- Graduation requirements
- Transcripts/Student Records
- College and career planning
- Financial Aid information and forms
- Scholarship information and applications
- Tutoring
- Social/emotional support
- Assessment coordination (ACT)
- Community resources
- Bullying prevention program
- Parent Volunteer program

The Miami Yoder School Counselor is available to discuss any student issue with the assurance of confidentiality "unless disclosure is required to prevent clear and imminent danger to the student or others or when legal

requirements demand that confidential information be revealed” (ASCA Ethical Standards for School Counselor, Section A.2.b.).

Positive communication between students, parents/guardians, faculty and administration is an important means for successful resolution of student issues.

Students and parents are welcome to stop by the counseling office (located in the secondary office) anytime or call 478-2186 to schedule an appointment.

General Rules and Regulations

Rules protect your rights. In the history of the world, there has never been a society or organization that has survived in the absence of guidelines. In general, you have the right to be yourself as long as your actions or words do not infringe upon the rights of others. If you give respect, you will receive respect.

Consider these thoughts:

1. Maintain a respectful attitude toward other students, teachers, and all school personnel. Open disrespect cannot be tolerated. It is your responsibility to get along.
2. Any display of affection beyond hand-holding and catch-and-release is not appropriate at school or at any school activity. Remember, you are serving as a role model for younger children.
3. Permission to leave school grounds or to go to your car in the parking lot must be obtained from an administrator.
4. If you make a mess, clean it up. Take pride in the appearance of your school. It is not the responsibility of the custodial staff to go around cleaning up after you.
5. Be where you are supposed to be. If you are out of the classroom during class time, be certain you have a pass from the teacher. Protect yourself—if something happens and you are in the hallways, you become a suspect.
6. It is imperative that your books are stored in your locked locker. Books left out on the floor or counter tops of the commons area become fair game for other students to take and use. Lockers are to be locked at all times. Do not use items to keep your locker unlocked. All school property provided for students use shall be subject to inspection and search. Dogs may be used to search lockers, cars, etc.

School Hours

The school is open during the week from 7:35 a.m. to 4:00 p.m. Students are not to be on the premises before school starts or after school ends as there is no supervision at this time, unless prearranged with a teacher. Classes are from 7:45 a.m. to 3:45 p.m.

Student Drivers and Parking

Students’ use of the student parking lot is a privilege. Students are expected to park in the designated student parking areas only. Students are also expected to exhibit common courtesy to other drivers in the parking lot at all times. Students must register their vehicles with the high school office prior to bringing their car on campus. Students must obey all traffic signs, follow posted speed limits and possess a valid driver’s license and insurance.

Violations of parking lot policies can result in a ticket signed by the El Paso County Sheriff’s Department. Parking privileges may be revoked, keys may be impounded during the school day, or the vehicle may be towed away at the operator’s expense. Unsafe operation of the vehicle will result in similar consequences along with the report being filed with the Sheriff’s Department.

Students should keep their vehicles locked at all times. Student vehicles are subject to search when the administration has reasonable suspicion to believe that the vehicle may contain substances or items that are in violation of school policies.

Hall Passes

Students are not permitted in the hallways during instructional time unless carrying a hall pass issued by a teacher.

Public Displays of Affection

Out of respect and courtesy to school employees and students, displays of affection will not be allowed during school hours or at school activities.

Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to show good taste and conduct themselves respectfully at all times.

Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned. The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, good taste and respect for others is the guideline for appropriate behavior.

Student Dress Code

BOE Policy: [JICA](#)

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If the student cannot promptly obtain appropriate clothing, on the first offense, the student shall be given a written warning and an administrator shall notify the student's parents/guardians. On the second offense, the student shall remain in the administrative office for the day and do schoolwork and a conference with parents/guardians shall be held. On the third offense, the student may be subject to suspension or other disciplinary action as outlined in the school discipline code. Second and third offenses resulting in a loss of class/instructional time shall be considered unexcused absences.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Shorts, dresses, skirts or other similar clothing shorter than mid-thigh length.
2. Sunglasses and/or hats worn inside the building- regardless of the time of day, event, or day of the week.

3. Inappropriately sheer, tight or low-cut clothing (e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) which bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
4. Tank tops, muscle shirts, t-shirts without sleeves or other similar clothing with straps narrower than 1.5 inches in width, that expose the armpits or side breast areas, or upper rib areas. (Exceptions shall be granted for students wearing formal wear, such as prom dresses or other dresses for events such as concerts, presentations, or dances.)
5. Pajamas/leisure clothing (bottoms or tops)
6. Slippers
7. Jeans or other attire with rips or tears exposing skin and/or undergarments
8. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - a. Refer to drugs, tobacco, alcohol, or weapons
 - b. Are of a sexual nature, metaphors for sexual organs or sexual acts
 - c. By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - d. Are obscene, profane, vulgar, lewd, or legally libelous • Threaten the safety or welfare of any person
 - e. Promote any activity prohibited by the student code of conduct
 - f. Otherwise disrupt the teaching-learning process
9. Pants or shorts worn below the waist area or below the hip bones, creating potential exposure issues of private areas or tripping hazards.
10. Chains used to secure wallets or other handbags that have the potential to be used as weapons.

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the school accountability committee, may develop and adopt school specific dress codes that are consistent with this policy. If improper clothing is worn, appropriate clothing will be provided by the school.

Schedule Changes

Students are allowed to make schedule changes only during the first week of each semester. All class changes must be certified by the student's parent/guardian, counselor and the building principal. After the first week, students must have their parent's/guardian's and building principal's approval before a class change will be granted. Changes will be granted on a case-by-case basis.

Academics

AT MIAMI-YODER HIGH SCHOOL, WE HAVE P.R.I.D.E. IN OUR ACADEMICS!

Positive: I will show up to class ready to work.

Respect: I will show respect to myself, my classmates, my teacher and my classroom.

Integrity: I will only turn in my original work.

Dedication: I will be on time and bring all necessary materials to class every day.

Excellence: I will complete all assignments and assessments to the best of my ability.

School Wide Grade Scale

A- Excellent Performance	A= 90-100
B- Above Average Performance	B= 80-89
C- Average Performance	C= 70-79
D- Below Average Performance	D= 60-69
F- No Credit P- Pass	F= 0-59

Valedictorian and Salutatorian Selection

The method for selecting a valedictorian and salutatorian shall be determined by policy [IKC](#).

Grade Point Average

All courses receiving an A, B, C, D, or F will be used in the computation of the grade point average (GPA). College credit classes or weighted classes will be calculated on a 5.0 scale if the grade is a "C" or higher. A letter grade of "D" on a college credit class or weighted class will not receive extra weight.

Note: Only college or university courses that have been preapproved by Miami-Yoder School District JT-60 administration, under the Post Secondary Education Options (PSEO) and that exceed the rigor and sequence of classes offered at Miami-Yoder High School, will be calculated on a 5.00 scale.

When a student obtains a 3.50 GPA or above he/she will be awarded an academic letter. This letter is similar in size and shape to the athletic letter and recognizes academic excellence. Students who attain the honor of the Principal's Honor Roll (3.50 to 3.99 GPA) shall receive a gold star for each occurrence of receiving this honor. Students who attain the honor of the Superintendent's Honor Roll (4.00 or higher- All A's) shall receive a gold lantern of knowledge for each occurrence of receiving this honor. Students may wear either the star or the lantern of knowledge on the athletic letter. Eligible students will be notified by the principal or assistant principal.

Make Up Work

Makeup work shall be provided for any class which a student has an unexcused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make- up assignments permitted on the day returning to class. There shall be one (1) day allowed for makeup work for each day of absence.

Makeup work shall be allowed following an unexcused absence or following a student's suspension from school. Makeup work shall receive full credit.

Cell Phones/Telephone/Personal Electronic Devices

BOE Policy: [JICJ](#)

Students may obtain permission to use the office phone only for school business or in case of an emergency.

Students' cell phones must be in the "off" or "silent " position at all times and stored out of sight except when utilized, as permitted by instructor, as part of the classroom instructional program.

In non-academic settings, including at school activities or on school transportation, such devices may be used in “silent mode” provided the use of such device, as determined by the supervising staff member or bus driver, in no way disrupts, poses a safety concern or otherwise violates the District’s Code of Conduct for students.

Such devices may not be used in a manner which is potentially unsafe, illegal or otherwise might violate the District’s Code of Conduct for students. Prohibited uses include but are not limited to creating video or audio recordings of students and/or staff, or taking photographs of students and/or staff, without permission of the student and/or staff member.

Such devices may not be used in any manner that disrupts the academic environment, or otherwise disrupts school activities or functions.

Students may not depart a class to activate or operate such devices.

Under all circumstances students shall be personally and solely responsible for the security of their cell phones and personal electronic devices. Miami-Yoder School District JT-60 schools shall not assume responsibility for theft, loss, or damage of any such device and will not be responsible for investigation of such incidents.

Violation of this policy will result in confiscation of the cell phone by the teacher and given to an administrator. Parent/guardian shall be notified and the device may be released to the student upon the student’s signature of an acceptable use agreement. A second violation will result in confiscation of phone and released only to a parent, upon the parent’s signature of the acceptable use agreement. A third violation will result in an office referral and in-school suspension.

Textbook and Equipment Responsibility

All textbooks and equipment are checked out and in by either the classroom teacher or the librarian at the beginning and end of each school year. Fees for lost or damaged materials will be assessed at check-in time. All students will pay for lost or damaged materials before the completion of the school year when grades are distributed and posted to their permanent record.

Students are responsible for all books or materials checked out to them. The identification numbers on the materials or books must match the number of those checked out.

Dances

If a student wants to bring a guest from another school to a dance, he/she must complete the “Guest Permission Form” and submit it to the principal no later than 4 PM, the day prior to the event, in order to be considered.

The following guidelines apply to all out of school guests:

- An administrator’s signature from his/her own school.
- Parent/Guardian signature and telephone number
- Picture ID
- All guests must be in at least the ninth grade or above and less than 21 years of age (for high school dances) and in 6th, 7th or 8th grade (for middle school dances)

*****Any unauthorized guests will be turned away at the door.*****

Visitors

All visitors (including parents) are required to sign in and sign out at the receptionist desk in the high school office. Visitors are expected to wear the assigned visitor’s name tags throughout their stay at Miami Yoder Schools. Students from other schools are discouraged from visiting.

Eligibility Requirements for Activities

An eligibility list will be distributed to all teachers on Friday, or on the last day of the regular school week. Students who receive one failing grade (F) or two or more (D's) for the week will not be eligible to participate during the following week, beginning on Monday. No eligibility lists will be published the first week of competition or participation. The athletic director/activities director or principal will certify individual eligibility in cooperation with the guidance department and the teaching staff. Students participating in activities/athletics who are not enrolled in the district or those taking post-secondary options course must provide appropriate certification stating that the academic eligibility requirements have been met.

Graduation Requirements

To earn a high school diploma from Miami-Yoder High School, a student must satisfactorily complete 26 credits as shown below:

***United States History, Government, Health, and Physical Education are Colorado State requirements and may not be waived.**

Language Arts/English Credits Required

Language Arts 1 1.0

Language Arts 2 1.0

Language Arts 3 or College English 121 1.0 Language Arts 4 or College English 121 or 122 1.0 Total Language Arts/English Credits 4.0

Social Studies Credits Required

World History/World Geography 1.0 *United States History (1865 to Present) 1.0 *American Government .5
Economics .5

Total Social Studies Credits 3.0

Science Credits Required

Integrated Science (Earth/Physical) 1.0

Biology I 1.0

Chemistry, Anatomy/Physiology, Animal Science, Physics

Completion of four years of Vocational Agriculture or College Equivalent 1.0

Total Science Credits 3.0

Mathematics Credits Required

Pre-Algebra or Integrated Math I 1.0 Integrated Math I 1.0

Integrated Math II 1.0

Consumer Math, Integrated Math III, Pre-Calculus, or Calculus 1.0

Total Mathematics Credits 4.0

Foreign Language Credits Required

Total Foreign Language Credits 1.0

Physical Education/Health Credits Required

*Health-(state mandated) .5

*Physical Education (state mandated) 1.0

(Credit may be given for successful completion of two successive varsity sports during a student's four years of high school.)

Total Physical Education/Health 1.5

Computer Technology Credits Required

Computer Applications .5

Computer Elective .5

Total Technology Credits Required 1.0

Life Management Credits Required 1.0

Total Elective Credits Required Credits Required 7.5

Total Credits Required for Graduation 26.0

- **.5 Elective Credit may be granted to any student scoring proficient or advanced on the TCAP/CMAS test, in 9th grade, in the areas of Math and Reading and Writing.**
- **.5 Elective Credit may be granted to any student scoring proficient or advanced on the TCAP/CMAS test, in 10th grade, in the areas of Math, Reading and Writing, and Science.**
- **.5 Elective Credit may be granted to any student scoring 25 or higher on the composite ACT test score. Identified special education students must meet graduation requirements unless alternative graduation requirements are necessary. If alternative graduation requirements are deemed necessary, they should be reflected in the student's Individual Education Plan (IEP) and be consistent with the District's graduation**
- **Policies.**

Once students have met graduation requirements for a core subject area, additional credits earned in that subject area will be reflected in the elective category of the transcript. Any student not on track for graduation will be recommended for credit recovery and/or summer school. Students who have not completed all requirements for graduation will not participate in the graduation ceremony.

Early graduation will be handled on an individual basis. Students wishing to graduate early must submit a request to the high school principal, no later than September 1st of the graduation year.

Retention/Middle School Credits

Middle School students must earn 5 credits per year to continue to the next grade level. These 5 credits must include:

- ENGLISH 1
- SOCIAL STUDIES 1
- MATHEMATICS 1
- SCIENCE 1

An additional credit must be earned from elective courses and /or physical education. Students will be limited to earning no more than 2 credits in each summer school session.

Grievances

If a student or parent has a grievance, please contact the principal at (719) 478-2186 or at Miami Yoder School, 420 South Rush Road, Rush, CO, 80833. However, if the grievance concerns a specific class or grading dilemma, parents are strongly encouraged to contact the classroom teacher before contacting the principal.

Miami-Yoder High School is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admissions or access to, or treatment, or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 and ADA may be referred to Dwight Barnes, Superintendent of Schools, 420 South Rush Road, Rush, Colorado 80833 (719) 478-2206, dwight.barnes@miamiyoder.org. or to the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Denver, Colorado 80204, (303) 844-2991.

Crisis Prevention Notice

Your student's safety is of the utmost importance to Miami Yoder Schools. To assure your student's safety, the school will perform periodic drills (i.e., fire drills, tornado drills, Lock-down drills, and evacuation drills) in order to keep staff and students at ease with proper procedures.

With any disaster or crisis, your cooperation is necessary with the following:

1. Encourage and explain to your child why the best place for them is at the school.
2. Explain that if you are unable to pick them up quickly, the school staff will care for them until you or your emergency contact comes to get them.
3. Please do not telephone the school because the telephone lines will be needed for emergency communications.

The staff will care for your child until you or your designee is able to reach them. **Be sure to keep your child's emergency release information updated.** Children will only be released to those specified by you on their enrollment form. We will also utilize the phone numbers on the emergency information forms should we need to re-locate to an alternate site.

Board Policy and Complete Handbook

The information found on the following pages is taken from policies adopted by the Miami Yoder School Board of Education. These policies are used to preside over the school district and are supported by the Colorado Revised Statutes.

Please note that Board Policy may change throughout the school year. If this occurs, all policies will be approved by two readings, at public board meetings and will be available in the district office.

A complete handbook can be found in the secondary office as well as on the website.

Acknowledgement of Secondary Handbook (Form)

Please sign below indicating you have read and understood this handbook. Return this page to the secondary student office.

Printed name

Student signature

Date

Parent signature

Date