

Wellington Middle High School Student Handbook

*To Ignite Curiosity, To Nurture Resiliency, To
Empower Life-long Learning*



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The purpose of this handbook is to articulate desired expectations for us as students. We acknowledge that outcomes can be unique to each of us and Wellington staff is here to support you in your journey to meet those expectations.

Welcome to the 2024-2025 school year at Wellington Middle High School!

Link to PSD 2024-2025 Calendar [here](#).

Link to Middle School School Calendar [here](#)

PSD Observances located [here](#)

| WMH Bell Schedules | | | | | |
|-----------------------------|------------|----------|---------|---------------|----------|
| Middle School Bell Schedule | | | | | |
| Period | 6th grade | | Period | 7th/8th grade | |
| 1 | 9:05 AM | 10:30 AM | 1 | 9:05 AM | 10:30 AM |
| adv (5) | 10:35 AM | 11:10 AM | adv (5) | 10:35 AM | 11:10 AM |
| Lunch | 11:15 AM | 11:55 AM | 2 | 11:15 AM | 11:45 AM |
| 2 | 11:55 AM | 1:15 PM | Lunch | 11:45 AM | 12:25 PM |
| 3 | 1:20 PM | 2:40 PM | 2 cont | 12:25 PM | 1:15 PM |
| 4 | 2:45 PM | 4:05 PM | 3 | 1:20 PM | 2:40 PM |
| | | | 4 | 2:45 PM | 4:05 PM |
| High School Bell Schedule | | | | | |
| Period | M, T, R, F | | Period | Wednesday | |
| 0 | 8:15 AM | 9:00 AM | 0 | 8:15 AM | 9:00 AM |
| 1 | 9:05 AM | 10:38 AM | 1 | 9:48 AM | 11:08 AM |
| 2 | 10:43 AM | 12:13 PM | 2 | 11:13 AM | 12:33 PM |
| Lunch | 12:13 PM | 1:00 PM | Lunch | 12:33 PM | 1:20 PM |
| 3 | 1:00 PM | 2:30 PM | 3 | 1:20 PM | 2:40 PM |
| 4 | 2:35 PM | 4:05 PM | 4 | 2:45 PM | 4:05 PM |
| 5 | 4:10 PM | 4:55 PM | 5 | 4:10 PM | 4:55 PM |

PSD Student Rights and Code of Conduct [here](#)

Wellington Middle-High School Athletics

| Middle School Athletic Offerings | |
|--|--|
| 7th & 8th Grade (*6th Grade) | |
| Fall | Cross Country* Tennis* Football Volleyball |
| Winter | Wrestling* Basketball |
| Spring | Track & Field* Unified Basketball* Golf* Softball |

| High School Athletic Offerings | |
|---------------------------------------|---|
| Fall | Boys & Girls Cross Country Field Hockey Football Boys Golf Gymnastics Boys Soccer Girls Softball Cheer/Spirit Boys Tennis Girls Volleyball |
| Winter | Boys & Girls Basketball Ice Hockey Nordic Skiing Girls Swim & Dive Wrestling |
| Spring | Baseball Girls Golf Lacrosse Girls Soccer Boys Swim & Dive Girls Tennis Track & Field |

*Additional 6th grade sports are offered by the Town of Wellington Recreation Department <https://www.townofwellington.com/186/Recreation-Registration> and the City of Fort Collins <https://www.fcgov.com/recreation/programs.php> .

*Add new PSD individual sports for 6th grade

In order to participate in school sports, student athletes must meet all the following requirements:

- Turn all forms in to the front office before the season begins (Middle School Athletic Release form, Student Athlete Medical form, Physician Certification form) or Register Online – <https://www.psdathletics.org/>
- Pay for athletic fees BEFORE the first practice (\$120/sport) (\$70 for unified)
- Meet eligibility requirements for grades and behavior weekly
- Be in attendance at school for at least ½ of the day of every athletic event

Wellington Eagles are known for having excellent sportsmanship! Our athletes, parents and spectators are respectful toward players, coaches, officials, and fans! We love to show our Wellington Eagle Pride!!

For detailed athletic information, see Ms. Hilarie Bartling in the main office or at 970-472-2705 or hbartlin@psdschools.org

Classroom Expectations

Students at Wellington Middle High School contribute to a school atmosphere that is safe and focused on learning. In order to meet this goal, we will implement SOAR

- **S: Strive for Excellence**
- **O: Own Your Actions**
- **A: Act with Integrity**
- **R: Respect for All**

SOAR Behavior Matrix

Hallway

| Expectation | Strive for Excellence | Own Your Impact | Act with Integrity | Respect for All |
|---------------------|------------------------------------|--|--|--|
| Behavior | Walk with purpose and stay focused | Follow hallway rules without reminders | Always move in a safe and orderly manner | Maintain a respectful distance from others |
| Voice Level | Use an appropriate volume | Speak calmly and clearly | Avoid disruptive conversations | Keep voices low to avoid disturbing others |
| Interactions | Be courteous and polite | Take responsibility for personal space | Ensure actions do not impede others | Greet others politely and acknowledge them |

Classroom

| Expectation | Strive for Excellence | Own Your Actions | Act with Integrity | Respect for All |
|---------------------|--|---|--|--|
| Behavior | Complete assignments to the best of your ability | Follow classroom rules and procedures | Be honest in your work and interactions | Listen to and support classmates |
| Voice Level | Participate actively and appropriately | Use a respectful tone when speaking | Avoid talking out of turn | Raise your hand and wait to be called on |
| Interactions | Engage with learning materials and discussions | Be accountable for your work and behavior | Follow ethical guidelines in academic work | Respect the opinions and space of others |

Lunchroom/Commons

| Expectation | Strive for Excellence | Own Your Actions | Act with Integrity | Respect for All |
|---------------------|--|---|--|--|
| Behavior | Use mealtime to refuel and socialize appropriately | Clean up after yourself and others | Handle food and utensils responsibly | Be considerate of others' space and needs |
| Voice Level | Engage in pleasant conversation at a low volume | Speak kindly and respectfully | Avoid loud or disruptive behavior | Keep noise levels low to maintain a calm environment |
| Interactions | Share and interact positively with peers | Follow cafeteria rules and staff instructions | Be truthful and fair in sharing and interactions | Be courteous to cafeteria staff and fellow students |

Playground/Rec Area

| Expectation | Strive for Excellence | Own Your Actions | Act with Integrity | Respect for All |
|--------------------|------------------------------|--|--|--|
| Behavior | Play safely and creatively | Follow playground rules and use equipment properly | Show honesty in games and interactions | Be inclusive and supportive to all players |

| | | | | |
|---------------------|--|---|--------------------------------------|--|
| Voice Level | Use an appropriate volume during play | Communicate clearly and respectfully | Avoid arguing or disruptive behavior | Keep conversations positive and respectful |
| Interactions | Support and encourage others during play | Take responsibility for your actions and their impact | Follow fair play rules and be honest | Respect others' turns and persona |

Behavior in Public Areas: Halls, Restrooms, and Outside

- We want to encourage all students to use our 5-minute passing period during the school day to get a drink, use the restroom and go straight to class. Please keep in mind the following expectations:
 - Walk on the right side of the hallway (according to the direction you are traveling) – this will help avoid collisions with other students.
 - Be aware of hallway travel and do not block students moving to their next class.
 - High school students with an off period are expected to be in the commons or the library if on campus.
 - Students will use the “E-Hall Pass” system to leave the classroom with the teacher's permission.
 - Keep the restrooms available for use by avoiding congregating.
- Keep the building and grounds clean-if you drop litter, pick it up or if you see litter, pick it up-it takes all of us to keep WMHS clean!

BEFORE/AFTER SCHOOL GUIDELINES

8:30-9:05 AM – Cafeteria is open for breakfast - Lunchtime rules apply.

8:15 AM – School doors open

9:00 AM – Morning bell

9:05 AM – Classes begin - Students are expected to be on time to class.

4:05 PM – End of school - School is out, after school activities begin.

4:15 PM – All students must be off campus unless under the supervision of a staff member .

School Breakfast and Lunch

Breakfast is served at WMHS starting at 8:30 a.m. and is available only until 9:05 a.m. The expectation is that you eat breakfast in the commons prior to the start of the school day. Food is not allowed in any areas (including classrooms) other than the Commons.

School hot lunches and sack lunches are served/eaten daily in the multi purpose room/cafeteria and outside. Leaving places better than we find them contributes to building a positive community. It is important that all trash be deposited in the trash cans located in the area. Be sure to recycle appropriately. Middle school students are not allowed to leave campus during lunch unless accompanied by their parents/guardians. High school students have an open campus.

Personal Electronic Devices- Please consult page 66-67 of [PSD Code of Conduct](#) for district policies regarding personal communication devices.

Cell phones, headphones, and other electronic accessories can be amazing resources, but they can also be a major distraction. Social media apps found on electronic devices can harm students’ mental health,

exposing them to cyberbullying, hate-based content, false information, and content that may cause them to feel bad about their bodies or socioeconomic status – all available in an easy-to-access format that can feel hard to escape.

Classrooms work best when students disconnect from social media and personal devices and connect with their classmates, their teachers, and learning. To help make that possible, WMHS will enforce policies requiring all students (grades 6-12) to keep all cell phones, headphones, and other electronic accessories out of sight and silent while in class. Additionally, for our middle school students (grades 6-8) this expectation will apply to passing periods, hallways, and lunch time. This will help students focus on curriculum and ensure classrooms offer a phone-free and social media-free learning environment.

School ID's

In order to ensure campus safety, students are to have their school identification badges on them at all times in a place that is easily accessible. Ex. Backpack, Wallet, Back of Cell Phone

School-Issued Laptops

Students are responsible for the care and upkeep of their school-issued laptops and the charging cords that come with them. All damage to laptops needs to be reported immediately to IT Support. Accidental laptop damage will be fixed at no cost to the student. Laptops that are damaged need to be turned into the media center desk for repair. Students will be responsible to pay for damage that is deemed to be the fault of the student. Students are asked to keep chargers at home and fully charge their laptop every night so it will be available for use in their classes. Students are encouraged to use school-issued laptops for educational purposes only. Students found to be in violation of their assigned laptop user agreement or the PSD Code of Conduct with regard to technology, will be subject to disciplinary action.

Assemblies and Public Performance

Students are expected to sit in the assigned seating area and maintain good attending skills. Appropriate hand clapping is the acceptable way appreciation is shown for a performance; disapproval is shown by doing nothing. Remember, each student contributes to the impression made by Wellington Middle High School.

Dances

School Dances and celebrations are a privilege. Students are to follow school expectations at dances. School suspensions apply to outside of school events including dances. The school dress code will be enforced. No moshing, slam dancing, whips, throwing students in the air, running, sexually explicit dancing, or activity that may interfere with the safety of others will be allowed. Students who leave the building early will not be allowed to return to the dance.

DRESS CODE

At Wellington, we follow the PSD dress code, which can be found in the [2024-2025 Student Rights and Code of Conduct](#). These guidelines help to ensure cleanliness, health, safety, and preservation of a positive learning environment. Students are encouraged to dress in a neat and appropriate manner that reflects pride in themselves and their school.

Students Must Wear

1. A shirt (with fabric in the front, back, and on the sides underneath the arms)

2. Pants or the equivalent (e.g., a skirt, sweatpants, leggings, a dress, or shorts);
3. Shoes (e.g., sandals, boots, or athletic shoes).

Students Can Wear

1. Hats or hoods that do not obscure a student's face or ears are permitted. Protective facial coverings or apparel/headgear worn for religious or medical purposes are also permitted.

Students Cannot Wear

1. Apparel that causes or is likely to cause disruption of the educational process, which may include apparel that displays symbols of hate or speech that expresses animus or violence toward a particular group or individual on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age, political affiliation, or disability.
2. Apparel that depicts, implies, advertises, or advocates:
 - a. Illegal or lewd conduct
 - b. Pornography, nudity, or sexually suggestive language or messages;
 - c. Vulgar or obscene language or images.
3. Swimsuits (except as required in class or athletics).
4. Any manner of grooming or apparel, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang. The prohibition on gang-related apparel shall be applied at the discretion of school principals after consultation with the superintendent or designee as the need arises at individual schools.

If a student does not meet the dress code expectations, the student and an adult will have a respectful conversation to address the issue. After the conversation, the student may be sent to the office and asked to call home in order to have clothing brought to school. If the student continues to violate the dress code, further disciplinary action may be taken.

E-Hallpass: The online digital hall pass at Wellington Middle High School, This digital hall pass program will be used as a pass for students to leave the classroom (i.e. Bathroom, Library, Health Office, etc.) With E-Hallpass Wellington Middle High Schools will be able to:

- Ensure Safety & Security- knowing how many students are in the hall at any time with real-time updates on student arrivals
- Reduce Classroom Interruptions- with improved efficiency of student-created digital passes that are more sanitary than paper or object passes

ATTENDANCE and TARDY POLICIES

Good attendance is important to your success at school! We expect all students to attend regularly. If a student develops excessive absences in one or more classes, parents/guardians will be involved partners in solving all attendance issues with their students. Administrative discretion with guidance from the [district Code of Conduct](#) will be used in the decision-making process for all absences.

Attendance

WMHS administration is charged with the responsibility to determine whether an absence is unexcused or excused. The following shall be considered excused absences:

1. A student is temporarily ill or injured or whose absence is approved by an administrator on a prearranged basis.
2. A student who is absent for an extended period of time due to physical, mental or emotional disability.
3. A student who is attending a school sponsored activity with advanced approval by the administration.

An unexcused absence is defined as an absence that is not covered by one of the exceptions listed under excused absences. Each absence shall be entered on the student's record. An unexcused student absence on the day of an extracurricular activity may mean that the student cannot attend the activity, for example: school dances, games, etc.

Truancy

A student shall be considered "habitually truant" if he or she is of compulsory attendance age and has incurred 10 total days of unexcused absences during any school year or four total days of unexcused absences in any month. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel (or volunteers under the direction of school personnel) will notify the parent/guardian by telephone. Administration will meet with the student's parent/guardian to review and evaluate the reasons for the student's truancy. A plan shall be developed for a student who is declared habitually truant with the support of parents/guardians. As provided by law, judicial proceedings may be initiated to enforce the state's compulsory attendance law with respect to students determined to be habitually truant.

Parent/Guardian notification of a student absence: We request that parents/guardians report the absence in Parent Vue or call the Attendance Line at 488- 6601 to **verify their student's absence before 9:30 a.m.** The school will make every attempt to call parents/guardians at home or work to confirm that their student is not in school if parents/guardians have not communicated by **9:30 a.m.**

Pre-arranged absences: Please follow this procedure for a pre-arranged absence:

1. Have your parent/guardian contact the school in writing or by phone with the reason for the absence as soon as possible.
2. Pick up a pre-arranged absence form from the office.
3. Complete the form, get signatures from your teachers, and return the form to the office at least two days before the absence.
4. Students are responsible to complete work during the absence.

Tardies

It is important that students are in class on time in order to ensure they maximize learning and minimize distractions when entering class late. Students who are late to class without an excused tardy pass will be marked as tardy. If a student is frequently tardy the following process will be followed.

1. For the first couple tardies, the teacher will have a discussion with the student about the reason for the the tardy and make a plan prevent further tardies.
2. If you have 5 or more tardies in a month, your teacher will call home to notify your parents.
3. 8 tardies in a month across multiple classes will result in administrative action along with another parent call, a parent meeting and/or other disciplinary action.

1. Tardies need to be put into Synergy (passes will not come with students unless it is an excused tardy)
 - a) If a student has a pass, then mark them present
 - b) Set up expectations in your classroom around how you would like them to enter when they are late
 - c) Connect with the student when you get a chance during the period to identify the cause of the tardy
 - d) Call home once a student hits 5 tardies in one month in your class
2. Excessive tardies not in the same class
 - a) Monitoring - weekly reports?
 - b) Bringing it into the MTSS process (8 tardies in a month across multiple classes)
 - c) Excessive tardies in a week? Excessive tardies in a month?
 - d) 1st period is not always a kid problem (navigated differently)
3. Monitoring of excessive absences
 - a) Absences - 5 in a month within one class, 10 across all classes

Visitors

All visitors to WMHS must check-in at the front desk. Anyone that gains access to the building without checking in may be cited for trespassing. Additionally, any WMHS student that provides access to our building to any visitor that does not check in at our main office will be subject to disciplinary action including but not limited to suspension and/or expulsion.

This policy is in place for the security of our students and staff, which will always be a top priority. Please do not bring in outside students, parents, or others without first taking them to the main office to check in through our background checking system

Lockers

Lockers are a privilege to have and are not a student's private property. They are expected to be treated with respect, cleaned out at the end of semesters, and fully cleaned out at the end of the academic year. School officials can contact law enforcement to conduct a locker search per Colorado state law if there is probable cause or law enforcement has a valid search warrant.

Grading Policies

High School Grading Policy located [here](#)

High School Final Exam Schedule located [here](#)

Middle School Standards Based Grading Policy located [here](#)

FAQ regarding standards based grading located [here](#)

PSD Scholastic Dishonesty – included in District Policy JKDA/JKEA and the student code of conduct, page 33, item #17.

Scholastic dishonesty includes but is not limited to cheating on a test, unauthorized use of AI (artificial intelligence) or other online programs to produce work that is turned in as the student's own, plagiarism, or unauthorized collaboration with another person in preparing written or digital work.

For infractions, the following steps will be taken for each occurrence:

1. Upon the first incident of scholastic dishonesty, the student will not receive credit for the assignment/assessment and the incident will be documented in the student's discipline history in the student information system. Parents will be notified by the teacher.
2. Upon the second incident of scholastic dishonesty, the student will not receive credit for the assignment/assessment and a parent meeting will be held to discuss additional support needed for the student. At this meeting, the step 3 and 4 consequences will be discussed. The incident will be documented in the student's discipline history in the student information system. An administrator or designee shall organize and run this meeting.
3. Upon the third incident of scholastic dishonesty, the student will not receive credit for the assignment, they will be suspended for 5 days from school, and the incident will be documented in the student's discipline history in the student information system. A re-entry meeting must occur after the completion of the suspension with administration. Future consequences and due process will be discussed at this re-entry meeting.
4. Upon the fourth incident of scholastic dishonesty, the student will be dropped from the class with a grade of "F" for the current grading period. A student and his or her parent, guardian or legal custodian may appeal being dropped from the class with a grade of "F" to the superintendent's designee. The designee shall review the appeal and discuss the matter with the administrator who imposed the sanction and with the parent, guardian or legal custodian and the student. The superintendent's designee shall inform the parent, guardian, or legal custodian of the designee's decision, which shall be the final determination of the matter.
5. For additional incidents of scholastic dishonesty, the student will receive the same consequence as the fourth incident would receive. Upon the 5th incident of scholastic dishonesty, a student may be recommended for expulsion.

Incidents of scholastic dishonesty are cumulative in nature. At no time in a student's scholastic life at WMHS does the number of violations reset to zero.

Guidelines for WMHS

Scholastic dishonesty includes but is not limited to cheating on a test, unauthorized use of AI (artificial intelligence) or other online programs to produce work that is turned in as the student's own, plagiarism, or unauthorized collaboration with another person in preparing written or digital work.

When students are suspected of scholastic dishonesty, an Assistant Principal/Dean of Students investigates with the help of the teacher and student involved in the situation. A determination of guilt is made upon completion of the investigation by the investigator, and that person then contacts the student and their parents/guardians to discuss the situation and any associated penalties/dispositions taken. Students and parents/guardians may

contest the findings of scholastic dishonesty and additional information/evidence may be submitted to further inform the investigation.

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MEDIA CENTER

The media center hours are from 8:15 a.m. to 4:25 p.m. for student use. Students may check out most of the library materials; however, there is a fine for any overdue materials so pay attention to due dates. The media center will be open during lunch periods, whenever possible.

COUNSELING

Welcome to Wellington Middle-High School from your counseling team! We can't wait to connect with you and to support you in navigating your experience here at WMHS.

[Wellington Middle-High School Counselors](#)

Kristal White

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Last names A-E

Matthew (Mac) Woods

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Last names F-Lam, 6th - 12th

Katie Delahunt

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Last names Lan-Rie, 6th - 12th

Austin Betts

abetts@psdschools.org

Last names Rif-Z

Contact your counselor for questions about your schedule, someone to talk to about what's going on in your life, academic support, help with future planning, or just to say hi!

You can make an appointment with your counselor via email or by dropping by the counseling office. You can find the counseling office by turning left after entering the main doors of the school, and continuing down the hall. The counseling office will be on your left, across from the art room. Stop by anytime to meet us!

STUDENT BEHAVIOR MANAGEMENT

At Wellington Middle School, we believe that all students want to behave and do well in school if they can. We acknowledge that misbehavior is due to lagging skills or unresolved problems in a student's life. The use of proactive circles and healthy dialogue will be prioritized in all classes to decrease behavioral concerns. We also acknowledge that our life experiences can have an effect on our behavior. The goal of behavior management is to successfully realign student behavior with teacher and school expectations. This is done as a collaborative effort by all those involved. Outcomes/consequences are unique to each student. The [PSD Code of Conduct](#) is used as a guide in this process.

Rec Time

Students have the option of going outside after eating, except on poor weather days. High school students will use the Learning Park and middle school students will use the outdoor area to the east of the building by the athletic facilities. Equipment will be available outside and must be returned at the end of the lunch period. Students need to honor boundaries, be respectful, avoid play that hurts others and return all recreation equipment to the proper supervisor. Students must get coats from lockers before going to lunch. Students are not allowed in locker bays during lunch periods.

Student Behavior Response Guidelines:

Wellington will be focusing on Restorative Practices (RP) as a necessary component to the school-wide discipline system. RP is a mindset, not just a curriculum or program, rooted in the belief that wrong-doing is

best addressed through collectively identifying the harm done by one's actions and taking steps to repair that harm.

Wellington will focus on the 5 R's of Restorative Practice: Relationship, Respect, Responsibility, Repair, and Reintegration.

Wellington's Staff will use the 4 questions of Restorative Practices when supporting student reflection of behavior:

- 1. What happened?
- 2. What are the effects?
- 3. What could I have done differently?
- 4. What is the solution?

Wellington encourages student behavioral issues to be handled at the lowest level possible. Teachers are expected to work with students and parents in addressing student classroom behavior. Wellington's vision is for students to be in class as much as possible and for us to help the student restore the relationship(s) when necessary.

As a community, we will work to build consistency and clarity across our building in student behavior expectations and responses. This becomes the framework for our PBIS processes at Wellington.

Closed Campus for Middle School Students

District policy requires that middle school students are restricted to the school campus, including lunchtime. Middle school students are not permitted to leave campus for non-authorized purposes during class time or at lunchtime. Only a parent or individual with release authorization from a guardian with educational rights can take their student out to lunch during the student's designated lunch period.

Open Campus for High School students

WMHS maintains an open campus for grades 9-12. The expectation is that students who are at school are with their designated classes and instructors.