

Wellington Middle School Student Handbook

Achievement ~ Commitment ~ Community



Character counts: Respect, Responsibility, Honesty, Courage

Name:

WELCOME TO THE WELLINGTON MIDDLE SCHOOL COMMUNITY!

You have just become a member of the student body at what we believe is the finest middle school in Poudre School District! Much time, energy and thought have gone into planning at WMS so that you may have the best possible learning environment. An outstanding staff has been hired to inspire and challenge you! We know that as you step through the front doors of WMS you will sense the pride here. You are here to share that pride, participate in the on-going development of tradition for your school and take on the responsibility that comes with striving to be the best.



Every community has rules to help each member live safely and successfully and so do the people at WMS. This handbook is designed to inform you of important school rules and procedures plus district policies that apply to you. You need to read and study this handbook so that you know what is expected of you at Wellington Middle School and Poudre School District.

The policies and procedures in this student handbook have been carefully prepared and presented so it will be of great value in helping you to adjust to Wellington Middle School and become an important part of it. Poudre School District publishes a "Code of Conduct" and you are responsible for following all procedures. Your education is the most valuable investment you will make in yourself.

Students are expected to conduct themselves at all times in such a way that each student contributes to a school atmosphere that is safe and focused on learning. In order to meet this goal, learn the following six P's:

PROMPT:	On time to class and work done on time
PREPARED:	Bring all materials to class and have assignments done
POLITE:	Pleasant, fun to be around, respectful of self and others
P.M.A.:	Positive mental attitude each day
PARTICIPATE:	Take part appropriately in class discussions and group activities
PRODUCE:	Prepared and actively involved in classes and activities

Behaviors that do not follow the 6 P's will need to be redirected so that they do. The redirect system of discipline involves immediately changing behaviors to avoid consequences.

Wellington Middle School

4001 Wilson Avenue
Wellington, CO 80549 • 488-6600

Principal: Alicia Durand
Assistant Principal: Jennifer Bradshaw
Dean of Students: Roy Tripi
Counselors: Bill Peisner and Ashley Woodward
Grades: 6-8
Enrollment: 560
School colors: Maroon & white
School mascot: Bald Eagle

“Free education: bring your own container!”

Web site: www.psd.k12.co.us/schools/welljh

History

Wellington Junior High School opened in 1964 after serving as Wellington High School since 1926. The achievements of the high school students are on display in main entrance of the school, including photos of all the graduates and a short biography about Wellington High School’s most famous graduate, United States Supreme Court Justice Byron White.

The old high school building was torn down in 1993 to make way for our new, state-of-the-art building. Wellington Junior High School has several distinguished administrators who have contributed to the success of the school including Ed Rice, principal, Tom Ruhser, assistant principal, Richard Kreutzer, principal. The Wellington Junior High School Drysdale Gymnasium is named in memory of Bob Drysdale, a teacher and coach here for 17 years, who is honored each year with several awards in his name. Courage Park, located south of the football field, is a celebration of the courage of

Nick Gaucher. In 2008, many of Nick’s friends honored their pledge to graduate for Nick and returned for the pledge ceremony right before graduation. They all recalled their time at WJHS as the most impactful time in their lives. In the fall of 2009, Wellington Middle School opened its doors to middle school learners.

The staff of Wellington Middle School is made up of the best educators in this area.

The character qualities we focus on at Wellington Middle School are:

Respect: I treat other people the way I want to be treated. I am considerate of other people. I treat people politely and with courtesy and dignity. I accept personal differences. I work to solve problems without violence. I never intentionally ridicule, embarrass or hurt other people.

Responsibility: I do what needs to be done. I am reliable and dependable. I am accountable for my actions and I don’t make excuses or blame others. I fulfill my obligations. I use good judgment and think through the consequences of my actions. I exercise self control. I understand that being responsible puts you in charge of your life.

Honesty: I am truthful, sincere and straightforward. I don’t lie, cheat, or steal. I don’t intentionally mislead others. I keep my promises. I am reliable and follow through on commitments. I never betray a confidence or a trust. I am loyal when loyalty is appropriate.

Courage: I stand up for what is right even if I have to stand alone. I don’t cave in to negative peer pressure. Fear of failure does not prevent me from trying new things. I am not afraid to express myself just because some peers might disapprove.

2017-2018 Wellington Middle School Staff

Armon, Sarah	English
Berkner, Amy	Spanish, Social Studies
Binder, Heather	Mathematics
Cheever, Luke	P.E., Weights, Health
Cienfuegos -Baca, Tanya	Mathematics
Clanton, John	English, Social Studies, Crafts
Clark, Joanna	Mathematics, Eagle Power
Cleary, Bill	Music
Colburn, Dustin	Mathematics
Daniels, Stephen	English, Social Studies
Davis, Vicki	P.E., Health, AVID,
Ferguson, Amanda	Integrated Services
Genson, Todd	Reading, ELL
Gore, Sasha	English
Hacker, Lindsay	English, WEB
Holman, Debbie	Science
Hughes, Luke	English, Drama
Jackson, AJ	Social Studies, WEB
Kruidenier, Chris	Science, Technology Education
Kvitte, Hannah	Integrated Services
Lake, Chris	Social Studies
Mitchell, Miranda	Mathematics
Mross, Molly	Integrated Services
Nestler, Laura	Math
Orswell, Nicole	English, AVID,
Pereira, Mary	Science
Russell, Emily	Integrated Services
Shaw, Andy	Math
Stalnaker, Mary	English, Yearbook, Social Studies, Literacy ELO
Stone-Alberts, Caitlin	Integrated Services
Swanson, Brad	Art, Crafts, Pottery, Photo,
White, Wendy	English, Teen Living
Woodward, Adina	Music
Zenisek, Katie	Science

Support Staff in the Office and in Classrooms

Bock, Andrea	Media Assistant
Bradshaw, Jennifer	Assistant Principal
Brucher, Christie	After School Coordinator
Carlson, Julie	Integrated Services Paraprofessional
Carlson, Ricki	Integrated Services Paraprofessional
Durand, Alicia	Principal
Genson, Anne	Culture Grant Coordinator
Graves, Lori	Night Custodian
Harrison, Brian	Head Custodian
Hersh, Amber	Integrated Services Paraprofessional
Hobbs, Britni	Project Manager
Hunter, Peggy	Student Services Secretary
Kelly, Nadene	Office Manager
Mohr, Amy	Health Technician
Morgan, Monica	Sign Language Interpreter
Mosell, Kylie	Sign Language Interpreter
Peisner, Bill	Counselor
Remington, Nancy	School Resource Officer
Rodriguez, Aida	Family Liason

Rodriguez, Ariel
Schleppy, Danielle
Swanson, Mary
Tripi, Roy
Wheat, Rani
Woodward, Ashley
Jimenez, Damon

Site Computer Manager
Integrated Services
Media Specialist
Dean of Students, Health
PASS
Counselor
Night Custodian

We want you to succeed at Wellington Middle School:

In order to help you learn and accomplish the school goal of high academic achievement, WMS offers support in a variety of ways:

- ✓ Study time with access to teachers and students during advisory periods
- ✓ WEB program-Where Everyone Belongs transition
- ✓ Assignment notebooks required for all students (and teachers!)
- ✓ High teacher expectations for each class
- ✓ Report card review/goal setting with an adult during your advisory period
- ✓ After school academic support
- ✓ Athletic and club eligibility
- ✓ Athletes of Character
- ✓ A.V.I.D.-Advancement Via Individual Determination
- ✓ Discovery program research and development
- ✓ PIV/Synergy for grades and attendance, 24 hours/day
- ✓ P.A.S.S. Preparing for Academic Student Success program for those in need
- ✓ Reading classes for those who need them
- ✓ Multi Tiered System of Support (MTSS)
- ✓ PBIS System to celebrate student successes throughout the year!



ATTENDANCE

One important part of your success in school is regular, on time attendance. Too many absences may lead to poor academic work, lack of friends and possible academic failure. Regular attendance is important and will help you maintain interest in school, keep good friends and make sure you are achieving academically to your potential. **No single factor may interfere with our success at school more than frequent tardies or absences.** According to Colorado state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision attends school regularly.

WMS 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. The PSD Code of Conduct includes additional information.
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.

WMS may require suitable proof regarding the above exceptions, including written statements from medical sources.

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. In accordance with law, Poudre School District may impose academic consequences that relate directly to classes missed while unexcused. A student absence on the day of an extra curricular activity will mean that the student cannot attend the activity, for example: school dances, games, etc.

Truancy: Truancy is defined as an absence without a signed parental excuse or if a student leaves school or a class without permission of the teacher or administrator. No academic credit will be allowed for truancy. A "habitual truant" shall be defined as a student who has **4** unexcused absences from school in any one month or **10** unexcused absences during any school year.

Make up work: Make up work shall be provided for any class in which a student has an excused absence unless otherwise determined by a WMS administrator. It is the responsibility of the student to pick up any make-up assignments permitted on the day he or she returns to class. There shall be one day allowed for make-up work for each day of absence. Make up work shall be allowed after an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit. Not all work may be able to be made up as it is class specific, in which case, little/no credit earned is a possibility. Obviously, student effort is a key element to student success.

Parent/Guardian notification of a student absence: We request that parents/guardians call the school to **verify their student's absence before 8:30 a.m.** Parents/guardians are welcome to leave their message regarding a student on the school attendance line: 488-6601. The school will make every attempt to call parents/guardians at home or work to confirm that their student is not in school if we have not heard from parents/guardians by 8:30 a.m. When your student returns from an absence during the school day, he/she must check in at the office. Parents/guardians may send a note with a student, especially if they have not made contact with the school.

Pre-arranged absences: Pre-arranged absences shall be approved for appointments or circumstances of a serious nature, which cannot be taken care of outside of school hours. 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 at least four days in advance of the absence, if 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, if given any.

School actions on excessive absences: The school is charged by state law and school district policy to work with students and parents/guardians to insure good student attendance. To assist in achieving that goal, the following will occur:

10 Excused Full Day Absences	Student must obtain a medical letter from the doctor for any future absence, or the absence will be counted as an unexcused absence.
1st Quarter	Attendance letter will be sent home after 2 unexcused absences to alert the students' parents/guardian of the number of absences and offer any help needed. Should a student reach 4 unexcused absences, a meeting will be scheduled with the student, parent(s)/guardian(s), and the School Based Absenteeism Response Team (ART).
2nd Quarter	Attendance letter will be sent home after 4 unexcused absences to alert the students' parents/guardian of the number of absences and offer any help needed. Should a student reach 5 unexcused absences, a meeting will be scheduled with the student, parent(s)/guardian(s), and the School Based Absenteeism Response Team (ART).
3rd Quarter	Attendance letter will be sent home after 6 unexcused absences to alert the students' parents/guardian of the number of absences and offer any help needed. Should a student reach 9 unexcused absences, a meeting will be scheduled with the student, parent(s)/guardian(s), and the School Based Absenteeism Response Team (ART).
4th Quarter	Attendance letter will be sent home after 8 unexcused absences to alert the students' parents/guardian of the number of absences and offer any help needed. Should a student reach 14 unexcused absences, a meeting will be scheduled with the student, parent(s)/guardian(s), and the School Based Absenteeism Response Team (ART).

****If a student is not shown successful progress in increasing their attendance after referral to ART, students will then be referred to a Community Absenteeism Response Team (CART). Students not showing progress in ART or CART will be referred to a District Absenteeism Response Team (DART).**

Closed Campus

Middle schools operate under a closed campus policy. Once you arrive on school grounds, even before the bell rings at the start of school, whether walking or in a vehicle, **you will not be permitted to leave the school grounds at any time during the school day without parent/guardian and office permission.** An administrator may make individual exceptions. Students may go home for lunch if an administrator has received a written request from a parent/guardian. Students will only be allowed to go to their own home or the home of a relative. Parents/guardians may take their own student and students of other families to lunch outside of the building if each of these students has a note from a parent/guardian giving permission. Students must return before the end of the lunch period.



Tardy Policy



A tardy is when a student is up to 10 minutes late to a class without an excuse. After that, it is considered truancy, out of class or school without permission of the school or parent/guardian, and disciplinary measures for the violation will be followed. If you arrive at school after the tardy bell has rung at 7:40 a.m. you must report to the office with a written explanation from a parent/guardian or they must contact the office by phone. After you visit with an administrator, you will get an admission slip before going to any class. Excessive unexcused tardies will result in consequences. More than one unexcused morning tardy will result in consequences. **Please note:** more than 4 unexcused tardies in any class or combination of classes between school dances will mean that you cannot attend the dance. No exceptions. Be on time, please. See attendance section for excused/unexcused guidelines.

Classroom Expectations

1. Follow the 6 P's: prompt, prepared, polite, P.M.A., participate, produce
2. Upon entering a classroom, take your seat quickly and quietly.



3. Speaking out or expressing disapproval when another "has the floor" is rude and disrespectful.
4. You should bring all of your supplies to class.
5. Classes will be dismissed by the teacher, not the bell.
6. Students visiting another class should knock and wait to be recognized by the teacher before interrupting a class.
7. You are expected to be in your classroom and sitting in your seat when it is time to begin class, otherwise you will be considered tardy.
8. You are required to have and maintain a student assignment book in each class daily.
9. You are not permitted into the halls during class periods unless you are accompanied by a teacher or have a hall pass from a staff member.

Academic Rewards

As a school, we have high expectations for academic success and a strong work ethic. Because we value hard work and success, we provide positive reinforcement and honor students in the following ways:

- ✓ Academic All Star program to honor grade point success and improvement
- ✓ Athletes of Character
- ✓ Honor roll and certificates for class achievements
- ✓ Eligible students have no loss of privileges such as dances and special activities
- ✓ Most Improved student recognition
- ✓ Outstanding honors student recognition
- ✓ Teacher rewards
- ✓ Bob Drysdale student and staff award
- ✓ Positive notes and phone calls home
- ✓ School wide and grade level assemblies
- ✓ Masonic Student of the Year award
- ✓ Teacher "Students of the Week" recognition
- ✓ Rotary Club recognition
- ✓ A.V.I.D. induction
- ✓ PBIS weekly awards by grade level
- ✓ United Kids (UK) Student of the Week

Behavior in Public Areas: Halls, Restrooms, and Outside

1. Behave as ladies and gentlemen.
2. 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 Planet Wellington clean!
3. No swearing or obscene gestures are allowed on school grounds.
4. React immediately to any adult request for attention or direction.

5. Keep our school clean and free of vandalism and graffiti. If you see something, report it to an adult immediately. See #2 above.
6. Follow the dress code and always be respectful if told you are dressed inappropriately.
7. Keep your W.I.N.G.S. on!



What's Okay With a PDA (Public Displays of Affection)

Holding hands and quick hugs are permitted in school. Any other type of public displays of affection, while they may be appropriate in a private situation away from school, are not allowed on school grounds, school transportation or at school events/activities. Pay attention! Monitor yourself so that others don't have to monitor you!

Discipline

It is impossible for teaching and learning to take place in a classroom unless discipline is maintained. You are reminded that you must follow a code of good behavior not only for your own benefit but for the benefit of others as well. WMS uses the Discovery Program and the PBIS program to teach expectations for behavior/conduct.

Administrative Disciplinary Process: Administrators use the process described below when any incident is reported to them:

- a. **Investigate the incident:** Talk to witnesses, both adult and students, if appropriate
- b. **Conference with the student:** Tell the student what he/she is being accused of and let him/her tell their side of the story.
- c. **Make a determination of innocence or guilt:** Decide, based on the evidence, if the student has violated a rule or policy of the school/school district
- d. **Establish consequences, if student is determined to be guilty:** use the levels of consequences described as a guide. Poudre School District Code of Conduct will be the rule.
- e. **Contact Parent/Guardian:** Contact parent/guardian on major or repeated incidents

Fair Treatment: If you feel that you have NOT been treated fairly by your teacher:

- First: talk with your teacher in private, before or after class
- Second: talk with the counselor
- Third: talk with an administrator

Discipline Formats at WMS:

Format 1. Teacher Rules/Expectations: These are rules and expectations that your teachers communicate to you and that you are to follow during each class.

Format 2. Teacher and Administrator Classroom Step System: The CSS is a system that may be used by a teacher to insure students who cause a "material and substantial disruption" in a classroom because of behaviors that are willful and overt, will be removed from the class. At each level, a student, his/her parent/guardian, the teacher and an administrator will work with a contract to change inappropriate behaviors. This system is for students who move beyond the teacher's rules/expectations for class. It is on display in the office. This system is supported by the State of Colorado.

Format 3. Levels of Consequences from Administration: Most students will never be involved with disciplinary procedures. All students have the right to learn in a safe academic environment. We have several discipline systems in place at WMS. Any student suspensions out of school will not be allowed to participate in school activities while suspended and will not be allowed to attend the next school dance. This system is monitored in the office.

Level One: behaviors are minor in nature and consequences include conferencing, detention, and possible parent contact.

Level Two: behaviors are repeated Level 1 behaviors and increase in severity. Consequences at this level include detention, ISS (in-school suspension), parent contact.

Level Three: behaviors are repeated/numerous and increase in severity including theft and issues of disrespect. Consequences include ISS, loss of privileges and OSS (out-of-school suspension).

Level Four: behaviors are repeated from Levels 1-3, including dangerous activities. Consequences include OSS, possible law enforcement contact and possible expulsion from school

Level Five: At this level, behaviors are dangerous, violent and serious. Consequences include mandatory OSS, possible law enforcement contact and expulsion from school.

PSD's Code of Conduct: Every family receives access to the Code of Conduct. Paper copies are available upon request. If you would like a copy, please ask at the front office.

Where Should Parents/Guardians Go With Concerns

Problems are best solved with the person closest to the problem first!

Source of Concern:

Student in class

Who to Contact:

1. Teacher of the class
2. Administrator

Student outside of class

1. Assistant Principal
2. Principal

Teacher

1. Teacher of the class
2. Assistant Principal
3. Principal

Principal

1. Principal
2. Assistant Superintendent
3. Superintendent

Security of the School Building

Students must enter the building using the east, south or southwest entrances. Students are able to enter the building after 7:10 a.m., provided they behave themselves. After school begins at 7:40 a.m., only the front door (east entrance) may be used. All visitors must check in at the office and obtain identification passes. Before 4:00 p.m., students must use the south, southwest, northwest and east exits to leave the building. Students may not enter or exit through classroom exterior doors, except in the case of an emergency. Students should not open any emergency exit unless it is during an emergency drill or an actual emergency. All equipment associated with the security of the school building and the safety of everyone inside, for example, fire sensors, alarms, lighted exit signs, cameras, motion sensors, security keypads, AED device, etc. must never be tampered with by students for any reason as consequences with tampering are severe.



Search and Seizure



Students possess the right to privacy of person as well as freedom from unreasonable search and seizure as guaranteed by the 4th Amendment of the United States' Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students and staff. School employees (usually administration) may conduct searches when they have reason to suspect that the health, safety, or welfare of students

or staff might be in danger.

Note: *Lockers are school property and may be searched at any time where a reasonable suspicion of a safety or school policy violation exists.*

K-9 Patrol Notice

The periodic use of the Larimer County Sheriff Department's K-9 Patrol is necessary in order to maintain a school environment that is safe and free from drugs. These trained dogs will not disrupt the school learning environment but will make searches of the school and grounds.

Alcoholic Beverages, Drugs, Prescription Drugs, and Tobacco

Students may not use, possess, sell, distribute, acquire, or be under the influence of alcoholic beverages or drugs (or "look alike" substances) or other controlled substances other than those prescribed by a licensed physician, while attending school or a school sponsored event. According to PSD policy, violation will result in suspension and/or referral to participation in a treatment program. Expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.



According to PSD policy, all medication must be kept and dispensed through the school office. If it becomes necessary for you to take **ANY** form of medication at school, a signed note from the doctor and parent must be filed in the office. Forms are available in the school office. You cannot possess any medication, prescription or over-the-counter medication (such as: aspirin or other pain relievers, cough drops etc.) at any time for any reason. If you have these things, they must be in the health office with a doctor's permission and they must be administered by the health tech or other trained personnel. If you have any questions, contact the office immediately. This is Colorado state law. Review the PSD Code of Conduct for PSD policies.

In order to promote general health, welfare and well being of students and staff at WMS, possession and/or smoking, chewing, or any other use of tobacco products by students while in or on school properties or under the school's jurisdiction during school hours or while participating in school sponsored events is prohibited. "Tobacco" shall include, but is not limited to: cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, cloves and all other kinds of tobacco prepared in such a manner as to be suitable for chewing, smoking or both.

Student Guidelines for WMS:

Dress Code:

The way you dress has a bearing on how others react to you and therefore affects behavior within WMS. Clothing should not distract from the learning environment and should not be intimidating. Self expression should be kept within the boundaries of safety and reduce social tension. The following guidelines are to be followed at WMS:

-dress should not be disrupting to the educational process or constitute a threat to the safety and health of self or others. This is determined by adults at WMS.

-Shoes and/or sandals must be worn at all times in accordance with the Health Department.

-Certain attire is not appropriate for school or school functions. For example: tank tops (shoulder sleeve must be at least 3 inches and must not be cut low under the arms), halter tops, "spaghetti strap" shirts, shirts without a back, mesh shirts, half shirts, bare stomachs, low cut shirts, transparent clothing, gloves, pajamas, slippers, sunglasses, bandanas/scarves unless holding back hair, etc.



-Skirts and shorts must be mid-thigh length or when standing with arms at your sides, they must reach the level of your index finger.

-Clothing cannot be torn or ripped and must cover underwear, the midriff, chest and buttocks. Torn jeans at the knees are allowed only if leggings are worn under jeans. Otherwise, duct tape is available in the office. Take care of this before your day begins, please.

-Clothing with drug/alcohol advertising, reference to gangs, depicting violence/discrimination or including obscene language/pictures will not be allowed.

-Hats must remain in lockers except before school, during lunch and after school. Hats cannot be worn in the hallways to and from lunch or to Minnie classes but must be held in the hand. Violations require that the hat be taken away for the first time for the day and then for the week. Obey the rules!

-Any jewelry or accessories (chains, spiked jewelry or other) that could be used as a weapon or is inappropriate is not allowed at WMS. Chains hanging from pants or connected to wallets or anything else are not allowed.

Immediate compliance with the dress policy is required. No whining. No snarkiness. You know the code. Obey it. If you choose not to, your parents will need to bring you appropriate clothes before returning to class. Check in with your advisory teacher to make sure you are dressed appropriately. We are preparing you for a world where you will need to be dressed appropriately.

School Breakfast and Lunch

Breakfast is served at WMS starting at 7:15 a.m. and is available only until 7:35 a.m. Unless you violate the rules, you may take your food to your advisory class and eat in there, especially if you might be late. Do not take advantage of this privilege!

School hot lunches and sack lunches are served/eaten daily in the multi purpose room/cafeteria. Eating in classrooms will be permitted with teacher approval only. If you eat your lunch in a classroom with a teacher's permission, you must remain there for the duration of the lunch period. It is important that all trash be deposited in the trash cans located in the area. Be sure to recycle appropriately. The west, mountain side of the building, and Courage Park are off limits during lunch period unless with an adult. You must observe the closed campus policy at all times. Students are not allowed to leave campus during lunch unless accompanied by their parent/guardian.

After lunch you may go outside to play intramurals. See intramural coach for details.



Bus Students

Riding the school bus is a privilege not a right. Safety is the most important factor. You may continue to ride the bus if you:

1. follow all the instructions of the bus driver
2. behave at all times and cause no disturbance

Please note that the bus drivers have the authority to give consequences to student bus riders for misbehavior. A student could receive a consequence from the bus driver and the school for the same incident.

Student Valuables

You are cautioned **NOT TO BRING** large amounts of money, cameras, games or any other valuable equipment to school. The school is not responsible for your personal property. If music players are brought to school, they must remain in your locker except before school, during lunch and after school. Any music players out at other times will be confiscated. If

valuables are missing, report it to the school office immediately. If you bring expensive things to school you bring them at your own risk.

Student Backpack/Bags

All backpacks and or bags must be kept in a school locker during the school day. Students are not permitted to carry bags of any sort (including purses) with them during the school day. Students may carry lunch boxes or lunch bags with them during the lunch period.

Lockers

You will choose or be assigned a school locker. **Do not share the combination to your locker with anyone at any time.** Periodic inspections will be made by the school staff to see that they are kept neat and orderly. Use only the locker assigned to you and keep it locked at all times. All personal items and books, when not in use, are to be kept in lockers. Do not tamper with another locker. Do not get into another student's locker without permission. If you are assigned a locker to share, you may only share with a student of the same gender. Locker combinations will not be changed throughout the year. Remember: lockers are school property and subject to search upon "reasonable suspicion" for items that would violate school rules or state/city laws.

Telephones



Student phones are available at the front office between classes (students cannot be tardy to class) and after school. Students may also use the phones in the gym and cafeteria during lunch only. **Cell phones must be kept in your locker or left in the office and may not be used or turned on between 7:40 a.m. and 2:37 p.m. including lunch-no exceptions.** Classroom telephones are reserved for adult use or only when directed to be used by a staff member when working on an assignment or project. Students may use the phone in the front office, with permission.

Bikes and Bike Racks

All bikes should be placed in the bike racks provided at the main entrance to WMS. You should lock your bike for your protection. Bikes cannot be ridden during the school day or during lunch. If theft occurs, report it immediately to the office and the sheriff's department. Lock your bike!



Report Cards/Progress Reports

Report cards are issued on a regular basis at the end of each quarter. Report cards will be accessible in StudentVue and ParentVue approximately one week after the end of the quarter. Paper copies may be requested at the front office. You will receive instructions that will allow you and your parents/guardians to access student information such as grades and attendance. Progress reports are available online, via email or can be picked up at the office with advance notice.

Advisory Time

Advisory time has been added to each student schedule each day. This time is designed for students to be trained in several programs and it is a time to work on student skills. This time is required, you must attend, be on time for it each day and students will earn credit for it. This is a great time to make sure that you are ready for each day at WMS.

Assemblies

In the event that we have a school assembly, your behavior must be courteous and appropriate at all times. The reputation of our school is based on the conduct of its student body at assemblies, when guests are present in our school. Prior to each assembly, student behavior will be reviewed.

Student Leadership-Eagle Power

Eagle Power is WMS's opportunity for student leadership as in student council. E.P. plans student activities, serves as a leadership training experience for both leaders and followers, promotes the common good, gives students a voice in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks interested students in school/community affairs and helps solve problems should they arise. Members of E.P. are student representatives and have direct contact with school administration and staff. This is a class that earns credit. See your counselor for more information.

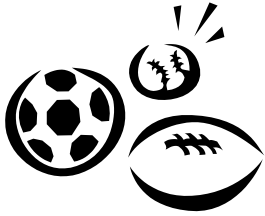


Dances

Several dances will be scheduled by Eagle Power throughout the year. Eligible students will be invited to these dances unless they have been suspended from school or have excessive unexcused tardies to school or to classes. An administrator will speak to students who are not eligible to come to dances before the dance. A student must attend school the day of any

dance in order to be eligible to attend the dance. Guests may be invited to dances only with requests turned in to the office during the invitation timeline. Guests must be middle school students in good standing from Poudre School District schools only. Guests who show up uninvited or without permission to attend will be turned away from the dance. Proper dance behavior will be explained before each dance.

** Please note: We do our best to schedule dances to accommodate as many schedules as possible. However, there are times when dances are scheduled during an athletic event or practice. It is of athletes to attend the athletics event or practice instead of the dance. **



Athletics for 7th and 8th graders

All students who participate in WMS athletics must have a physical examination each year and proof of insurance on file in the office. A complete middle school Authorization for Athletic Participation form must be on file in the office prior to the opening of the sports' season in which a student wishes to compete. Cards and instructions concerning physicals may be obtained from individual coaches or from the office.

Parents/guardians may sign insurance releases if they feel that you have adequate insurance to cover possible injury. The school district also has an insurance plan that you may be interested in. All students who participate in any sport must be covered by either school insurance or personal insurance. The athletic fee is \$82 per sport at the middle school level and must be paid by the date of the first contest. If students are participating in the free/reduced lunch program, then parents/guardians may fill out a request to waive fees and the fee will be covered. Family athletic fee maximum is \$330 per year. Contact the office for more information.

WMS sports available to 7th and 8th graders:

Football
Wrestling
Boys' Basketball
Golf
Track
Tennis
Cross Country

Softball
Girls' Basketball
Volleyball
Golf
Track
Tennis
Cross Country

Athletics for 6th graders:

WMS sports available to 6th graders and are administered by the City of Fort Collins (<http://www.fcgov.com/common/pdfs/spotlight-pdf.php?id=969>) and include track, golf and cross country at WMS.

Eligibility:

Eligibility for participation in WMS athletics is rigorous. A student athlete may only participate in athletics if he/she is making adequate progress in academic achievement in the classroom as well as maintaining positive citizenship. The athletic director will print academic reports every Wednesday morning and will notify coaches of ineligible athletes. Student athletes can also be deemed ineligible if a teacher reports poor classroom behaviors. Students who are ineligible the first time will not participate for one game/match and **cannot** travel to away games/matches. Students who are ineligible for more than one week will not participate for one week, regardless of how many games/matches are in that week. **Quitting a sport once the season has begun is detrimental to the team as well as to the entire school.** If you choose to quit a sport during the season, your opportunity to try out for other sports at WMS will be in jeopardy. See Mrs. Bradshaw for more details.

Counseling

Counseling services are available for every student at WMS. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study help, help with home, school or social concerns, or any question you feel you would like to discuss with a counselor. Don't wait for a problem to come in and visit with the school counselor!

Media Center

The media center hours are from 7:25 a.m. to 3:00 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 and during Eagles After Hours, whenever possible.



Health Services

If you become ill during the school day, you may ask your teacher for a referral form to the school health office. Staying in the health office for more than 10 minutes is not allowed-you must call and go home or go



back to class. You may not leave the building because of an illness without permission.

Emergency Drills

Fire and tornado emergency drills at regular intervals are required by law and are an important part of safety practice. It is essential that when the first signal is given, everyone obeys instructions promptly and clears the building by the prescribed route as quickly as possible. Always follow directions from teachers and WMS staff. We want all of us to be safe at Wellington Middle School.

Wellington Middle School, Did you know?

1. WMS has a social norms campaign called, "UK or United Kids at WMS" and it supports students recognizing respect at school, in the community, and at all school sponsored events? You can earn a "UK" t-shirt by demonstrating the quality of respect in our school.
2. The Drysdale Gymnasium was named for our friend and teacher, Bob Drysdale, who loved Wellington Junior High School. He was also honored as a Colorado State Alumni who contributed to the Fort Collins/Wellington community.
3. The lunchroom has a banner signed by Nick Gaucher, who was a student at WJHS who died after a long battle with cancer. His words, "Life is too short so why waste it sitting on the sidelines," are also a focus on the stone bench in Courage Park, southeast of the school. In 2005, his classmates signed a "pledge to graduate for Nick". In May 2008, they came back to celebrate that they had kept their pledge to graduate for Nick.
4. WMS was once Wellington High School and the high school memorabilia located in the "Byron White" hallway came from the high school before it was torn down. High school alumni visit our school often and donate large items to us including the arch on the south end, which are the actual archways used as the entrance to the high school building. There is a time capsule buried under the arch to be opened in 2105 that is filled with all sorts of things! They also donated the two concrete and brass memorials to their school located near the arch and the bronze eagle in the front hallway.
5. Several of the staff are proud graduates of our feeder system high school, Poudre High School. Two attended Wellington Junior High School!
6. Several of your teachers have been recognized as Poudre School District "Teachers of the Year," see their names in the rotunda.

7. Eagles After Hours has earned over \$300,000 in grants so that it can continue as a program at our school.
8. The WMS Media Center is ranked #1 of all PSD secondary schools in usage by students and teachers for 12 years. The WMS Media Center was named a Colorado Department of Education Library Program of the Year in 2014.
9. A.V.I.D. students visit area universities each year. Wellington Middle School is an AVID National Demonstration School and was recently named an AVID Schoolwide Program of Excellence by AVID Nationals. Only 1% of AVID schools have this distinction!
10. WMS has had several athletic district champions since 2000 that are recognized in the rotunda by the office in the "Circle of Fame".
11. The Governor of Colorado chose WMS as one of the first schools to be honored in the "Wind for Schools" program. Our wind turbine will generate power that can be observed in the front entry on a daily basis.
12. In 2012 and 2015, WMS was selected as a "National and Colorado School to Watch" by a national forum. "Schools to Watch" are selected based upon their academic success and achievement in hopes of schools sharing their best practices. In 2015, WMS was redesignated as a "National and Colorado School to Watch." We will try to redesignate this year again!
13. WMS was selected as a National Green Ribbon School by the Federal Government in 2012, the inaugural year of the National Green Ribbon School Program. In addition, WMS has earned the federal "Energy Star" award for the several years, in part because of our work to conserve and recycle in our building. In 2015-2016, Wellington was ranked number one in Poudre School District for the amount of trash we diverted from the dump!
14. WMS was named an International AVID Demonstration School in the Spring of 2013. It is the only demonstration school in Colorado to earn a three year demonstration school rating rather than a one year rating. Great work, Eagles!
15. Deputy Remington was named the Colorado School Resource Officer of the Year in 2015 by the Colorado School Resource Officer Association.
16. This amazing school is home to the very best teachers, staff and students in Poudre School District!

DAILY TIME SCHEDULE 2017-2018

Wellington Middle School

7:40-7:58	Advisory 6, 7, 8
8:03-9:20	Period 1 (77 minutes)
9:25-10:42	Period 2 (77 minutes)
10:42-11:12	Lunch One
10:47-12:04	Period 3 Lunch 2 (77 minutes)
12:04-12:34	Lunch Two
11:17-12:34	Period 3 Lunch 1 (77 minutes)
12:39-1:56	Period 4 (77 minutes)
2:02-2:37	“Minnie”, Period 5 (35 minutes)

Soar Fridays

7:40-7:48	Advisory (8 minutes)
7:54-8:42	SOAR (48 minutes)
8:48-9:52	Period 1 (64 minutes)
9:58-11:02	Period 2 (64 minutes)
11:02-11:34	1 st Lunch
11:08-12:12	Period 3 (64 minutes)
11:40-12:44	Period 3 (64 minutes)
12:12-12:44	2 nd Lunch
12:50-1:54	Period 4 (64 minutes)
2:01-2:37	“Minnie”, Period 5 (36 minutes)

QUARTER SCHEDULE:

First Quarter:	August 22-October 19
Second Quarter:	October 23-December 21
Third Quarter:	January 9-March 9
Fourth Quarter:	March 19-May 31

Acknowledgment of PSD Code of Conduct and WMS Rules and Procedures
Information Return to your advisory teacher as soon as possible
but not later than 8/31/17

Student's Name: _____
(print please)

Dear Parents (or Guardians) and Students,

Please take the opportunity to read and discuss the information in the WMS Student Handbook, the Poudre School District Code of Conduct and the Rights and Responsibilities of Students and Parents in Poudre School District which is now online.

In order to assure for us to know that you have had the opportunity to read the Code of Conduct and WMS handbook please take a moment to sign below and have your student return this slip to his/her advisory teacher as soon as possible or by 8/31/17. Thank you!

**** I have had the opportunity to read the WMS student handbook.

signature of **student**

date

signature of **parent/guardian**

date

Welcome to Wellington Middle School!
We hope your year will be eventful
and you will learn up to your potential!