

Wellington Middle-High School

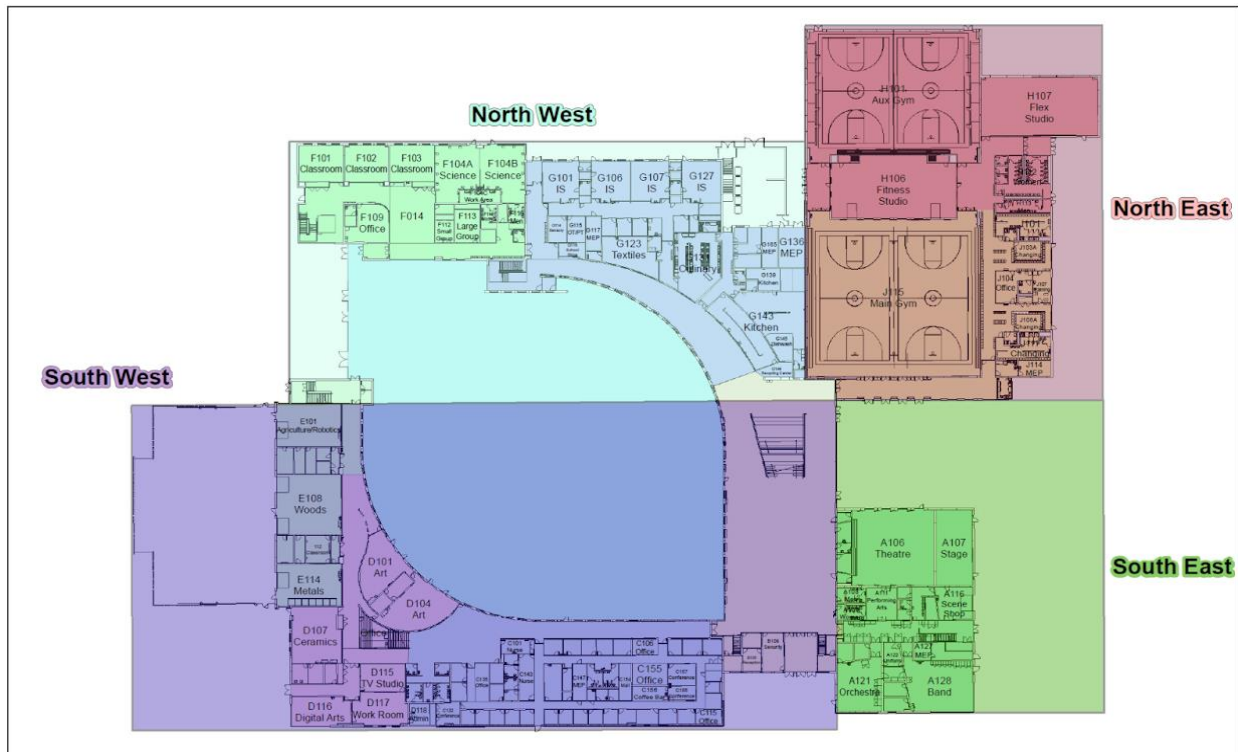
To Ignite Curiosity, To Nurture Resiliency, To Empower Life-long Learning



Troy Krotz, Principal
Steven Watkins, Assistant Principal
Hilarie Bartling, Assistant Principal/Athletic Director
Marc Buffington, Assistant Principal/ Activities Director
Brett Larsen, Assistant Principal
Brian Fox, Dean of Students
Rusty Quinlan, Dean of Students
Marissa Herzog, Counselor, Last names A-F, 6th-11th
Katie Delahunt, Counselor, Last names Lan-Rie, 6th - 11th
Matthew (Mac) Woods, Counselor, Last names F-Lam, 6th - 11th
Lucas Smith, Counselor, Last names Rif-Z, 6th - 11th

2856 Cleveland Ave.
Wellington, CO 80549
Main Office Phone: (970) 472-2700
Attendance Line: (970) 472-2701
Fax: (970) 472-2702
Website: <http://wel.psdschools.org/>

The purpose of this handbook is to articulate desired expectations for you 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.



Wellington Middle-High School Athletics

Middle School Athletic Offerings	
7th & 8th Grade (*6th Grade)	
Fall	Cross County* 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>

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 (\$130/sport) (\$70 for unified)
- Be in attendance at school for at least ½ of the day of every athletic event
- Meet eligibility requirements for grades
 - Athletes cannot have two F's in order to be eligible. We use a 0-4 scale in this building.

High School Course Conversion Chart	
Average Proficiency Level	Letter Grade
3.00-4.00	A
2.5-2.99	B
2.0-2.49	C
1.5-1.99	D
0-1.49	F

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

Eagle Club

Wellington Middle School partners with the Boys and Girls Club to provide many enrichment activities such as intramural sports, homework help, and computer club. Students interested in attending will need their parents/guardians to fill out the appropriate permission form.

WMHS Behavior Expectations

Students at Wellington Middle-High School contribute to a school atmosphere that is safe and focused on learning. To meet this goal, take time to learn to SOAR.

Safe
Ownership
Accountable

Respect

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.
- Students will use the E-Hallpass 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!

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.

Before/After School Guidelines

8:15 AM – Commons is open

8:30 AM – Cafeteria is open for breakfast

9:00 AM – Classes begin - Students are expected to be on time to class

4:00 PM – Classes end - School is out, after school activities begin

4:15 PM – Students not participating in after school activities are expected to leave campus

Wellington Middle-High School students will be supervised on campus from 8:15AM-4:30PM unless students are participating in an after-school activity, club and/or athletics.

School Breakfast and Lunch

Breakfast is served at WMHS starting at 8:30AM and is available only until 9:15AM. You may take your breakfast to your 1st period class and eat there, especially if you might be late. This is a privilege!

School lunch is served/eaten daily in the Commons and outside. Lunch is free for all students this year. Eating in classrooms will be permitted with teacher approval. If you eat your lunch in a classroom with a teacher's permission, you must remain there for the duration of the lunch period. 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 must observe the closed campus policy at all times. Students are not allowed to leave campus during lunch unless accompanied by their parents/guardians. Open campus for high school students. PSD students that are not enrolled at Wellington are allowed on campus only with specific permission by building administration. This includes parking lots.

Personal Electronic Devices

6th-8th grade- Personal electronics are not to be used in the classroom unless it is replacing technology designed for learning purposes and instructed by teacher; cell phones are allowed during passing periods and lunch.

High School- Personal electronic devices are to be utilized for learning purposes in the classroom. Cell phones are allowed for student use during passing, lunch, and off-period.

Any electronic device that is used inappropriately may be confiscated by the educator; all teachers will clearly communicate their classroom cell phone policy. If a parent/guardian needs to be contacted this will be done by the educator who confiscated the phone. Parents may be responsible for picking up their student's device(s). Confiscated phones will be delivered to the front office designee after parent contact is made.

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 the tech center. Accidental laptop damage will be fixed at no cost to the student. Laptops that are damaged need to be turned into the tech center desk for repair. Students may be responsible for damage that is deemed to be the fault of the student. Students are asked to fully charge their laptop every night so it will be available for use in their classes. Students are 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.

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.

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 blacktop 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.

Dress Code

At Wellington, we follow the PSD dress code, which can be found in the [2023-24 Student Right and Code of Conduct Booklet](#). 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. Apparel must be worn in a way that covers breasts, nipples, genitals, and buttocks. Apparel covering these areas must be opaque. Items listed in the “Students Must Wear” section must meet this requirement.

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 based on race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, marital status, age or disability.
2. Apparel that depicts, implies, advertises, or advocates:
 1. Illegal or lewd conduct
 2. Pornography, nudity, or sexually suggestive language or messages;
 3. Vulgar or obscene language or images.
3. Swimsuits (except as required in class or athletics).
 1. 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 asked to call home in order to have clothing brought to school. If the student continues to violate the dress code, there may be disciplinary action taken.

E-Hallpass

The Online Digital Hall Pass at Wellington Middle-High School, This digital hallpass program will be used as a pass for students to leave the classroom (i.e. bathroom, water fountain, Library, Health Office, etc.) With E-Hallpass WMHS 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 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.

Parent/Guardian notification of a student absence

We request that parents/guardians report the absence in Parent Vue or call the Attendance Line at **(970) 472-2701** 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. Students are responsible for completing work during their absence.

Make-Up Work

Make up work shall be provided for any class in which a student has an absence unless otherwise determined by a WMHS 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. Make up work should be turned in as soon as possible.

Tardies

1. Students who arrive to class late with a pass (E-hallpass) will be marked tardy excused.
2. Students who are 1-11 minutes late to class without a pass will be considered tardy unexcused.

3. Students who arrive to class later than 11 minutes but before the halfway point of the class will be considered as an extreme tardy. Students who arrive to class beyond the halfway point of the class (40 minutes) will be marked absent per the [Colorado State Board of Education Code of Regulations](#).

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 E-hallpass will be marked as tardy. If a student is frequently tardy the following process will be followed:

- 3 unexcused tardies/extreme tardies in a week= 1 day of lunch detention
- 4 unexcused tardies/extreme tardies in a week= 2 days of lunch detention
- 5 unexcused tardies/extreme tardies in a week= 3 days of lunch detention
- 6 unexcused tardies/extreme tardies in a week= 4 days of lunch detention
- 7 unexcused tardies/extreme tardies in a week= 5 days of lunch detention
- Above 7 tardies in a week= In School Suspension (ISS)

Continued unexcused tardies after ISS= consultation with administration/deans to create an individual student support plan.

Truancy

Monitoring of excessive absences:

- Absences - 5 in a month within one class, 10 across all classes
 1. Conversation with student
 2. Call home
 3. Support plan in place to support student through MTSS & administration

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.

Library Media Center

The Library Media Center hours are from 8:15 am to 4:25 pm (lunch periods included) for student use. At this time, library materials may be checked out for 2 weeks and may be renewed as needed. There are no fines for late materials, but students may be charged a replacement fee for lost or damaged materials.

Counseling

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

Wellington Middle-High School Counselors:

Ms. Mariss Herzog

sswitala@psdschools.org

Last names A-E, 6th - 11th

Mr. Matthew (Mac) Woods

mawoods@psdschools.org

Last names F-Lam, 6th - 11th

Ms. Katie Delahunt

kdelahunt@psdschools.org

Last names Lan-Rie, 6th - 11th

Mr. Lucas Smith

lusmith@psdschools.org

Last names Rif-Z, 6th - 11th

Contact your counselor for questions about your schedule, someone to talk to about what is 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

Wellington Middle-High School 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. Who has been affected? In what way? (Include yourself)
3. What could you do differently to move forward?
4. What is the solution? What support do you need from an adult?

At Wellington Middle-High 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 unsolved 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 influence our behavior. The goal of behavior management is to successfully realign student behavior with teacher and school expectations. 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 have worked to build consistency and clarity across our building in student behavior expectations and responses. This becomes the framework for our PBIS processes at Wellington.

At Wellington Middle-High School, we believe that all students want to behave and do well in school if they can. We acknowledged that misbehavior is due to lagging skills or unsolved 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 influence 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. The Code of Conduct can be found (in English and Spanish) on the PSD website:

<https://www.psdschools.org/schools/school-registration/student-code-of-conduct>