

Student Handbook 26-27



THE WEBBER WAY

At Webber Middle School, we foster a diverse and inclusive community that builds connections and empowers students to achieve excellence, embrace challenges with perseverance, and uphold respect and accountability in all endeavors.

COMMUNITY
CONNECTIONS
EXCELLENCE

26-27 Webber Daily Schedule

Webber Daily Schedule							
Monday & Friday				Tue, Wed, & Thurs			
0 Hour:	7:00 - 7:25			0 Hour:	7:00 - 7:25		
Period 1	No Connect			Period 1:	7:30 - 7:52		
Period 2:	7:30 - 8:54			Period 2:	7:56 - 9:11		
Period 3/4:	8:58 - 10:18			Period 3/4:	9:15 - 10:30		
Period 5:	6th Grade	7th Grade	8th Grade	Period 5:	6th Grade	7th Grade	8th Grade
	Class: 10:22 - 11:00	Lunch: 10:18-10:53	Class: 10:22 - 11:42		Class: 10:34-11:10	Lunch 10:30 - 11:05	Class: 10:34 - 11:49
	Lunch: 11:00 - 11:35	Class 10:57 - 12:17	Lunch 11:42-12:17		Lunch: 11:10-11:45	Class: 11:09 - 12:24	Lunch 11:49 -12:24
	Class: 11:39 - 12:17				Class: 11:49 - 12:24		
Period 6:	12:21 - 1:41			Period 6:	12:28 - 1:43		
Period 7:	1:45 - 2:25			Period 7:	1:47 - 2:25		



26-27 Black/Red Days Calendar

2026-2027 Black/Red Days Calendar Webber Middle School

Alternating Block Schedule

August 18 is the first day of school for 6th Graders August 19 is the first day of school for 7th and 8th Graders

Gray = no school days

May 28 is the last day of school - it is a half day

AUGUST

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18 only	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
Thanksgiving Break				
30				

DECEMBER

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
19	20	21	22	23
28	29	30	31	

JANUARY

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
Spring Break				
22	23	24	25	26
29	30	31		

APRIL

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28



Webber Resources

Webber Website - <https://web.psdschools.org>

- The Webber website is a valuable resource and the primary information source.

ParentVue - <https://pvue.psdschools.org>

- Students and parents can check grades, attendance, health office visits, and more on StudentVue or ParentVue.

School Pay - <https://psdschools.schoolpay.com>

- Students and parents can check fees and school lunch accounts using School Pay. Fees can be paid from home using a credit card or at the school payment window.

Synergy Hall Pass -

https://pvue.psdschools.org/PXP2_Login_Student.aspx?regenerateSessionId=true

- Students will use the Synergy hall pass system to use the bathroom, get a drink, go to counseling, or for any other reason when they need to leave the classroom. The student must ask the teacher for permission before creating a pass, and then the student can create a hall pass through StudentVUE.
- Parents and guardians now have the ability to review their children's hall pass usage by logging into ParentVUE.

PAWS

Webber Panthers Live by PAWS

- Positive Attitude
- Act with Integrity
- Work Hard
- Show Kindness and Respect



Administration

Principal - Mr. Watkins

Assistant Principal - Mrs. Wren

Assistant Principal - Mrs. Miller

Dean of Students - Mrs. Stump

Webber administrators prioritize academic success and safety for all students. The administration team will consistently communicate and enforce all school/district guidelines. We will support students inside and outside the classroom every school day.

Counselors

Counselor - Mrs. Stump

8th Grade/6th Grade (A-K) - Mr. Walsh

7th Grade/6th Grade (L-Z) - Mrs. Jackson

The Webber counseling team will proactively support students and parents/guardians to ensure all students feel safe and succeed at school. The counselors are available to talk about school, friends, and family issues. Students should make an appointment with a counselor to discuss these issues. The counseling team will help with class schedules during the add/drop windows. Finally, our counseling team will support students transitioning from elementary to middle school and middle school to high school.



School Resource Officer

FC Police Officer - Mike McTighe

Officer McTighe is a Fort Collins Police Officer assigned to Webber Middle School. He mentors and teaches, enforces laws, and facilitates conflict resolution. However, it's important to note that he is not involved with school-related behaviors or consequences. These matters fall under the responsibility of the school's administration team, which will work with Officer McTighe if a situation requires law enforcement.

Attendance

Related PSD Policies

[Policy JEA: Compulsory Attendance](#)

[Policy JH/JHB: Student Attendance/Truancy](#)

[Policy JHCA: Open/Closed Campus](#)

Compulsory Attendance

Every child who has attained age six years on or before August 1 and is under 17 must attend public school, with such exceptions as provided by law. It is the parent's responsibility to ensure attendance. Exceptions to Compulsory Attendance include:

- Illness
- Family emergency
- Medical/dental appointment
- Court appearance
- Approved religious observance
- School-sponsored activity
- Any other pre-arranged absence approved by the administration

Closed campus

The school board has decided that all middle schools will be closed campuses. Once at school, students are expected to remain on school grounds until dismissed at 2:25 PM unless a parent has checked them out through the main office. Leaving campus without permission will result in a discipline referral.

Excused absence – An excused absence is defined as any absence out of a student's control. Please be aware that excessive absences due to illness require a doctor's note to explain the absences. If a student knows that they will have an extended absence, the expectation is that the student will communicate with their teachers or counselors to obtain any work they will miss during their absence.



Unexcused absence - An unexcused absence is an absence not officially approved. The school will promptly notify parents/guardians about any unexcused absence. Administrative response to unexcused absences:

- 4th unexcused full-day absence results in 1st attendance letter sent home
- 8th unexcused full-day absence results in 2nd attendance letter sent home
- 10th unexcused full-day absence results in a parent conference
- 12th unexcused full-day absence results in further action to correct the problem

Illness or emergency absences - If a student is absent from school, their parent or guardian should call the school attendance line, which is available 24 hours a day, seven days a week. **Webber Attendance Line: 970-490-3089.**

Dismissal during the school day

If a student plans to leave school during the day, they must bring a note to the front office first thing in the morning. The attendance clerk will issue a pass using the Ehall pass system, which minimizes classroom interruptions. Students must check in with the attendance clerk for a class pass when they return from an appointment. Due to the high volume of activity in the front office, student checkouts after 2:00 should be limited.

Make-up work

Makeup assignments include daily classwork, homework assignments, quizzes, tests, exams, and long-term projects. Teachers and students at Webber are responsible for finding an appropriate time to complete the missing work. Completing missing work is required for unexcused and truant absences. After two absences, parents/guardians or students may request work by email or phone.

Tardy Policy

Tardiness is arriving to class without a proper excuse after the scheduled time. Excessive tardiness will be punished due to its disruptive nature and its negative impact on the rights of non-tardy students to continuous learning.

Excused Tardy - Any tardy that is out of a student's control.

Unexcused Tardy - Any tardy clearly in the control of the student and parent/guardian.

Extreme Tardy - Arrival 11 minutes late without an approved excuse

PAWS Expectations for Being On Time

Positive Attitude: Start each class ready to learn.

Act with Integrity: Take responsibility for arriving to class before the bell.

Work Hard: Use passing time wisely and come prepared with everything you need.

Show Kindness & Respect: Arrive on time so learning can begin without disrupting others.

Weekly Accountability

Each Monday, the school reviews student tardies from the previous week.

- 5 or more tardies in one week will result in a Lunch Detention.
- During Lunch Detention, students will complete a reflection and send an email home to their parent/guardian.

Continued Tardies



Students who receive Lunch Detention for tardies for three or more weeks will receive a Major Office Referral (MOR) and may be assigned additional interventions and supports to improve attendance and punctuality.

Our Goal

Being on time is an important life skill. Following our PAWS expectations each day helps create a positive learning environment where everyone is ready to learn and succeed.

Hallway Expectations

Passing periods are four minutes long. During these periods, students are expected to go to their lockers, use the restroom, fill water bottles, and visit with friends briefly. Students need to remember these expectations for passing periods.

- **P – Positive Attitude:** Walk calmly and contribute to a positive hallway environment.
- **A – Act with Integrity:** Make responsible choices and do the right thing, even when no one is watching.
- **W – Work Hard:** Be prepared, stay focused, and go directly to your destination.
- **S – Show Kindness & Respect:** Use quiet voices and treat everyone and our school with respect.

Lunchroom Expectations

Webber's lunch procedures are designed to provide a safe, respectful, and efficient environment while reinforcing our PAWS expectations. Staff should consistently teach, model, and reinforce these routines throughout the year.

Arrival

- Students should enter the cafeteria calmly, go directly to an open table, and remain seated until dismissed.

Lunch Service

- Tables are dismissed one at a time to receive lunch.
- Students bringing lunch from home, including those using the microwave, should wait until their table is called.
- Students return directly to their table after receiving their meal.

During Lunch

Students remain seated while eating.

Students must receive staff permission before:

- Using the restroom
- Disposing of their tray
- Leaving their seat for any other reason

Dismissal & Recess

- Students request permission to dispose of their tray and return to their seat.
- Tables are dismissed one at a time for recess.



- Staff actively supervise transitions and reinforce expectations.

Outdoor Expectations

Students are expected to:

- Remain within designated playground boundaries.
- Stay on the east side of the track.
- Follow PAWS expectations at all times.
- Respond to adult directions promptly and respectfully.

During the first days of school, additional structures may be implemented to teach and reinforce these routines. As students demonstrate responsibility and consistency, those supports will gradually be reduced while maintaining a safe and orderly lunch environment.

Lockers

Related PSD Policy

[Policy JIH: Searches](#)

How to open a combination lock:

1. Turn right (clockwise), past zero twice, and then stop at the first number of the combination.
 2. Turn left (counterclockwise), past the second number of the combination once, and then stop on the second number the next time around.
 3. Turn right (clockwise) to the third number of the combination.
 4. Turn until the lock tightens and open the locker door.
- **Keep your locker combination private.** Do not share your combination with anyone. Sharing your combination is a violation of school expectations and may result in the loss of locker privileges. A second offense will result in losing your locker for the remainder of the school year.
 - **Use only your assigned locker.** Lockers are assigned to individual students and may not be shared. Sharing a locker may result in the loss of locker privileges.
 - **Take responsibility for your belongings.** Keep valuables at home whenever possible. Webber Middle School is not responsible for lost, stolen, or damaged items left in lockers.
 - **Report locker issues promptly.** If your locker is damaged or you experience problems accessing it, notify the office as soon as possible.
 - **Personalize your locker appropriately.** Students may decorate the inside of their locker. Decorations on the outside of lockers—including tape, contact paper, stickers, or writing—are not permitted. Magnetic decorations, such as magnets and magnetic mirrors, may be used inside the locker.



Food and Drink Guidelines

Students may eat and drink only in the cafeteria unless a classroom activity or documented medical need requires otherwise. Teachers may allow a snack if a student's lunch is scheduled later in the day.

Food and drinks are not permitted in the hallways. The only exception is water in a sealed, closed container.

While we strongly discourage students from bringing caffeinated beverages, including energy drinks, to school, any caffeinated beverage brought to school may only be consumed during lunch.

School administration reserves the right to confiscate any food or beverage that does not meet school expectations or disrupts the learning environment. Confiscated items may or may not be returned at the discretion of school administration.

District Technology

Related PSD Policy

[Policy JS: Student Use of District Information Technology](#)

Students at Webber will be using the Poudre School District network and equipment. The PSD Code of Conduct details the rules for using the PSD network and equipment. Students will automatically receive accounts to access computers and email. Any files stored on the Webber server or any cloud-based storage used for school may be reviewed anytime. A student's account can be blocked by a parent/guardian or administrator if the equipment or network is misused, including security breaches. Misuse may lead to losing privileges, even if a class's network or equipment is required.

Cell Phones

Related PSD Policy

[Policy JICJ: Student Possession and Use of Personal Communication Devices](#)

Cell Phone and Other Electronic Devices Policy:

Cell phones, smartphones, headphones, earbuds, AirPods, handheld gaming devices, and other electronic devices are not allowed during school hours (7:30 AM—2:25 PM). This rule applies to all areas of the school. In case of an emergency, students can ask to use the school's phone in the classroom, the main office, or the grade-level offices.

There are two exceptions to this rule:

1. Students with explicit access written into their IEP or 504 are exempt from this policy.
2. Photography and Yearbook classes are also exceptions. Students in these classes can use the cameras on their phones for specific assignments.



Students are allowed to use their phones before and after school. The student will be responsible for any loss, theft, or damage to their device.

The following cell phone use is always prohibited on school grounds:

- Making video recordings at school without the teacher's permission or school authorization
- Cheating or plagiarizing
- Using the device for bullying or hazing others
- Disrupting the learning environment
- Viewing pornographic, offensive, or inappropriate content
- Posting derogatory content on social media sites
- Taking unsolicited or unwelcome photographs of students, staff, or facilities
- Refusing to give the cell phone to a staff member when the policy has been violated

Consequences for Violating Cell Phone Policy:

- First Identification: The cell phone will be collected and taken to the front office. The cell phone can be picked up at the end of the day by the student.
- Second Identification: The cell phone will be collected and taken to the front office. Parents/Guardians will be contacted by a staff member. The cell phone can be picked up at the end of the day by the student.
- Third Identification: The cell phone will be collected and taken to the front office. The cell phone must be picked up by a parent or guardian.
- There will be a two day grace period at the beginning of the year to set the expectations.

School Safety

To ensure the safety of all members of the Webber community, students are encouraged to report the following concerns to a trusted adult:

- Threats to self or others
- Weapons on campus
- Drug or alcohol possession or use on campus

By reporting these behaviors to a staff member, school resource officer (SRO), parent, or another adult, you are helping us all remain safe. When addressing these types of incidents, the focus will be on getting help for those involved rather than getting people into "trouble." Your help may contribute to saving lives and assisting others in getting the necessary support to change behaviors and lead healthy lives.

Safe2tellco.org is an anonymous reporting site for anything concerning your safety or the safety of others. It is available 24 hours a day, seven days a week, and is staffed by trained adults. The site can be reached at 1-877-542-7233 or the Apple/Android app



Video Monitoring and Surveillance Equipment

Related PSD Policy:

[Policy ECAF: Electronic Monitoring and Surveillance](#)

The PSD Board of Education and Webber Middle School recognize the responsibility to ensure the welfare and safety of its staff, students, and community members in the buildings and on campus. The Board of Education supports using video cameras on district property to promote the order, safety, and security of students, staff, and community members.

Video cameras may be used in district buildings and on district property to:

- Monitor all individuals entering and exiting district buildings before, during, and after regular hours.
- Monitor student and staff activities in hallways, locker areas, cafeterias, lunchrooms, gym, and other common-use areas.
- Monitor outside parking lot areas, entryways, and grounds.

Notices of video recording devices are placed around the building site, informing students, staff, and community members of these devices on the school site. Webber Middle School will utilize video monitoring equipment to assist in reviewing incidents that interfere with its effort to promote a safe and respectful learning environment.

Student Dress Code

Related PSD Policy

[Policy JICA: Student Dress](#)

Webber Administration shall enforce the district dress code consistently and in a manner that does not create disparities, reinforce stereotypes, or increase marginalization or oppression of any group. Reasonable cleanliness of apparel is expected as a matter of general health and welfare. Attire should not interfere with or endanger the student while participating in a classroom or other school-sponsored activities. The decision as to the safety or unsuitability of the apparel is a matter of the instructor's or school administrator's judgment.

Apparel must be worn to cover breasts, nipples, genitals, midriff, and buttocks and must be opaque. Items listed in the "Students Must Wear" section must meet this requirement. Subject to the approval of the superintendent or designee, principals may establish additional specific standards for their schools.

Students Must Wear:

- A shirt (with fabric in the front, back, and on the sides underneath the arms);
AND
- Pants or the equivalent (e.g., a skirt, sweatpants, leggings, a dress, or shorts);
AND
- Shoes (e.g., sandals, boots, or athletic shoes).



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 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:
 - 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. No flags can be worn as a cape or adorned in any other manner.
5. Apparel such as hoods or masks that cover a student's face or ears is prohibited. Hats 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.
6. Any manner of grooming or apparel, which by 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. (See District Policy JICF, Secret Societies/Gang Activity, and Dress).

Dress Code Enforcement:

A student who violates this dress code will be notified of the violation. Before re-entering class, the student will be provided with three options:

1. Wear their own alternative clothing, if available at school;
2. Wear school-provided clothing;
3. Call a parent or guardian to bring alternative clothing. A parent conference may be held at the discretion of the building-level administrator. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations

Bullying Prevention

Related PSD Policy

[Policy JICDE: Bullying Prevention and Education](#)

[Policy JBB: Harassment of Students](#)

What is Bullying?

“Bullying” is to willfully cause physical, mental, or emotional harm to any student or to use coercion or intimidation to influence and/or obtain control over another person. Bullying may occur between two or more students or between adults and students. This can occur through written, verbal, or electronically transmitted expressions (i.e., cyberbullying) or using a physical act or gesture. This includes but is not limited to such expression, act, or gesture directed toward a student based on that student’s academic performance, disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, family composition, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.



There are three general types of bullying:

- **Physical bullying** occurs when a student is bodily harmed (e.g., hitting, kicking, spitting, or pushing).
- **Verbal bullying** is harmful written or verbal communication (e.g., name-calling or threatening another student).
- **Cyberbullying**: occurs online or through text messages or emails. **social bullying** occurs when a student's relationships or social status are harmed

Bullying usually consists of three components that differentiate it from other forms of aggression or conflict. Bullying behavior is:

- intentional
- repeated or likely to be repeated; and
- marked by an imbalance of physical, social, or socio-economic power (e.g., physical strength/size, access to private information, or perceived social status). Power imbalances can change over time and in different situations, even involving the same students.

Bullying vs. Conflict

CONFLICT VS. BULLYING WHAT'S THE DIFFERENCE?	
CONFLICT	BULLYING
● Disagreement or an argument in which both sides express their views. ● Equal power and responsibility for those involved in the conflict. ● Generally, parties involved will stop and change their behavior when they realize they have hurt someone's feelings.	● The goal is to hurt, harm, or humiliate. ● Imbalance of Power: The person who is bullying has more perceived power. ● Repetition: The person bullying continues the behavior even when they know it is hurting someone.

Adult Response to Bullying

All District employees and students are responsible for ensuring that bullying does not occur at Webber, on any District property, or at any District or school-sanctioned activities or events when PSD is transporting students. Staff members should:

- Webber has a zero tolerance policy for bullying and immediate adult intervention will occur, as notified.
- All administrators, counselors, teachers, and other employees/authorized volunteers who have any incident of bullying reported to them or otherwise have reason to believe it is occurring shall promptly forward the report(s) and/or other information to the principal or principal's designee for appropriate action.
- All District employees who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the District and the school principal.

What Can Students Do?

- Follow the Stop, Talk, Walk program implemented at Webber
- Treat Everyone with Respect
- Stop and think before you say or do something that could hurt someone.
- Keep in mind that everyone is different. Not better or worse. Just different.
- If you think you have bullied someone in the past, apologize. Everyone feels better.
- Stand up for others.
- Stay away from places where bullying happens.



- Stay near adults and other kids. Most bullying happens when adults aren't around.
- Talk to an adult you trust. Don't keep your feelings inside. Telling someone can help you feel less alone. They can help you make a plan to stop the bullying.
- Always think about what you post. You never know what someone will forward. Being kind to others online will help to keep you safe. Do not share anything that could hurt or embarrass anyone.
- Keep your password a secret from other kids. Even kids who seem like friends could give your password away or use it in ways you don't want. Let your parents have your passwords.
- Think about who sees what you post online. Complete strangers? Friends? Friends of friends? Privacy settings let you control who sees what.
- Keep your parents in the loop. Tell them what you're doing online and with whom you're interacting. Let them friend or follow you. Listen to what they say about what is and isn't okay to do. They care about you and want you to be safe.
- Talk to an adult you trust about any messages you get or things you see online that make you sad or scared.
- If you are not comfortable speaking directly to an adult, you can report a cyberbullying incident on [Safe2tellco.org](https://www.safe2tellco.org)

Safe2tellco.org is an anonymous reporting site for anything concerning your safety or the safety of others. It is available 24 hours a day, seven days a week, and is staffed by trained adults. The site can be reached at 1-877-542-7233 or the Apple/Android app

Behavior Management

Related PSD Policies:

Policy JK: Student Discipline

[Policy JKA: Physical Intervention, Restraint, Seclusion and Time-Out](#)

[Policy JKB: Detention of Students](#)

[Policy JKBA: Disciplinary Removal from Classroom](#)

[Policy JKC: Discipline of Habitually Disruptive Students](#)

[Policy JKD/JKE: Suspension/Expulsion of Students](#)

[Policy JKD/JKE-R: Procedures Regarding Suspension/Expulsion of Students](#)

[Policy JKDA/JKEA: Grounds for Suspension/Expulsion of Students](#)

Behavior Philosophy

The discipline philosophy at Webber Middle School starts with the belief that discipline should focus on learning rather than punishment. While there are consequences for actions, we also believe there is a reason behind the behavior. Until we understand the cause, we won't effectively change the behavior. We aim to teach students alternative ways to handle situations to prevent recurring issues. Because we see self-discipline as a fundamental skill, we understand that students have varying levels of development in this area, just like with other skills. Therefore, discipline is a personalized matter, and each student will be addressed based on their individual needs, circumstances, and level of development.

The student management program at Webber Middle School is based on the following criteria:

- Dignity and respect for all
- A positive and proactive approach toward students



- Clear expectations
- Staff using an adult voice and problem-solving with students

Staff Responsibilities

All staff are responsible for the conduct of all students anywhere on school property, including the halls, study areas, restrooms, gymnasiums, school grounds, and office areas. Teachers should not ignore a situation that requires the use of their authority. Remember, what we tolerate, we teach.

Behavior Support Process

At Webber, we believe behavior is an opportunity to learn. Our goal is to help students make positive choices while maintaining a safe, respectful, and productive learning environment. Staff use the 3Rs to support students in meeting our PAWS expectations.

The 3Rs

1. Reminder

When a behavior does not meet expectations, a staff member will provide a reminder of the expected behavior and give the student an opportunity to make a better choice.

2. Reflection (PAWS + Reflect Form)

If the behavior continues, the student will complete a PAWS + Reflect Form. This allows the student to:

- Reflect on what happened.
- Identify which PAWS expectation was not met.
- Develop a plan for making a better choice moving forward.

If a student refuses to complete the PAWS + Reflect Form, an adult will provide additional support. The goal is to help the student reflect, regulate, and successfully return to class ready to learn.

3. Referral

If the behavior continues after completing a PAWS + Reflect Form, or if the behavior is severe enough to require immediate administrative involvement, the student will receive an Office Referral.

An administrator will:

- Meet with the student to understand what happened.
- Investigate the situation and gather information from those involved.
- Determine appropriate next steps based on the school's expectations and the district's Code of Conduct.
- Communicate with the student's parent or guardian as appropriate.

Our goal is to help every student learn from mistakes, repair harm when appropriate, and return to learning while demonstrating our PAWS expectations.



Consequences

Detention

A detention is a consequence given when a student's behavior violates school rules but is not severe. The student will be required to miss lunch or stay after school. Typically, a detention lasts for 30 minutes.

In-School Suspension (ISS)

When students receive ISS, they stay in school to complete work while being isolated from the rest of the student body. ISS is used for infractions that are not severe enough for suspension but require behavior remediation. Students who receive ISS will be assigned to the student monitor's classroom. The front office will notify staff when a student is ISS. Staff will be asked to provide work for students who are serving ISS.

Out of School Suspension (OSS)

OSS is a consequence given to students who have violated the Code of Conduct, specifically PSD Policy JKDA/JKEA. The behavior that leads to OSS is more severe than the behavior that results in In-School Suspension (ISS). The number of suspension days can vary depending on the severity of the behavior, but administrators can only suspend a student for up to ten school days. Staff will be notified by the front office when a student is OSS. Before the student can return to class, the administrator will hold a re-entry meeting with the student and the family to create a plan for success.

Expulsion

Expulsion involves removing a student from school for up to one calendar year, although it can be for a shorter length of time. It is the most serious consequence and is typically reserved for severe offenses such as violence, drug use, or possession of weapons. Students who are expelled from middle school attend the Journey program.

Informal Removal from Class

An informal removal from class is a less serious management step and occurs when a student violates one or several classroom rules during class or the day. Webber teachers may remove a student to:

- a hallway location outside the classroom door.
- a classroom pod location.
- a specified isolated location within the classroom.
- the front office: make sure you notify the front office when you send the student to the office.
- or any other immediate area of the school that is under the teacher's direct supervision.



IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain
in room or area until the "All
Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if
required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured
students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety
strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured
students or adults

Hazard

Tornado

Hazmat

Earthquake

Tsunami

Safety Strategy

Evacuate to shelter area

Seal the room

Drop, cover and hold

Get to high ground

Emergency Procedure

Related PSD Policy

Policy EBCB: Fire and Emergency Evacuation Response Drills

EVACUATION DRILLS

Exiting the Building:

1. Everyone must leave the building, following the designated exit routes.
2. If the fire alarm sounds during lunch or a passing period, students must exit the closest door on the same directional side as their next class and find that teacher.
3. In many cases, multiple rooms use the same building exits. Therefore, students must leave the building in a single file and by exits designated in the fire drill instructions.
4. All doors to rooms must be closed and lights turned off.
5. Students should not retrieve personal belongings or school equipment during drills.
6. Students should walk rapidly and be as orderly as possible.

Outside:

1. Students should gather in the area for their classroom.
2. Students should not go to other groups of students. Stay with your class.
3. The teacher will take attendance and hold up the green card (all are OK) or a red card (we need assistance).

Re-Entry to the building:

1. An announcement will signal a return to the building.
2. Students should return to the building in the same orderly way they exit and go to the same class.
3. The fire department may block exits. In case of a blocked exit, use the next closest exit.

POWER OUTAGES

1. Students should remain in the classroom, no passing, no students in the hall.
2. Stay calm and wait for any additional instructions.
3. Students in physical education should follow the specific instructions of their teacher.
4. If in a Locker Room, dress quickly and go to the north fields.

NATURAL GAS ODOR OR LEAK

1. Evacuate the area and, if possible, ventilate the room with fresh air.
2. If the smell overwhelms or a gas leak is confirmed, sound the fire alarm and call 911.
3. Evacuate the building using the building evacuation plan, and follow directions from the administration.

HAZMAT/BIOLOGICAL/CHEMICAL/NUCLEAR

If you are indoors and the toxin is indoors:

1. Evacuate everyone in the area to a safe distance.
2. Move upwind or upstream (if the material is water) and away from chemicals or fumes.
3. Call 911 immediately and advise of anyone trapped in the area.
4. Contact office 7802, 7804, 7805.



5. Look for any suspicious persons in the area and report such persons to an administrator.
6. As soon as possible, do a "headcount" and take role.
7. Identify everyone who has been exposed and keep them in an isolated area for treatment.
8. Do not attempt to treat anyone unless the exposure requires immediate rinsing with fresh water.

If you are indoors and the spill/release is outside

1. Call 911, follow the dispatcher's directions, and immediately notify the office (7802, 7804, 7805).
2. Move students, staff, and visitors away from outside windows and walls.
3. Make sure no one is outside the building.
4. The source's distance, shielding from the source, and limiting exposure time are fundamental requirements.
5. Seal windows and doors and shut off ventilation to prevent bringing in contamination from the outside,
6. Identify everyone who has been exposed and keep them in an isolated area for treatment.
7. Do not attempt to treat anyone unless the exposure requires immediate rinsing with fresh water

