

WEBBER MIDDLE SCHOOL



**4201 Seneca Street
Fort Collins, CO 80526
Main Office: 488-7800
Attendance Line: 490-3089
Fax-488-4811**

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

Please bookmark: <https://web.psdschools.org>

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

Please bookmark: <https://pvue.psdschools.org>

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

Please bookmark: <https://psdschools.schoolpay.com>

Webber Panthers follow the 6 Ps!

- **PROMPT**

(on time to class, complete assignments/projects on time)

- **PREPARED**

(tools of the trade, physically and emotionally ready to learn)

- **POLITE**

(pleasant, fun to be around)

- **POSITIVE MENTAL ATTITUDE**

(no put-downs, encouraging, cooperative)

- **PARTICIPATE**

(actively engaged in learning and extracurricular activities)

- **PRODUCE**

(completing assignments, best effort on assessments)

Administration

Webber administrators are highly invested in the safety for all stakeholders, the academic success for all students, consistent communication with the community, and supporting students inside and outside of the classroom.

Administration Team

Principal - Bryan Davis
 Assistant Principal - Elizabeth Garcia
 Assistant Principal - Patrick Kind

Counselors

Our counselors are proactive in their efforts to engage all student and parents to ensure that all students achieve in school. Counselors are available to discuss issues concerning school, friends, and family. Also, our counseling team is prepared to help students with high school and post-secondary planning.

Counseling Team:

6th Grade Joy Wintersteen
 7th Grade April Stutters
 8th Grade Ana Lizardo
 Grant Counselor-Tom Hicks

School Resource Officer

Mike Natalzia, School Resource Officer (SRO), is a Fort Collins Police Officer assigned to Webber Middle School. Officer Natalzia is at Webber to serve as a mentor, instructor, counselor, enforce laws, and facilitate conflict resolution. Officer Natlzia's office is in the front office.

Daily Schedule

Monday and Friday				Tuesday through Thursday			
1	8:05-9:25			1	8:05-9:20		
3/4	9:30-10:50			2	9:24-9:44		
5	<u>6th Grade</u> Class-10:55-11:32 Lunch-11:32-12:02 Class-12:05-12:45	<u>7th grade</u> Lunch-10:55-11:25 Class- 11:30-12:45	<u>8th Grade</u> Class 10:55-12:15 Lunch-12:15-12:45	3/4	9:48-11:03		
6	12:50-2:10			5	<u>6th Grade</u> Class-11:07-11:45 Lunch-11:45-12:15 Class-12:18-12:52	<u>7th grade</u> Lunch-11:03-11:33 Class- 11:37-12:51	<u>8th Grade</u> Class 11:07-12:22 Lunch-12:22-12:52
7	2:15-2:55			6	12:56-2:11		
				7	2:15-2:55		

Attendance guidelines and expectations

Students are required by Colorado State Law to attend school every day that school is in session. Exceptions include:

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

Excused absence - Any absence that is out of your control (flat tire, car issues, illness, etc.). Please be aware that excessive absences for illness will require a doctor note for the absences to be excused. If you are planning an extended absence, please communicate with your teachers or a counselor to obtain any work you will miss.

Illness or emergency absences - If you are absent from school, your parent or guardian must call the school attendance line. The attendance line is available 24 hours a day, seven days a week.

Webber Attendance Line - 490-3089

Unexcused absence - An unexcused absence is defined as an absence that is not listed above as an excused absence. The school will notify the parents/guardians about any unexcused absence promptly to allow the parent/guardian to address the problem.

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

Dismissal during the school day

If a student plans on leaving school during the day, they must bring a note to the front office first thing in the morning. The attendance clerk will issue an Early Release Pass. This process greatly minimizes classroom interruptions. When a student returns from an appointment, the student must check in with the attendance clerk for a pass to class. **Due to the high volume of activity in the front office, student checkouts after 2:00 should be limited.**

Make-up work

Make-up assignments include daily classwork, homework assignments, quizzes, tests, exams, and long-term projects. Webber teachers and students share the responsibility to find an appropriate time to complete any missing work. The completion of missing work will be required for work missed during unexcused absences and truancies. Teachers have the discretion to determine the percentage of credit earned. After two absences, parents/guardians or the student may request work by email or phone call.

Closed campus

The school board has determined that all middle schools will operate as closed campuses. This means that students may not leave the school grounds from the time they arrive in the morning until dismissal unless they have been checked out by a parent through the main office. Once at school, students are expected to remain on school grounds until dismissed at 2:55 pm.

Leaving campus without permission will result in a discipline referral.

Tardy policy

Tardiness is defined as the arrival of a student without proper excuse after the scheduled time a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to continuous learning, consequences will be imposed for excessive tardiness. A student who arrives late to school must report to the front office to receive a pass to class. Arriving at a class less than 30 minutes late is tardy. Any student arriving later than 30 minutes is considered absent for that entire period.

- **Excused tardy** - Any tardy that is out of your control (flat tire, car issues, sick, etc.).
- **Unexcused tardy** - Any tardy that is clearly in the control of the student or parent.

Tardiness to individual classes will be noted by the classroom teacher and will follow the steps listed below.

- 1st and 2nd tardy - Warning from classroom teacher
- 3rd and 4th tardy - Warning and phone call to parent/guardian
- 5th tardy – Meeting with the teacher, counselor, and parent
- 6th tardy - Meeting with teacher, administration, and student
- 7th tardy – Problem Solving Sheet and parent call by the administration
- 8th tardy - Major office referral

Technology usage

Webber students will use Poudre School District network and equipment. Use of the PSD network and equipment are outlined in the Code of Conduct. Students are automatically assigned accounts to access computers and email. Files stored on the Webber server are subject to review at any time. Student accounts can be blocked by a parent/guardian or administrator due to the misuse of equipment or network, including breaching of security. Misuse may result in a loss of privileges, even if the network or equipment are required for class.

Lunchroom expectations

Lunch is a time for students to enjoy socializing with friends and eat a nutritious lunch. Each lunch period is 30 minutes long. The first 10-15 minutes students are expected to get their lunch, find a place to sit and eat. After the first 10-15 minutes, students may go outside. To provide lunch for every student and keep our lunchroom neat and orderly, here are the expectations for students:

- **PROMPT** – Purchase your food, find a table, and sit down to eat.
- **PREPARED** – Return all trays and utensils to the proper service window.
- **POLITE** – Eat with appropriate manners, be respectful to others, and clean up your area.
- **POSITIVE MENTAL ATTITUDE (PMA)**– Engage positively with all students, follow directions.
- **PARTICIPATE**- Walk on the track, socialize, or participate in approved activities.
- **PRODUCE** – Stay within the boundaries of the recreation area. Engage with peers to help create a fun environment.

Outdoor recreation during lunch

At first call students can choose to go outside or stay inside. The expectations for outside rec are:

- **PROMPT** – Choose to go outside or stay inside at first call.
- **PREPARED** – Choose to stay in or go out. Once you are outside, you must stay outside. Use the restroom before sitting down to eat or after you come in from rec.
- **POLITE** – Play nicely with peers, check out the equipment, say please and thank you, be kind and courteous.
- **PMA** – Have fun and recognize that this is a time to regroup (mentally, physically, emotionally, socially) for afternoon classes.
- **PARTICIPATE**- Walk on the track, socialize, or participate in approved activities.
- **PRODUCE** – Stay within the boundaries of the recreation area. Engage with peers to create a fun environment.

Indoor recreation during lunch

If the weather is inclement, students will stay in the gym or lunchroom. The gym expectations are:

- **PROMPT** – Choose to go to the gym or stay in the lunchroom.
- **PREPARED** – Sit in the bleachers or participate in intramurals. Use the restroom before sitting down for lunch or after the bell rings for afternoon classes.
- **POLITE** – Play nicely with peers, check out equipment, say please and thank you, be kind and courteous.
- **PMA**– Have fun and recognize that this is a time to regroup (mentally, physically, emotionally, socially) for afternoon classes.
- **PARTICIPATE**- Sit on the bleachers, talk with friends, cheer on intramurals, participate in intramurals, be good role models for others.
- **PRODUCE** – Stay in the gym or lunchroom. Engage with peers to help create a fun environment.

Hallway expectations

- **PROMPT** – Get to class on time.
- **PREPARED** – Make sure you have all your materials, use the restroom, and get a drink.
- **POLITE** – WALK in hallways, keep your hands and legs to yourself. Be kind to others.
- **PMA** – Be excited about your next class! Assist others if they need help.
- **PARTICIPATE**- Make sure you have your student planner when out of class.
- **PRODUCE** – Walk with a purpose to class. Keep OUR building clean and safe.

Student locker guidelines

- **PROMPT** – Quickly use your locker so that others can access their lockers.
- **PREPARED** – Know your locker combination, know what you need for class.
- **POLITE** – Keep your locker area clean and free from trash. Clean up around your locker.
- **PMA** – Make your locker your own so that it helps you feel organized and prepared.
- **PARTICIPATE**- Keep your backpack, books, and other items in your locker. Do not share lockers with other students.
- **PRODUCE** – Take care of your locker, clean it periodically, use your locker for school only.

Smartphones

Smartphones or other cellular devices have become a way of life. They can be a useful tool and have made our lives easier in many ways. However, they can distract students from their focus while at school. If a student brings a smartphone, AirPods, earbuds, or any other technology to school, they take responsibility for it being lost, stolen, or damaged.

Smartphones, cellular devices, AirPods, and earbuds are not allowed in classrooms, lunchroom, or during outside rec. If a student has one of these types of devices out during these times, the devices may be confiscated. Phone usage includes music, camera, apps, games, or any other function of the phone. If confiscated a second time, the administration will only return the item to a parent/guardian. Students are encouraged **not** to have these devices out during the passing period. If a student has a cellular device out during passing period and the use leads to a violation of school rules, appropriate action will be taken.

- **PROMPT** – When asked to put your phone away, put it away immediately.
- **PREPARED** – Be ready to learn without electronic distractions.
- **POLITE** – Put your phone down when someone is speaking to you.
- **PMA**– Engage in your surroundings.
- **PARTICIPATE**- Stay focused on learning.
- **PRODUCE** – Take care of your phone, keep it safe, and know where it is stored if it is not in your possession.

Dress code expectations (PSD JICA – Dress Code and Dress Code Violations.)

In an effort to create an environment that focuses on student achievement, students are expected to dress in a manner that is not disruptive to the educational environment or constitute a health or safety hazard. School is the business and professional work environment for students. Clothing should be appropriate for school and school activities. Clothing and other forms of personal appearance should not distract from the learning environment and should not be intimidating.

The Webber administration team will work quickly to resolve any dress code violation. We do not want students to lose significant amounts of learning time. We also want to ensure every student's dignity is intact when problem-solving dress code violations.

The following Dress Code guidelines have been developed:

- Students attire will be subject to the review and discretion of the building administrator.
- Clothing which advertises or promotes tobacco, alcohol, drugs, violence, or gang-related activities is not allowed.
- Clothing which offends, threatens, or demeans others is prohibited.
- Hats and sunglasses may not be worn during school hours.
- Pajamas, slippers, or other bedroom attire may not be worn to school.
- Excessively short shorts or short skirts are not allowed.
- Ripped shorts or jeans that are above the appropriate skirt/shorts level and that show skin above this level are not permitted.
- Shirts displaying a student's stomach, chest (cleavage), or back are not permitted.
- Underclothing cannot be visible. Shirts that are see-through and show undergarments are not permitted.
- Writing on your skin with a sharpie, markers, pens, etc. is not allowed.

Food, drink, candy guideline

Students should only eat or drink in the lunchroom unless there is a special activity in the classroom or for medical purposes. Unauthorized open containers of food or beverages will be taken and may be reclaimed from the office at the end of the school day. Canned beverages may be brought to school for lunch. Glass bottles or plastic 2-liter bottles may not be brought to school, except as requested by a teacher for special class activities. That teacher must store the bottles.

Stay hydrated! Water bottles are encouraged during the day.

Energy drinks (Red Bull, Monster, Rockstar, etc.) are not allowed on grounds. They will be confiscated and not returned to the student.

Campus safety

KEEP WEBBER SAFE! To ensure the safety of all Webber community members, students are encouraged to report the following:

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

By reporting these behaviors to a staff member, SRO, parent, or another adult, you are helping us all remain safe. When problem-solving these types of incidents, the focus will be to get help for those involved, NOT on getting people into “trouble.” Your help may contribute to saving lives and assisting others in getting the necessary support to change behaviors and to lead a healthy life.

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 through the Apple/Android app.

Drug dog policy:

Webber administration and staff work closely with the Fort Collins Police Services to do everything to ensure that Webber Middle School is drug-free. It is possible that drug detection dogs will be used during the school year to search the hallways and locker rooms to uncover any possible drug possession. Students and staff are informed annually that drug detections dogs might be used at some point, but they will not be told of the specific days of the searches.

Legal issues you need to be aware of include:

- If a dog sniff indicates the presence of drugs in a student locker or other confined space on the school premises, reasonable suspicion is established for an immediate further search of the space.
- When feasible, a videotape record of the search should be made.
- The student may be present at the option of the principal.
- The intent of this process is not to embarrass individuals, but to assure parents and the community that their school is free from drugs.

Bullying Prevention

Bullying involves deliberate, aggressive acts targeting an individual repeatedly, over time, and it consists of a power difference between the bully and the target. In other words, the bully is bigger, stronger, or more socially powerful than the person being bullied, which makes it difficult or impossible for targets of bullying to defend or protect themselves.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose

CONFLICT VS. BULLYING WHAT'S THE DIFFERENCE?	
CONFLICT	BULLYING
<ul style="list-style-type: none">• 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 that they have hurt someone's feelings.	<ul style="list-style-type: none">• The goal is to hurt, harm, or humiliate.• The person who is bullying has more perceived power.• The person bullying continues the behavior even when they know it is hurting someone.

What can you do if you are being bullied?

- Proudly walk away and ignore the bully.
- Confidently tell the bully that you do not like what they are doing and ask them to stop.
- Ask your friends for help and to accompany you to the place where the bully might confront you.
- Tell a trusted adult about the bullying. Even if you think that the problem has been solved let an adult know because the bully may move on to someone else.
- Don't stand by and let others be bullied. If it is safe, speak up, get help, everyone deserves respect.

Behavior accountability

The philosophy of discipline at Webber Middle School begins with the premise that discipline should be a *learning process, not a punitive process*. While actions **do**, and **should**, have consequences, we believe that there is a reason why we act as we do, and until we can understand the cause of a student's behavior, we will not be effective in changing the behavior. Students must be taught alternative ways of handling situations to prevent the same situation from recurring. Because we view self-discipline as a "basic skill," we recognize that students exhibit different levels of development in this skill, just as they do in other skill areas.

Therefore, discipline is an individual matter, and each student will be handled in a manner based on his/her needs, circumstances, and level of development. This does **not** imply that expectations for appropriate behavior are different nor that they will be enforced differently or inconsistently.

Discipline guidelines (Major vs. Minor)

Major Referral

Infractions	Teacher Response	Administrative Response
Continual Vulgar Language	<ul style="list-style-type: none"> • Notify Student of Infraction • Major Referral • Contact the front office 	<ul style="list-style-type: none"> • After school detentions • Community Service • Lunch detention • ISS • OSS • Referral to law enforcement • Parent/Guardian Contact
Alcohol/Drug/Tobacco		
Arson/Combustibles		
Continual Disrespect		
Continual Defiance/Disobedience		
Continual Dress Code Violations		
Continual/Significant Disruption		
Fighting/Physical Aggression		
Inappropriate Computer use (pornography, etc.)		
Cheating/Forgery		
Theft (School and Private)		
Continual unexcused absences (See Policy)		
8 or more tardies		
Violation of Criminal Law		
Harassment/threats		
Damage to school/private property		
Gang or gang-like activity		
Weapons		
Habitually Disruptive (Administration Only)		
Other Code of Conduct violations not listed above		

Problem Solving Sheet

Infractions	Teacher Response	Administrative Response
Attitude/Tone	<ul style="list-style-type: none"> • Three Re-Directs • Private Conversation w/ student • Contact Front Office • A phone call to the parent/guardian 	<ul style="list-style-type: none"> • Administrator/Counselor conference with the student • Time-out in the office • Lunch detention (s) • Informal Removal from class • Parent/guardian contact and/or parent meeting
Non-Compliance		
Computer Misuse		
Disrespect		
Defiance		
Dress Code		
Classroom Disruption		
Inappropriate Verbal Language		
Continual Horseplay		
Property Misuse/Littering		
Tardy to Class (See Policy)		
Unexcused Absence		
Refusal to work		
Classroom/Building expectations (6 P's, Attending Skills)		