

23-24 STUDENT  
HANDBOOK

# Webber Daily Schedule

Monday & Friday				Tue, Wed, & Thurs			
Period 1: No Advisory				Period 1: 7:50-8:15 Advisory			
Period 2: 7:50-9:15				Period 2: 8:19-9:34			
Period 3/4: 9:20-10:40				Period 3/4: 9:38-10:53			
Period 5:	6th Grade	7th Grade	8th Grade	Period 5:	6th Grade	7th Grade	8th Grade
	Class: 10:45 - 11:20	Lunch: 10:40-11:10	Class: 10:45-12:05		Class: 10:57-11:30	Lunch: 10:53-11:23	Class: 10:57-12:12
	Lunch: 11:20-11:50	Class: 11:15 - 12:35	Lunch: 12:05-12:35		Lunch: 11:30-12:00	Class - 11:27-12:42	Lunch: 12:12-12:42
	Class: 11:53 - 12:35				Class: 12:03-12:42		
Period 6: 12:40 - 2:00				Period 6: 12:46-2:01			
Period 7: 2:05 - 2:45				Period 7: 2:05-2:45			



# 23-24 Black/Red Days Calendar

## 2023-2024 Black/Red Days Calendar

### Webber Middle School

### Alternating Block Schedule

August 16 is the first day of school for 6th Graders

August 17 is the first day of school for 7th and 8th Graders

Gray = no school days

May 30 is the last day of school - it is a half day

#### AUGUST

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	6th only	17	18
21	22	23	24	25
28	29	30	31	

#### SEPTEMBER

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

#### OCTOBER

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

#### NOVEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
Thanks Giving Break				
27	28	29	30	

#### DECEMBER

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

#### JANUARY

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
29	30	31		

#### FEBRUARY

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	

#### MARCH

M	T	W	TH	F
				1
4	5	6	7	8
Spring Break				
18	19	20	21	22
25	26	27	28	29

#### APRIL

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
29	30			

#### MAY

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	Half Day	



## 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.

EHall Pass-<https://www.e-hallpass.com/login>

- Students will use the Ehall pass to use the bathroom, get a drink, go to counseling, or for any other reason when they need to leave the classroom. The teacher will need to approve the pass before the student leaves the classroom



## The 6 Ps

# Webber Panthers follow the 6 Ps!

- **PROMPT**  
(On time to class, complete assignments/projects on time)
- **PREPARED**  
(All materials for class, physically and emotionally ready to learn)
- **POLITE**  
(Friendly, kind, courteous of others, fun to be around)
- **POSITIVE MENTAL ATTITUDE**  
(Positive self-talk, encouraging, cooperative)
- **PARTICIPATE**  
(Actively engaged in learning and extracurricular activities)
- **PRODUCE**  
(Completing assignments, best effort on assessments)



## Administration

Webber administrators care about the academic success and safety of all students. The administration team will be consistent with the communication and enforcement of all school/district expectations. We will work to support students inside and outside the classroom each school day.

**Principal- Mr. Davis**  
**Assistant Principal- Mrs. Wren**  
**Assistant Principal- Mrs. Miller**

## Counselors

The Webber counseling team will proactively engage all students and parents/guardians to ensure that all students achieve and feel safe at school. The counselors are available to discuss school, friends, and family issues. Our counseling team will support students transitioning from elementary to middle school and middle school to high school.

**6<sup>th</sup> Grade – Mr. Hicks**  
**7<sup>th</sup> Grade – Mrs. Jackson**  
**8<sup>th</sup> Grade – Mrs. Sugar-Johnson**

## School Resource Officer

Officer Natalzia is a Fort Collins Police Officer assigned to Webber Middle School. Officer Natalzia is at Webber to serve as a mentor, instructor, enforce laws, and facilitate conflict resolution. He does not get involved with school-related behaviors or consequences. School-related behavior is the responsibility of the administration team.

**FC Police Officer – Mr. Natalzia**



# 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 the age of six years on or before August 1 and is under the age of 17 is required to 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 determined that all middle schools will operate as closed campuses. This means that students may not leave the school grounds when they arrive in the morning until dismissal unless a parent has checked them out through the main office. Once at school, students are expected to remain on school grounds until dismissed at 2:45 PM. **Leaving campus without permission will result in a discipline referral.**

**Excused absence** – An excused absence is defined as any absence out of your control.

Please be aware that excessive absences for illness will require a doctor's note for the absences to be excused. If you know you will have an extended absence, please communicate with your teachers or counselors to obtain any work you will miss during your absence.

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

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

**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.



## **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 a pass in the Ehall pass system. This process minimizes classroom interruptions. When a student returns from an appointment, the student must check in with the attendance clerk for a class pass. **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 are responsible for finding an appropriate time to complete the missing work. Completing missing work will be required for work missed during unexcused absences and truancies. After two absences, parents/guardians or students may request work by email or phone.

## **Tardy Policy**

Tardiness is defined as a student's arrival to class without a proper excuse after the scheduled time. Because of the disruptive nature of tardiness and the detrimental effect on the rights of non-tardy students to continuous learning, consequences will be imposed for excessive tardiness.

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

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

**Extreme Tardy**-Arrival 11 minutes late without an approved excuse

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 period. The classroom teacher will note tardiness to individual classes and will follow the steps listed below.

The Attendance Clerk will run reports regarding the number of tardies for all students. Based on that report, the following process will address the issue (the tardy accumulation will reset each quarter).

**Level 1:** A student has two or more tardies in a reporting cycle.

**Action:** During Team Meetings, teachers will email students (FORM Letter).

Connect Teachers: Have students log on to see if they have an email.

**Purpose:** This is to prevent a pattern of behavior. Encourage promptness and instill open communication about expectations.

**Level 2:** Students who continue to have two or more tardies.

**Action:** During Team Meetings, teachers will email students and parents/guardians (FORM Letter).

Connect Teachers: Have students log on to see if they have an email.

**Purpose:** To communicate behavior with parents/guardians and to inform them that the next step will be a referral to the administration.

**Level 3:** A student has two or more tardies on a third report. A pattern is established, and tardies have become a behavioral concern.

**Action:** During Team Meetings, teachers will complete a GREEN SHEET referral for administration.

**Purpose:** For administrators to communicate expectations to the student and evaluate necessary consequences.





## Hallway Expectations

Passing periods Monday through Friday are five minutes long on. On Tuesday through Thursday, passing periods are four minutes. Students are expected to use the time to go to their lockers, fill water bottles, and spend a brief time visiting with friends. It is the expectation that students remember the following expectations for passing periods.

- **PROMPT** – Arrive at 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 fill out an Ehall pass request and get approval before you leave class.
- **PRODUCE** – Walk with a purpose to class. Keep OUR building clean and safe.

## Lunchroom Expectations

Lunch is a time for students to enjoy socializing with friends and eating a nutritious lunch. Each lunch period is 30 minutes long. For the first 10-15 minutes, students are expected to get their lunch and find a place to sit. 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 appropriately, respect others, and clean up your area.
- **POSITIVE MENTAL ATTITUDE (PMA)**– Engage positively with all students and 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, and socially).
- **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

Students will stay in the gym or lunchroom if the weather is inclement. 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.
- **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, and socially).
- **PARTICIPATE**- Sit on the bleachers, talk with friends, cheer on intramurals, participate in intramurals, and be good role models for others.
- **PRODUCE**– Stay in the gym or lunchroom. Engage with peers to help create a fun environment.



## Student Lockers

### Related PSD Policy

- [Policy JIH: Searches](#)

1. Students are to keep their locker combinations confidential. They should never share the numbers with friends. Sharing combinations violates school rules and may result in losing locker privileges. (This means the locker will be taken away for some time. On the second offense, students will lose their locker for the remainder of the year.)
2. Students are only to use the locker that has been assigned to them. LOCKERS ARE NOT TO BE SHARED. Sharing lockers violates school rules and will result in losing locker privileges.
3. Students are responsible for all personal belongings. The school is not responsible for personal belongings left in lockers. Valuable items should not be brought to school or left in lockers at any time.
4. Defective lockers or difficulties with lockers must be reported to the office immediately.
5. Decorating the INSIDE of lockers to personalize them is permissible. No decorations on the outside of lockers, No tape of any kind, No contact paper, No stickers or writing, and Nothing glued or stuck to lockers (mirrors or notepads). INSTEAD USE: Magnetic mirrors or Magnets or Sticky tape
6. I understand that if I do any of the above, I have violated school rules and may lose my locker privileges. The school will not be responsible for lost or stolen articles.
7. How to open a combination lock:
  - Turn right (clockwise), past zero twice, and then stop at the first number of the combination.
  - Turn left (counterclockwise), past the second number of the combination once, and then stop on the second number the next time around.
  - Turn right (clockwise) to the third number of the combination.
  - Pull up on locker latch.

## Food and Drink Guidelines

Students should only eat or drink in the lunchroom unless a special activity exists in the classroom or for medical purposes. Teachers may allow a snack if a student's lunch is later in the day. However, staff and students need to be aware that students with food allergies may prohibit eating in a classroom.

Unauthorized open containers of food or beverages will be taken and may be reclaimed from the office at the end of the school day. Students may bring canned drinks to school for lunch. Glass 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.

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



## District Technology

### Related PSD Policy

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

Webber students will use the Poudre School District network and equipment. The Code of Conduct outlines the PSD network and equipment use. 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 security. Abuse may result in a loss of privileges, even if the network or equipment is required for class.

## Cell Phones

### Related PSD Policy

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

Smartphones or other cellular devices have become a way of life. They can be a helpful tool and have made our lives easier. However, they can distract students from their focus while at school. If a student brings a smartphone, AirPods, earbuds, or any other related technology to school, they take responsibility for being lost, stolen, or damaged. Phone usage includes music, camera, apps, games, and other functions.

### Webber Cell Phone Policy:

- Cell phones may be used on the grounds before school, during passing periods, during lunch, and after school, unless the use of the phone violates the usage policy (see below) or any other school rule.
- Cell phones are prohibited in classrooms, restrooms, and school offices unless stated by a staff member. Cell phones must remain out of sight and in silent mode during instructional time.
- Wired and wireless earbuds (AirPods, Beats, etc.) are prohibited during the school day. They must be left in your locker during the day.

### In addition, the following cell phone use is prohibited at school:

- 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:

- Students who violate the Webber Cell Phone policy will be subject to discipline as stipulated in the Student Code of Conduct. Additionally, students may lose the privilege of using their cell phones, AirPods, and earbuds at school for a time to be determined by the school administrators.
- Staff members can confiscate cell phones, AirPods, or earbuds if a student violates the policy. If a student refuses to give the staff member the cell phone, AirPods, or earbuds, then the administration will be notified. The items will be returned to the student or family depending on the seriousness or frequency of the violation.



## School 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 lead a healthy life.

[Safe2tellco.org](https://www.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, hall locker areas, cafeterias, lunchroom, 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

## 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. Drug detection dogs may search the hallways and locker rooms during the school year to uncover 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 drug dog identifies the presence of drugs in a student locker or other confined space on the school premises, then reasonable suspicion is established for an immediate search of the space.
- A video record of the search will be made when possible.
- The student may be present during the search at the option of the principal.
- This process intends not to embarrass individuals but to assure parents/guardians and the community that their school is free from drugs.



## 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. Apparel covering these areas 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:**

1. A shirt (with fabric in the front, back, and on the sides underneath the arms);  
AND
2. Pants or the equivalent (e.g., a skirt, sweatpants, leggings, a dress, or shorts);  
AND
3. 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 on the basis of 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 that covers a student's face or ears, such as hoods. 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 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. (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 unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Often students will confuse conflict and bullying. The difference between conflict and bullying is explained in the chart below.

CONFLICT VS. BULLYING WHAT'S THE DIFFERENCE?	
CONFLICT	BULLYING
<ul style="list-style-type: none"><li>• Disagreement or an argument in which both sides express their views.</li><li>• Equal power and responsibility for those involved in the conflict.</li><li>• Generally, parties involved will stop and change their behavior when they realize they have hurt someone's feelings.</li></ul>	<ul style="list-style-type: none"><li>• The goal is to hurt, harm, or humiliate.</li><li>• <b>Imbalance of Power</b> The person who is bullying has more perceived power.</li><li>• <b>Repetition:</b> The person bullying continues the behavior even when they know it is hurting someone.</li></ul>

## 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:

- 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?

### **Treat Everyone with Respect**

- Stop and think before you say or do something that could hurt someone.
- Find something else to do if you feel like being mean to someone. Play a game, watch TV, or talk to a friend.
- Talk to an adult you trust. They can help you find ways to be nicer to others.
- 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**

When you see bullying, there are safe things you can do to make it stop.

- Talk to a parent, teacher, or another adult you trust. Adults need to know when bad things happen so they can help.
- Be kind to the kid being bullied. Show them that you care by trying to include them. Sit with them at lunch or on the bus, talk to them at school, or invite them to do something. Just hanging out with them will help them know they aren't alone.



## **What to Do If You're Bullied**

There are things you can do if you are being bullied:

- Look at the kid bullying you and tell them to stop in a calm, clear voice.
- If speaking up seems too hard or not safe, walk away and stay away.
- Don't fight back. Find an adult to stop the bullying on the spot.

You can also do things to stay safe in the future:

- 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.
- Stay away from places where bullying happens.
- Stay near adults and other kids. Most bullying happens when adults aren't around.

## **Protect Yourself from Cyberbullying**

Bullying does not always happen in person. Cyberbullying is a type of bullying that occurs online or through text messages or emails. There are things you can do to protect yourself.

- 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 that 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 [Safe@tellco.org](mailto:Safe@tellco.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.

*Parts of this information are taken from stopbullying.gov*



## 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 begins with the premise that discipline should be a *learning process, not just a punitive approach*. While actions **do** and **should**, have consequences, we believe there is a reason for the behavior. Until we understand the cause of a behavior, we will not be effective in changing the behavior. Students must be taught alternative ways of handling situations to prevent the same problem 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 based on their 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** is responsible for the conduct of all students anywhere on school property, in the halls, study areas, restrooms, gymnasiums, school grounds, or office areas. Teachers should not ignore a situation that requires the use of their authority. Remember, what we tolerate, we teach.

### Disciplinary Procedures

The following steps will be followed whenever a student is suspected of violating a school rule:

1. **Staff** will notify the student of the violation and write a behavior referral. Staff will determine if the referral is a minor (green) or major (blue).
2. **Administration** will allow students to tell their version of the incident.
3. **Administration** will investigate the incident by interviewing involved parties as needed.
4. **Administration** will use their professional judgment and identify an appropriate consequence.
5. **Administration** will notify the student and family of the consequences verbally or in writing.
6. **Administration** will take the following action when consequences such as In-School Suspension (ISS) or Out-Of-School Suspension (OSS) are used,
  - a. Notify parents and allow an opportunity for a conference.
  - b. Notify the appropriate staff members.
  - c. A Remedial Discipline Plan may be developed.
  - d. Continued occurrences may result in a review of an IEP for special needs students.
  - e. The procedures outlined by the Code of Conduct will be followed and may include possible suspension and expulsion proceedings





## Detention

- Teachers may keep students after school to handle behavior that does not meet the expectations in the classroom.
- A student and their family must be given at least one day's notice of the detention to make transportation arrangements.
- Staff should not keep students longer than 60 minutes unless you make personal arrangements with the family. The office should be notified if you keep any students in the building after 3:15 pm.
- The following procedure may be used in the assignment of detention in the classroom:
  1. Communicate clearly with the student how much time is owed and when it will be served.
  2. If the student fails to appear, reassign the time.
  3. On the third instance of failure to appear, the student may be referred to the office for assignment of detention time by an administrator.
- Serious school or district expectations violations should be referred to one of the administrators.

## 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.
- To the front office, notify the front office when you send the student to the office.
- Or any other immediate school area under the teacher's direct supervision.

## **Problem Solving Sheets (Minor Referral)**

Webber uses a program called Discovery to help students manage their behaviors. All students are expected to follow the 6 Ps and Attending Skills in all settings. Webber staff will give students three redirects in the classroom for behaviors that do not meet the explicitly taught classroom expectations unless a plan for fewer redirects has been created for the student. The redirects help students regulate their behavior and think about the impact that the behaviors are having on their ability to learn and the impact that the behaviors are having on the rest of the students. Below are the procedures that will be followed by staff to address behaviors:

- **First Redirect-** The staff member will name the behavior and request a behavior change.
- **Second Redirect-** Again, the staff member will name the behavior, request a change of behavior, and remind the student about the number of redirects they have.
- **Third Redirect-** The student will be asked to step out of the classroom and have a hallway conversation. The staff member will ask the four Restorative Questions posted outside classrooms. A plan will be made for the student to re-enter the classroom.
- **Informal Class Removal-** Any other behaviors that disrupt the learning will result in the student receiving a **minor referral**. The student will be asked to go to the front office to process with an administrator.
- **Re-Entry-** The student and an administrator will develop a plan for re-entry into the classroom. A restorative conversation will occur between the staff member and the student, with the administrator present.



## Problem Solving Sheet (Minor Referral) Samples

Infractions	Teacher Response	Administrative Response
Attitude/Tone	<ul style="list-style-type: none"> <li>• Three Re-Directs</li> <li>• Private Conversation w/ student</li> <li>• Contact Front Office</li> <li>• A phone call to the parent/guardian</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with the student</li> <li>• Time-out in the office</li> <li>• Lunch detention(s)</li> <li>• Informal Removal from class</li> <li>• Parent/guardian contact</li> <li>• Parent Meeting</li> </ul>
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 expectations (6 P's, Attending Skills)		

### Major Referral (Office Managed)

#### Major Referral (Office Managed)

Major referrals (Blue Sheets) are written for behaviors that could lead to a student being suspended (In School or Out of School). If the behavior is significant enough (violence, drugs, weapons), a student could be recommended for expulsion. In these situations, the Discovery process is not followed because of the significance of the behaviors.

### Major Referral Samples

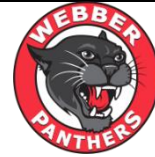
Infractions	Teacher Response	Administrative Response
Continual Vulgar Language	<ul style="list-style-type: none"> <li>• Notify Student of Infraction</li> <li>• Major Referral</li> <li>• Contact the front office</li> </ul>	<ul style="list-style-type: none"> <li>• After school detentions</li> <li>• Community Service</li> <li>• Lunch detention</li> <li>• ISS</li> <li>• OSS</li> <li>• Referral to law enforcement</li> <li>• Parent/Guardian Contact</li> </ul>
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)		
Violation of Criminal Law		
Harassment/Threats/Hate Speech		
Damage to school/private property		
Gang or gang-like activity		
Weapons		
Habitually Disruptive (Administration Only)		
Other Code of Conduct violations not listed above		



# Webber Emergency Response Flow Chart

## Webber Middle School

4201 Seneca, Fort Collins, CO 80526



***In an Emergency. When you hear it. Do it.***



**Secure!**  
***Get inside. Lock exterior doors.***

- Bring in all students, parents, and visitors from outside the building
- Close and lock all exterior doors
- Close and cover exterior windows
- Business as usual inside the school



**Lock Down!**  
***Locks, Lights, Out of Sight.***

- If feasible, bring in all students, parents, and visitors from outside the building
- Close and lock all interior and exterior doors
- Turn out the lights. Close and cover windows
- Everyone needs to be out of sight and silent
- "Run, Hide, Fight" concepts apply!



**Evacuate!**  
***Directions to Follow***

**Fire Drill** (also for Explosion, Noxious Gasses, Natural Gas Leak, Earthquake)

- Teacher and class exit outside the building to designated area
- Teacher completes headcount to see if all students are accounted for
- If all students are present, hold up the green sign – if not, hold up the red sign



**Shelter!**  
***Directions to Follow***

**Weather Emergencies (Tornado, Heavy Hail)**

- Students outside should be brought in immediately
- Move to the hallways to designated safe zones according to the map
- If you can hear the storm approaching, students should face the wall, get on their knees, and cover their heads with their hands



**Hold!**  
***In your classrooms. Clear your halls.***

- Close and lock all classroom door
- Remain in the classroom until the "ALL CLEAR" has been given.
- Business as usual inside the classroom



**Medical Emergency! *Directions to follow.***

- Respondent dials 911 if necessary
- Move students and non-emergency adults to a different location
- Call the office at 488-7800. Notify them of the medical emergency and location
- School Health Technician will respond



# Emergency Procedures

## Related PSD Policy

- [Policy EBCB: Fire and Emergency Evacuation Response Drills](#)

## EVACUATION DRILLS

### **Exiting the Building:**

1. Everyone is to 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 would be and find that teacher.
3. In many cases, multiple rooms will be using the same building exits. Therefore, students must leave the building in 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 a drill.
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 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.

