



**COMMUNITY  
CONNECTIONS  
EXCELLENCE**

2024-2025 STUDENT HANDBOOK

**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.

# 24-25 Webber Daily Schedule

## Webber Daily Schedule

### Monday & Friday

### Tue, Wed, & Thurs

**0 Hour:** 7:00 - 7:25

**Period 1** No Connect

**Period 2:** 7:30 - 8:55

**Period 3/4:** 9:00 - 10:20

<b>Period 5:</b>	<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
	Class: 10:25 - 11:00	Lunch: 10:20-10:50	Class: 10:25 - 11:45
	Lunch: 11:00 - 11:30	Class 10:55 - 12:15	Lunch 11:45-12:15
	Class: 11:33 - 12:15		

**Period 6:** 12:20 - 1:40

**Period 7:** 1:45 - 2:25

**0 Hour:** 7:00 - 7:25

**Period 1:** 7:30 - 7:55

**Period 2:** 7:59 - 9:14

**Period 3/4:** 9:18 - 10:33

<b>Period 5:</b>	<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>
	Class: 10:37-11:10	Lunch 10:33 - 11:03	Class: 10:37 - 11:52
	Lunch: 11:10-11:40	Class: 11:07 - 12:22	Lunch 11:52 -12:22
	Class: 11:43 - 12:22		

**Period 6:** 12:26 - 1:41

**Period 7:** 1:45 - 2:25



# 24-25 Black/Red Days Calendar

2024-2025 Black/Red Days Calendar  
 Webber Middle School  
 Alternating Block Schedule  
 August 14 is the first day of school for 6th Graders  
 August 15 is the first day of school for 7th and 8th Graders  
 Gray = no school days  
 May 29 is the last day of school - it is a half day

## AUGUST

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

## SEPTEMBER

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

## OCTOBER

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	31	

## NOVEMBER

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
Thanksgiving Break				

## DECEMBER

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			

## JANUARY

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	30	31

## FEBRUARY

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

## MARCH

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
Spring Break				
24	25	26	27	28
31				

## APRIL

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		

## MAY

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	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 student must ask the teacher for permission before creating a pass, and the teacher must 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**

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

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**

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

Officer Natalzia 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 Natalzia 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:

- 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 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.

**Attendance: 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

When students arrive late to school, they must go to the front office to get a pass for class. Being less than 30 minutes late to a class is considered tardy. Students who are more than 30 minutes late will be marked as absent for that period. The teacher will note tardiness for each class and take the necessary steps, as 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 four or more tardies in a reporting cycle.

**Action:** During Team Meetings, teachers will email students

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:** A student who continues to have two or more tardies.

**Action:** During Team Meetings, teachers will email students and parents/guardians

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 four or more tardies on a third report. A pattern has been established, and tardies have become a behavioral concern.

**Action:** During Team Meetings, teachers will complete a Problem Solving Referral

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

## Hallway Expectations

Passing periods on Monday and Friday are five minutes long, while on Tuesday through Thursday, they 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.

- **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

Lunches are 30 minutes long. Students eat their lunch and socialize with friends during this time. For the first 10-15 minutes, students should get their lunch and find a place to sit. After that, they are free to go outside.

To ensure that every student receives lunch and to maintain a neat and orderly lunchroom, 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 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 eating 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 recreation area's boundaries.** 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, and 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.



## Lockers

### Related PSD Policy

- [Policy JH: 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 confidential. Please do not share it with anyone, as this violates school rules and may result in losing locker privileges. On the second offense, you will lose your locker for the remainder of the year.
- Use only the locker that has been assigned to you. Lockers are not to be shared, and doing so will result in losing locker privileges.
- Students are responsible for all personal belongings. The school is not responsible for any items left in the lockers. Please refrain from bringing valuable items to school or leaving them in your locker.
- Report any defective lockers or difficulties with lockers to the office immediately.
- Students are allowed to personalize the inside of their lockers. However, decorations outside lockers, such as tape, contact paper, stickers, or writing, are prohibited. Instead, use magnetic mirrors, magnets, or sticky tape for decorations.

## Food and Drink Guidelines

Students are allowed to eat or drink only in the lunchroom unless there is a special activity in the classroom or for medical reasons. Teachers may permit a snack if a student's lunch is scheduled for later. However, it's important to note that students with food allergies may not be allowed to eat in a classroom.

Open containers of food or drinks that are not authorized will be confiscated and can be retrieved from the office at the end of the school day. Students can bring canned drinks for lunch, but glass or plastic 2-liter bottles are not permitted unless specifically requested by a teacher for special class activities. In such cases, the teacher must be responsible for storing the bottles.

Energy drinks like Red Bull, Monster, and Rockstar are prohibited on the school grounds. If found, they will be confiscated and not returned to the student.

## 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:**

- If a staff member sees a phone, they will take it and bring it to the office.
  - Staff will hold onto the phone in a secure location and bring it to the office at the end of the period.
  - Students can pick up their phones at the end of the day.
- **Chronic violations** will result in the student going on a phone plan set by an administrator.
  - **First Identification:** The student will meet with an administrator and be warned that the next "identification" will result in a short-term cell phone plan and a phone call home to notify the family of the plan.
  - **Second Identification:** The admin will meet with the student and place them on a phone plan - "short-term."
  - **Third Identification:** "long-term" phone plan and phone call home to notify the family of the plan.



## 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](http://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.

## Drug Dog Policy

The administration and staff at Webber Middle School closely collaborate with the Fort Collins Police Services to maintain a drug-free environment. Drug detection dogs may conduct searches in the hallways and locker rooms throughout the school year to identify any potential drug possession. Students and staff are informed annually about the possibility of drug detection dog searches, but they are not given specific dates for when the searches will occur.

The following are legal issues that the Webber community should be aware of:

- 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 drug-free.



## 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:**

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 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

<b>CONFLICT VS. BULLYING WHAT'S THE DIFFERENCE?</b>	
<b>CONFLICT</b>	<b>BULLYING</b>
<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.
- 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](http://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.**



### **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 is 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.

### **Disciplinary Procedures**

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

1. **The 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. **The administration** will allow students to tell their version of the incident.
3. **The administration** will investigate the incident by interviewing involved parties as needed.
4. **The administration** will use professional judgment to identify an appropriate consequence.
5. **The administration** will notify the student and family of the consequences verbally or in writing.
6. **The 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 students with special needs.
  - e. The procedures outlined by the Code of Conduct will be followed and may include possible suspension and expulsion proceedings

## **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.



Webber utilizes a program called Discovery to assist students in managing their behavior. All students must adhere to the 6 Ps and Attending Skills in all environments. In the classroom, Webber staff will issue three redirects to students whose behavior does not align with explicitly taught expectations unless the teacher has devised a plan for fewer redirects for the student. These redirects are intended to help students regulate their behavior and consider the impact of their actions on their learning and the other students. The following are the procedures that staff will follow to address behaviors:

- **First Redirect-** The behavior will be named, and a request for a behavior change will be made.
- **Second Redirect-** Again, the behavior will be named, a request for a change in the behavior will be made, and a reminder about the number of redirects the student has.
- **Third Redirect-** The student will be asked to leave the classroom and have a hallway conversation. A staff member will ask the four Restorative Questions posted outside all classrooms. A plan will be made for the student to reenter the classroom.
- **Informal Class Removal-** Any other behaviors that disrupt learning will result in the student receiving a Problem-Solving referral (Green Sheet). 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. The teacher and the student will have a restorative conversation with the administrator.

### 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>• Hallway 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>• Problem solve and reflect on the situation using the Four Questions</li> <li>• Time-out in the office</li> <li>• Lunch detention(s)</li> <li>• Informal Removal from class</li> <li>• Re-entry between staff member, student, and administrator</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 referrals (Blue Sheets) are written for behaviors that may result in suspension or expulsion. This includes conduct on district property, connected locally or remotely to the district computer network, in a district vehicle, at a district or school-sponsored activity or event, or off district property if there is a reasonable connection to the school or any district-related activity. Behaviors that could lead to a student's suspension (in-school or out-of-school) are documented on a major referral and recorded in the student information system. In cases involving significant behaviors such as violence, drugs, or weapons, a student may be recommended for expulsion. In these situations, the usual disciplinary process is not followed due to the seriousness of the behaviors.

### Major Referral Samples

Infractions	Teacher Response	Administrative Response
Continual Vulgar Language	<ul style="list-style-type: none"> <li>• Notify Student of Infractions</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 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 the 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 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 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.

