

Westran High School Student **Handbook**



2023-24

Notice of Nondiscrimination

Applications for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with our school district are hereby notified that our school district does not discriminate based on race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning our school district's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the compliance coordinator below, who has been designated by our school district to coordinate our school district's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning our school district's compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 or religious discrimination issues may also be directed to the compliance coordinator below.

Our school district has established grievance procedures for persons unable to resolve problems arising under the statutes above. The compliance coordinator for the applicable law, whose position is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114: Phone (816) 268-0550.

Compliance Coordinator for laws listed in this notice:

Mr. Mark Harvey, Superintendent
Westran R-1 Public Schools
228 Huntsville Ave.
Huntsville, MO 65259
660-277-4429; Fax: 660-277-4420

Commitment to Compliance Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), our school district will not discriminate based on disability against qualified individuals with a disability with respect to its services, programs, or activities.

Employment: Our school district does not discriminate based on disability in its hiring or employment practices. Our school district complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: Our school district will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in school district programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. Our school district will not place a surcharge on qualified individuals with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or modification of policies or procedures to participate in a service, program, or activity of our school district should contact our school district's ADA Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but no later than 48 hours before the scheduled event (and preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: Our school district will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its services, programs, and activities.

The ADA does not require our school district to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a service, program, or activity is not accessible to persons with a disability may be directed to our school district's ADA Compliance Coordinator below. In addition, as stated in our school districts Notice of Nondiscrimination, which is posted in each school facility, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

School District Compliance Coordinator

Mr. Mark Harvey
Westran R-I Public Schools
228 Huntsville Ave.
Huntsville, MO 65259
660-277-4429, Fax: 660-277-4420

Special Education Services

The Westran R-I School district is required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's 3rd (3rd) birthday through age twenty (20), regardless of the child's disability.

Disabilities include mental retardation, behavior disorders/emotional disturbance, speech impairment, physical/other health impairment, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. The Westran R-I School district assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for Missouri's First Steps Program.

If you have any questions concerning special education, please contact:

Jennifer Emmerich
Director of Special Education
Westran R-I Schools
210 W. Depot
Huntsville, MO 65259
660-277-3723

Westran R-I School District

The Westran R-I School district is dedicated to a belief in the dignity and self-worth of the individual. Each student should have the opportunity to develop to his or her highest capacity mentally, physically, socially, and morally so that effective membership in a democratic society can be achieved. Education should foster the desire for life-long learning and develop the skills necessary to fulfill that desire.

To ensure the success of his philosophy and to achieve academic excellence, certain learning concepts will be basic to our curriculum. Mastery of learning concepts will be basic to our curriculum. Mastery learning will be implemented to assure the acquisition of basic skills progressing into more advanced educational opportunities. For maximum learning to occur, an orderly academic environment conducive to learning should be maintained.

Depending on the student's goals, ambitions, and abilities, preparation for entry-level skills into vocations and college-preparatory will be available. This philosophy depends on the cooperative efforts of the parents, the school, and the community.

High School History

The Westran (West Randolph) School District, covering 160 square miles, was created following the 1957 reorganization. The High School building, located on the corner of Route JJ and Clay Street, was completed in the fall of 1969, and the move from the building on Library Street was completed at Christmas of 1969, with the class of 1970 being the first to graduate in the building. Since that time four additional classrooms were constructed in 1984 and are utilized by the art department, special programs, language, and science. In 1987, a greenhouse was constructed on the south end of the building to provide a laboratory for agriculture and science classes. A band room and weight room were added in 1997. This project also included the upgrading of locker rooms.

To broaden the curriculum, the Moberly Area Vocational-Technical School provides training in health occupations, machine tools, building trades, industrial electronics, welding, and auto repair; we currently have students enrolled in these programs. The facilities at Westran High School presently serve grades 9-12. The goal of Westran High School is to facilitate quality experiences in the classroom and extra-curricular programs and to encourage the highest degree of development of all students.

Administration

Superintendent.....	Mark Harvey
Principal.....	Lance Massey
Assistant Principal.....	Aaron O'Laughlin
Director of Special Education.....	Jennifer Emmerich

Faculty and Staff

Activities Director.....	Aaron O’Laughlin
Aides.....	Lauren Cobb, Kailee O’Laughlin, Caitlin Kirkendoll
Art.....	Nealie Bear
Band.....	Erin Johnson
Business Education.....	Shellie Barnett
Choir.....	Adam Ueltschy
Cooks.....	Cathy Fitzwater, Jeannie Miller, Mary Browder
Counselor.....	Whitney Kertz
Counselor’s Secretary.....	Gayla Johnson
Custodians.....	Morris Wallace, Brady Woods
Family and Consumer Science.....	Beth Waters
Industrial Technology.....	Alan Sharrock
Language Arts.....	Samantha Donaldson, Amber Land
Librarian.....	Carrie Hayward
Mathematics.....	Jeff Hammond, Clay Bocke
Nurse.....	Cassie Minor
Principal’s Secretary.....	Angie Cobb
Science.....	Rachael Walker, Jordan Aulbur
Social Studies.....	Rhonda Wertz, Braden Bain
Spanish.....	Holly Wooldridge
Special Education.....	Wendy Kitchen
Technology.....	Mitch Schuman
Vocational Agriculture.....	Royce Black
Physical Education.....	Alex Thomas, Tyler Tanner, Andrew Baxley
Alternative Learning Center.....	Chris Sander

Westran School Fight Song

Oh, hail to dear old Westran High,
The Green and the White
We'll shout our shouts to Westran,
And sing with pure delight.

When hail to the Green and White,
Friends
The colors we love so well.
The loyal sons now salute thee,
As the folds on the freeze that swell.

Then hail to the Westran Hornets,
Forever and a year.
May the flag of dear old Westran live,
The school we love so dear.

School Colors

Green and White

Mascot

Hornet

Westran High School Graduation/Diploma Requirements

Electives	7.0 units
Language Arts	4.0 units
Math	3.0 units
Science	3.0 units
Social Studies (Am. History, World History, American Gov.)	3.0 units
Physical Education	1.0 units
Practical Arts	1.0 units
Fine Arts	1.0 units
Health	0.5 units
Personal Finance	0.5 units
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Total Requirement	24 units

All Graduation requirements must be completed before a student can take part in the graduation ceremonies.

Valedictorian/Salutatorian Requirements

The Valedictorian and Salutatorian of the graduating class must be in high school 8 semesters to receive that designation.

College Prep Requirements

To be better prepared for college entrance requirements, Westran High School along with The Missouri Department of Elementary and Secondary Education advises the student should:

1. Earn at least a 3.0 Grade point average (GPA)
2. A score above the national average on the American College Test (ACT)
3. Maintain a 95% attendance rate throughout their high school career.
4. Complete a rigorous high school program cooperatively planned by the school, the student, and the student's parent/guardian that meets the following criteria:

Electives	4.0 Units
Foreign Language	2.0 Units
Language Arts	4.0 Units
Math (must include Algebra I, Geometry, and Algebra II)	4.0 Units
Science (must include Physical Science and Biology)	3.0 Units
Social Studies (Am History, World History, Am. Government)	3.0 Units
Physical Education	1.0 Units
Practical Arts	1.0 Units
Fine Arts	1.0 Units
Health	0.5 Units
Personal Finance	0.5 Units

Total Requirements	24 Units

Class Standing Requirements

Class standing will be determined at the beginning of the school year, and a student will remain in that class throughout the entire school year. To be considered a sophomore, junior, or senior, a student must have accumulated the number of credits listed below:

Sophomore	6 Credits
Junior	12 Credits
Senior	17 Credits

Grading System and Report Cards

The evaluation of student achievement is one of the important functions of the teacher. The accepted making system is as follows:

100-90	Excellent	A
89-80	Above average	B
79-70	Average	C
69-60	Below average	D
59-0	Failing	F

An incomplete is given only in those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an F two (2) weeks from the date it is issued. Make-up work is the total responsibility of the student.

All graduation requirements must be completed before a student can take part in the graduation ceremonies.

Honor Roll

To be included in the Quarter Honor Roll, a student may not have a C or lower grade or an incomplete. To be included in class rankings, and honor roll, a student must have no more than two classes pass-fail grading, and be enrolled in at least five credit hours. Westran High school has two levels of Honor Rolls. They are:

Green (A honor roll)	Each grade for the quarter was an A
White (B honor roll)	Each grade for the quarter was a B or above

Report Cards to Parents/Guardians

Students receive report cards each grading period. All report cards are given out the week following the end of the nine weeks. The report card should be given to your parent/guardian for examination. Report cards will not be issued until all fees and fines have been paid. If a student is failing or having difficulty in a subject, parents are notified by a progress report or teacher contact. Parents may check all records via the parent portal through SIS online. This portal is on the school website.

Statewide Testing

All students will take testing that is required by the state. The required end-of-course exams for high school are as follows: Language II, Algebra I, American Government, and Biology EOC. It will be encouraged that all juniors take the ACT.

Absentee Responsibilities

1. The parent/guardian of the student should call the school before 9:00 a.m. on the morning of the absence. The school will need to know the name of the child, grade, reason for the absence, and relationship to the caller.
2. If a call cannot be made, then a notice signed and dated by the parent/guardian must be sent with the student the day he/she returns to school. The note should explain the reason for the absence.
3. If the parent/guardian fails to notify the school, the attendance clerk will attempt to contact the home. If the attendance clerk cannot reach a parent/guardian, the student will have a one-day grace period. If the student fails to bring a note or has a parent call within the twenty-four-hour grace period, the student will have been considered truant(refer to truancy policy).
4. The student will be responsible for any make-up work on the DAY OF RETURN. For each day missed, the student has one school day to make up work.
5. **Students participating on a field trip/performance/game during the school day will be responsible for contacting their teachers BEFORE leaving on the trip to make up any missed work while gone, and they will have the work completed by the following school day. Any exceptions must be approved by the teacher BEFORE leaving on the trip.**

Unexcused Tardiness (per quarter)

Second Offense	Warning
Third Offense	Warning
Fourth Offense	30 minute detention
Fifth Offense	1 hour detention
Sixth Offense	1 hour detention
Seventh Offense	1 Day in Alternative Learning Center
Eighth Offense	Principal's discretion

**Student tardies will be kept as a total regardless of the class

**Each quarter the tardies from the previous quarters will be removed.

**The principal has the discretion to modify the policy as needed.

Students who come to school late regardless of the time will be counted as absent for those hours missed and tardy to school for the day. This one tardy for the day counts against the unexcused tardies in the code of conduct.

School Closing

In case of inclement weather, school closings will be announced on the KWIX-KRES (1230 AM and 104.7 FM) and KZZT (105.5 FM) radio stations in Moberly, MO. There will also be a Hornet Text Alert. To sign up for these text messages, please go to our website and fill out the information. It can also be found on the App and Facebook.

Extended School Closing

Alternative Methods of Instruction (AMI) may be used in the school must be canceled due to inclement weather or in the event of an extended closure to protect public health. For more information, please refer to the Westran School page at www.westran.k12.mo.us.

Student Appearance

We believe that the personal appearance of the individual student while at school reflects the general attitude of our student body. We expect each student to dress in a manner that reflects the moral attitude of our community and student body. We believe that not all-popular styles of appearance are appropriate for our high school. The following are specific guidelines for student dress:

1. All students must wear shoes while at school.
2. Students are not to wear coats/jackets during the school day.
3. Caps, hoods, hats, headbands, do-rags, sunglasses, and chains are not to be worn in the building.
4. Book bags are not to be carried by students during the school day.
5. Clothing or jewelry that advertises products dealing with tobacco, alcohol, or drugs, or that display inappropriate language or slogans is not permitted.
6. Modesty is expected from any clothing style. The wearing of inappropriate clothing of any type will not be tolerated.
7. Any items which detract from a positive classroom atmosphere, are not allowed. Teachers of specific courses where safety or health is a factor may require students to adjust hair, clothing, or both accordingly during class.
8. Students are to wear their slacks at their waist; undergarments are not to be visible.
9. There will be no display of colors or other gang-related symbols.

Activities Eligibility Requirements

1. To be eligible to participate in an extracurricular activity, a student must:
2. Only students with a 2.0-grade point average for the previous semester will be allowed to participate in activities. Any student with less than a 2.0 from the previous semester will be excluded from activities.
3. Be a good citizen
4. Be enrolled in classes that offer 3 units of credit the preceding semester.
5. Must have earned 3 units of credit for the preceding semester
6. A student who is absent for any part of the day will be unable to participate on that day unless approved by the principal. This includes practice and attending activities.
7. Meet all MSHSAA qualifications
8. Activities included are all athletics and any club or organization that is not directly tied to a class. Band and choir are excluded from this because they require enrollment in band or choir classes.
9. Students declared ineligible will be excluded from all activities with the team or organization. Attending meetings, conferences, practicing, sitting on the team bench, traveling with the team, serving as statistician or manager, and weight training are all activities that will not be permitted.
10. Ineligibility for a semester will begin on the first day of the semester, which will be considered as the first day of fall athletic practices and the first day after Christmas break for the second semester. The awarding of summer school credits will not affect a student's participation status in the Westran School District. Summer participation will not be affected by school eligibility guidelines; however, coaches and sponsors have the right to deny a student's participation in a school activity because of eligibility status.
11. Students who are ineligible for the first semester will have an opportunity to begin practice for the second semester if their grade point average at the end of the first quarter and midterm of the second quarter is above 2.0. If that is the case, students may begin practice fourteen days before the start of the second semester to meet conditioning standards set forth by MSHSAA.
12. Letters will be sent to all students affected by this policy immediately following the end of the semester. From that point, it will become the responsibility of the coach or sponsor, the activities director, and the school administration to adhere to this policy.
13. **All students who participate in co-curricular and extracurricular activities will be part of the Westran School District Random Drug testing policy. Please refer to the extra-curricular handbook for details.**

Activity Buses

When transportation is provided by the school district for an activity, all participants must travel with the organization or team. If students wish to return home with their parents or guardians following the activity, they must have the approval of the principal or person in charge. Parents/Guardians must contact the person in charge of the activity before students will be allowed to leave the group.

Injury and Illness

In the event of a minor injury or illness, the school nurse will administer first aid. In the interest of school-parent relations, the nurse will contact the parent/guardian if the situation warrants it. If the parent/ guardian cannot be reached, the parent will be asked to call a physician or accept the services of the physician selected by the school. In the event, that delay is judged to be potentially detrimental to the child's health or welfare and if the parent/guardian cannot be reached, a physician will be called to render treatment.

If in the judgment of the nurse or principal, an injury or illness is serious enough to require hospitalization, the child will be transported immediately by private vehicle or ambulance. Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent/guardian. If parent/guardian is unavailable, parent/guardian must secure transportation and supervision by a responsible adult. The principal, school nurse, or other school employees may not provide this service.

Assemblies

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impressions made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.

Before a general assembly, students are to report to their regular class. Textbooks and other materials are to be left in the rooms. Purses and billfolds are to be taken into the gym. Students will show a respectful attitude at all assemblies or concerts and remain seated until the program is closed.

Books

The school district furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. If a textbook is misused or damaged, the student and his parents will be held responsible. If a textbook is lost, it is to be paid according to the following schedule:

A New Book	100% of cost price
A 1-year-old book	75% of cost price
A 2-year-old-book	50% of cost price
A 3-year-old-book	25% of cost price

Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books unless it can be proven the book was stolen.

Student Driving And Parking Regulations

1. All student drivers must be licensed, insured, and have a **parking permit hangtag**.
All students who drive will have to abide by the Westran School District Random drug testing Police. (see extra-curricular handbook)
2. The speed limit is 10 miles per hour.
3. Students must park and lock their vehicles and immediately come into the building upon arriving at school. Students are not permitted to sit in cars for any reason.
4. Never pass parked buses.
5. STUDENT VEHICLES ON SCHOOL GROUNDS ARE SUBJECT TO SEARCH IF THERE ARE REASONABLE GROUNDS TO BELIEVE THAT IT CONTAINS CONTRABAND. ANY STUDENT DRIVING IN A DANGEROUS OR RECKLESS MANNER OR WHO VIOLATES ANY OF THESE RULES WILL LOSE HIS/HER PRIVILEGE OF DRIVING.
6. Any student who violates school policy using their car will lose their privilege of driving to school.

Parking-----ALL STUDENTS WILL PARK IN THE PARKING LOT BEHIND THE ADMINISTRATION OFFICES. ALL TRAFFIC WILL EXIT OUT THE BACK EXIT OF THE PARKING LOT.

Student Arrival And Before School Policy

Students should not be in the building before 7:15 a.m. except in situations when an activity takes place and a sponsor will be present. There may be rare cases where a student might need to come before 7:15 a.m. In those cases, the parent/guardian should discuss this with the school and approval can be granted on a case-by-case basis.

1. Students can be in the front lobby, the hallways, and the cafeteria. No one should be in the hallways south of the cafeteria.
2. Food items or drinks are not to be taken outside of the cafeteria area. No open containers are to be brought into the building.
3. Students are not to be in the parking lots or outside the school buildings after arriving at school.
4. Students are not to leave the school area once they arrive at school.

Bus Regulations

Students who come to school on the bus should return home on the bus unless they have a note from their Parents/Guardians signed by the principal. Riding the school bus is a privilege. Improper conduct on the buses may result in that privilege being denied.

The driver may assign seats. Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. Students are to walk in an orderly fashion. (*Refer to disciplinary procedures on Bus Conduct.*)

Halls

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls or restrooms during class time **must have a pass.** Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running in the halls is never permitted. Students are not to eat food and candy in the hallways and they are **not to have opened drinks in the hallways or lockers.**

Library Services

The library will be open throughout the day until the last bus departs. Students are encouraged to use the library constructively. Students who need to visit the library during class time should get permission and supervision from the staff. Any student wishing to use school computers for any reason must have an Internet card and abide by the rules.

Cafeteria And Lunch Period

A lunchroom is maintained in the building, and week-planned meals are served to the students and faculty. **With the observance of a closed lunch period**, students must either bring their lunch or buy their lunch in the cafeteria. Lunch shifts will be used to regulate the numbers the cafeteria area can serve. Please observe the following: Food items or drinks are not to be taken outside of the cafeteria area. **Students are not to leave the building during their lunch shift.**

Westran Lunch Prices

Full Price

Breakfast \$1.50

Lunch \$2.55

Reduced Price

Breakfast \$0.30

Lunch \$0.40

1. A student who has accumulated ten unpaid charges for complete meals and is still unable to pay for meals will be provided a substitute meal that meets the district's nutrition guidelines.
2. Substitute meals provided to the student will be charged to the student's meal account.
3. Students may not charge A La Carte items.
4. A student with money in hand will not be denied a meal even if the student has passed due charges.
5. Students will not be singled out, shamed, or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not hold student records in violation of the law.

A+Schools Program

As outlined by the Missouri Department of Elementary and Secondary Education, the three goals of the A+ Schools Program are as follows:

1. All students will graduate from high school.
2. All students will complete challenging high school coursework with measurable learner expectations.
3. All students will proceed from high school to a college or post-secondary vocational/technical school, or high-wage job with workplace skill development and advancement opportunities.

These goals illustrate the basic purpose of the A+ Schools Program, which is to provide every student with the skills, background, and support required for them to successfully become responsible, productive citizens after graduation.

Lost And Found

Articles found in and around the school should be turned into the main office where the owners may claim their property by identifying it. Sometimes students are reluctant to ask about or claim their lost articles: Check immediately with the school office if an article is missing.

School Insurance

School insurance is available to all students. A packet will be available for each student on the first (1st) day of classes. Purchase of this program is optional. Students participating in activities must have this insurance or furnish proof of family insurance.

Telephone

Students will not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of a class only in the case of an emergency. Normally, phone calls for students will be handled during lunchtime and after school.

Vandalism And Property Damage

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately. (Refer to the disciplinary procedure on Vandalism.)

Safe Schools Act

The Safe Schools Act passed by the Missouri General Assembly and signed by Governor Carnahan on August 28, 1998, mandates that the police are notified in cases of student misconduct which, if committed by an adult, would constitute third-degree assault.

Disciplinary Procedures and Actions

It is the objective of Westran High School to recognize, preserve, and protect the individual rights of all students, and yet at the same time encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient, and continuing school program. Therefore, discipline and structured learning is possible and encouraged.

When a student is sent to the office for disciplinary action, the Principal shall follow the disciplinary procedures as outlined. If extenuating circumstances exist as related to the student misconduct, the Principal may use other disciplinary action to encourage change in student behavior. No code can list every offense which may result in the use of disciplinary action. However, the purpose of the code is to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty.

Forms Of Disciplinary Actions

Any Westran student who has four (4) office referrals for disciplinary reasons in a quarter will be placed on SOCIAL PROBATION for the remainder of that quarter. During that time, a student who is placed on Social Probation will be allowed on campus only from 7:45 a.m. through 4:30 p.m. The student will not be permitted to attend extra-curricular activities either as a spectator or participant. A student may appeal to the building after the fourth disciplinary office referral.

Detention

After-school detentions will be assigned on Tuesdays and Thursdays only. Students arriving after 3:30 p.m. will not be admitted, and the detention is doubled. Morning detentions will be held daily. Morning detentions may last up to 90 minutes in duration. They will be held from 7:00 a.m. through 8:20 a.m.

In-School-Suspension

In-School-suspension will take place in the Alternative Learning Center (ALC room).

This could be for up to 10 days. **Failure To Meet Conditions Of Suspension, Expulsion, Or Other Disciplinary Consequences.** All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity or being on nearby district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

Recommended Disciplinary Procedure

School Expectations and the Hornet Way

This is a proactive approach to school-wide discipline and developing Respectful, and safe Students based on the Positive Behavior Support (PBIS) Model. We are reinforcing the positive behaviors of students doing what is expected and supporting students who need extra assistance to achieve our school-wide expectations. Our goal is to have our students make the right choices, take responsibility for their behavior, and learn from their mistakes. The Hornet Way lists our behavior expectations and can be found on the school's website, posted throughout the building, and taught to students during the school year.

Violations Against Persons

Assault/Battery-Student

Attempting to cause, or causing injury to another, intentionally placing another in reasonable apprehension of imminent physical injury.

FIRST OFFENSE: In-school suspension, 1-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

SECOND OFFENSE: 11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Fighting-Class A

Mutual combat in which both parties have contributed to the conflict either verbally or by physical activity in which physical contact was made.

FIRST OFFENSE: 1-3 days in-school suspension

SECOND OFFENSE: 5-10 days in-school suspension or out-of-school suspension

THIRD OFFENSE: Recommended expulsion

Fighting-Class B

Minor physical altercation in which one or both parties have contributed either verbally or by physical contact.

FIRST OFFENSE: 4 hours of detention

SECOND OFFENSE: 8 hours of detention

THIRD OFFENSE: 5-10 days suspension

Weapons

Students are forbidden to bring into school or onto school grounds or property any item(s) that are ordinarily considered to be a weapon. (Example: ammunition, knives, chains, metal knuckles, razors, fireworks, explosives, and guns.)

This would include any object that might be used by a student to coerce or intimidate another student. Students are forbidden to shape or fashion such an object on school grounds.

FIRST OFFENSE:	In-school suspension, 1-10 days out-of-school suspension
SECOND OFFENSE:	11-180 days out-of-school suspension or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Harassment

Harassment is inappropriate unwanted behavior that disturbs someone. To harass is to insult, grab, aggravate, frighten, tease, taunt, threaten, bully, and/or stalk. Harassment can make us feel uncomfortable, embarrassed, isolated, and angry. Harassment is an act of discrimination based on prejudice. Harassment is mean, harmful, illegal, and doesn't belong in schools or anywhere else.

FIRST OFFENSE:	Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
SECOND OFFENSE:	in-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in a student's discipline record. Possible documentation in a student's permanent or discipline file.

Sexual Harassment

Unwelcome physical contact of a sexual nature or that is based on gender, race, color religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling the genital areas, breasts, or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

FIRST OFFENSE:	In-school suspension, 1-180 days out-of-school suspension or expulsion
SECOND OFFENSE:	1-180 days out-of-school suspension or expulsion

Bullying and Cyberbullying

Intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical action, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; retaliation for reporting such acts; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

FIRST OFFENSE:	Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension
SECOND OFFENSE:	In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in a student's discipline record. Possible documentation in student's permanent or discipline file.

Hazing

Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful, or disconcerting position for initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

FIRST OFFENSE:	Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension
SECOND OFFENSE:	In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in a Student's discipline record. Possible documentation in student's permanent or discipline file.

Verbal Abuse To Staff

Disrespectful verbal, written, or symbolic language or gesture which is inappropriate to public settings directed at a staff member.

FIRST OFFENSE:	Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.
SECOND OFFENSE:	In-school suspension or 1-180 days out-of-school suspension, or expulsion, and possible documentation in a student's discipline record. Possible documentation in student's permanent or discipline file.

Insubordination

Unwillingness to submit to the requests of authority.

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| FIRST OFFENSE: | Principal discretion, 1 hour of detention |
| SECOND OFFENSE: | 4-8 hours of detention time or in-school suspension |
| THIRD OFFENSE: | 2-5 days out-of-school suspension |

Verbal Abuse to Staff Of A threatening Nature

Disrespectful language to a staff member that is threatening in nature.

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| FIRST OFFENSE: | 5-10 days of in-school suspension or out-of-school suspension |
| SECOND OFFENSE: | Long-term in-school suspension or out-of-school suspension |
| THIRD OFFENSE: | Recommended expulsion |

Extortion

Threatening or intimidating any student to obtain money or anything of value.

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| FIRST OFFENSE: | Principal/student conference, in-school-suspension or 1-10 days out-of-school suspension |
| SECOND OFFENSE: | In-school suspension, 1-180 days out-of-school suspension or expulsion , and possible documentation in student's discipline record |

Theft

Theft attempted theft or willful possession of stolen property.

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| FIRST OFFENSE: | In-school-suspension, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record |
| SECOND OFFENSE: | 11-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record. |

Violations Against Classroom Behavior And Preparations

Cheating

Copying from another student, allowing another student to copy a student's work using, possessing a crib sheet, or looking into a book during a test is prohibited. Also included in this violation would be plagiarizing an assignment or project.

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| FIRST OFFENSE: | 0 for test or assignment; notification of parents |
| SECOND OFFENSE: | 0 for test or assignment; notification of parents; 1-day of in-school suspension |
| THIRD OFFENSE: | 0 for test or assignment and 3-days of in-school suspension; notification of parents. |

Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence, or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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| FIRST OFFENSE: | Confiscation. Principal/Student conference, detention, In-school suspension. |
| SECOND OFFENSE: | Confiscation. Detention, in-school suspension
1-180 days out-of-school suspension, or expulsion. |

Use of disruptive Speech or Conduct

Conduct or speech (verbal, written, or symbolic) that materially and substantially disrupts classroom work, in school hallways, school activities, or school functions. This would also include sleeping in class or leaving the classroom without the teacher's permission.

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| FIRST OFFENSE: | Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension |
| SECOND OFFENSE: | In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record. |

Unexcused Tardiness (per quarter)

SECOND OFFENSE:	Warning
THIRD OFFENSE:	30-minute detention
FOURTH OFFENSE:	30-minute detention
FIFTH OFFENSE:	1-hour detention
SIXTH OFFENSE:	1-hour detention
SEVENTH OFFENSE:	1 day in Alternative Learning Center
EIGHTH OFFENSE:	Principal's discretion

- * * Student tardies will be kept as a total regardless of the class.
- * * Each quarter the tardies from the previous quarters will be removed.
- * * The principal has the discretion to modify the policy as needed.
- * * Students should come prepared for each class. Students that do not bring required materials to class will receive a materials tardy which has the consequences as an unexcused tardy.

Truancy

Students who are absent from class or school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of Parents/Guardians.

FIRST OFFENSE:	4 hours of detention and student will not be readmitted to school until a parent conference is held with the principal.
SECOND OFFENSE:	1 days in-school suspension and a parent conference must be held before the student is readmitted. Possible loss of driving privileges.
THIRD OFFENSE:	5 days in-school-suspension and a parent conference is required for readmittance.
FOURTH OFFENSE:	Principal's discretion

Use Of Obscene Language/Gestures

Any spoken or written use or display of words that would be considered offensive by the school and community standards.

FIRST OFFENSE:	Principal's discretion
SECOND OFFENSE:	4 hours of detention
THIRD OFFENSE:	2 days in-school suspension
FOURTH OFFENSE:	5 days in-school suspension

Public Display of Affection

Physical contact that is deemed inappropriate for the school setting.

FIRST OFFENSE:	Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in student's discipline record
SECOND OFFENSE:	In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Sharing Bathroom Stalls

FIRST OFFENSE:	2-days in-school suspension, or 1-3 days out-of-school suspension.
SECOND OFFENSE:	1-10 days out-of-school suspension

Electronic Devices

Cell phones, smartwatches, and other electronic devices that can connect to an outside network and interfere with the educational process are not allowed to be in operation when school is in session.

FIRST OFFENSE:	2 days of Out of school suspension
SECOND OFFENSE:	5 days of Out of school suspension

Gambling

The act of playing a game and consciously risking money or other stakes on its outcome.

FIRST OFFENSE:	Principal/Student conference, in-school-suspension, or 1-10 days out-of-school suspension
SECOND OFFENSE:	In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.

Bus Misconduct

Conduct or speech (verbal, written, or symbolic) that materially and substantially disrupts the bus.

- FIRST OFFENSE:** Principal/Student conference, in-school-suspension, or 1-10 days out-of-school suspension
- SECOND OFFENSE:** In-school suspension, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.

Vandalism

Willful damage, or the attempt to cause damage, to real or personal property belonging to the school, staff, or students.

- FIRST OFFENSE:** Principal/Student conference, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in student's discipline record
- SECOND OFFENSE:** In-school suspension, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's file.

Incendiary Devices or Fireworks

Possessing, displaying, or using matches, lighters, or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

- FIRST OFFENSE:** Confiscation, Warning, Principal/Student conference, detention, or in-school suspension.
- SECOND OFFENSE:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension

Lockers

Lockers are issued to students at the beginning of the year by office personnel. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the proper advisor or office personnel. Students are not to store in their lockers food items or drink containers that have been opened.

LOCKERS REMAIN THE PROPERTY OF THE SCHOOL AND MAY BE INSPECTED AT ANY TIME. STUDENTS ARE CAUTIONED NOT TO BRING LARGE AMOUNTS OF MONEY, CAMERAS, OR VALUABLE OBJECTS TO SCHOOL. IF YOU WEAR GLASSES OR A WATCH, KEEP TRACK OF THEM AT ALL TIMES. STUDENTS, NOT THE SCHOOL, ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY. IF IT IS NECESSARY TO BRING MORE MONEY THAN NEEDED TO PAY FOR LUNCH, LEAVE EXTRA MONEY IN THE OFFICE.

Any student who is found opening or occupying a locker other than their own will be considered trespassing and dealt with accordingly. If a student is found using a locker other than his/her own he/she will face.

FIRST OFFENSE:	Principal Discretion
SECOND OFFENSE:	2 Hour detention
THIRD OFFENSE:	ALC Room (in school suspension)

NOTE: Unannounced locker checks will be made to make sure that students adhere to the above guidelines as well as to maintain safe and drug-free schools.

Moberly Area Technical Center

Students will ride the bus provided by the Westran School District both to MATC and return unless prior written permission is obtained from the Technical Center first, and then WHS. This permission is obtained on a one (1) day only basis. If allowed to drive, no other student has permission to ride with that person. MATC students are to park on the north side of the high school building.

IMPORTANT - IF ABSENTS IS UNEXCUSED DURING THE MORNING, YOU WILL NOT BE ALLOWED TO GO TO MATC THAT DAY. ALL STUDENTS AND PARENTS OR GUARDIANS WILL SIGN WILL SIGN A MATC RULES CONTRACT BEFORE ATTENDING MATC.

Violations Against Public Health And Safety

Drug or Alcohol Use

Possession of, use of, or attendance under the influence of, controlled substances, alcoholic beverages, or substances represented to be such (either at school or school-sponsored activities).

FIRST OFFENSE: 10 days suspension and Police notification when warranted.

SECOND OFFENSE: Expulsion and Police notification when warranted.

Sale or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs, and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substance Act.

FIRST OFFENSE: 1-180 days of out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

Tobacco Use

Possession of any tobacco products on school grounds, bus, or at any school activity.

FIRST OFFENSE: Principal/Student conference or in-school suspension

SECOND OFFENSE: In-school suspension or 1-10 days out-of-school suspension

Use of any tobacco products on school grounds, buses, or at any school activity.

FIRST OFFENSE: In-school suspension or 1-3 days out-of-school suspension

SECOND OFFENSE: In-school suspension or 1-10 day out-of-school suspension

Electronic/Personal Vaporizer

Possession/Use of a vaporizer and or accessories that turn a liquid into a gas or vapor. Also known as electronic cigarettes, e-cig, eGo, or Personal Vaporizer.

Possession/Use of any Vaporizer products on school grounds, bus, or at any school activity.

FIRST OFFENSE: 2-days in-school suspension, or 1-3 days out-of-school suspension. **All confiscated materials will be turned over to law enforcement for analysis.** Further disciplinary action can be taken pending analysis results.

SECOND OFFENSE: 1-10 days out-of-school suspension, all confiscated materials will be turned over to law enforcement for analysis. Further disciplinary action can be taken pending analysis results.

False Alarms

Tampering with emergency equipment, setting off false alarms, making false reports.

- FIRST OFFENSE:** Principal/student conference, in-school suspension, 1-180 days out-of-school suspension, and possible Documentation in student's discipline record.
- SECOND OFFENSE:** In-school suspension, 1-180 days out-of-school suspension, Or expulsion, and possible documentation in student's discipline record.

**THE WESTRAN R-1 HIGH SCHOOL PRINCIPAL HAS THE
AUTHORITY TO IMPLEMENT AT ANY TIME ANY ADDITIONAL
RULES OR REGULATIONS DEEMED NECESSARY.**

CLUBS AND ORGANIZATIONS

There are many clubs and organizations which students may join. They include

Academic Bowl

Participants in Academic Bowl, open to all students, compete against teams from other schools. Activities, primarily academic competitions in a “College Bowl” format, demonstrate to students the intrinsic value of knowledge and increase the prestige awarded to intellectual achievement. Team members are expected to participate in practice sessions as well as conference matches and tournaments.

Art Club

Art club is an organization, in which all students involvement in art-related activities outside of the classroom. Students participate in a community service project, provide decorations for extracurricular activities, and observe works by artists past and present through field trips to museums. Membership is open to any student grades 9-12 currently enrolled in an art class or to students who have completed a year of Art and maintained a C average.

Athletics

Westran competes in the following athletics during the following seasons: Fall-softball and golf (girls), and football (boys); Winter-basketball (boys and girls); and Spring-golf and baseball (boys), and track (boys and girls).

Adventure Club

Adventure club gives students a chance to get out and experience fun activities that they may not get to usually. Some of the activities that took place last year included, hiking at the Pinnacles, going through a corn maze, ice skating, and an escape room.

Band

Band is a class open to all students with the permission of the instructor. Band members participate in marching band, pep band, concert band, and flag and represent the school at sports events, festivals, contests, and civic events. They play a variety of musical styles and explore the value of music in society.

Flag Corps

Students may enroll as a member of the marching band flag corp with the permission of the instructor. Flag members participate in all marching performances during the fall semester.

Beta Chi Pi

Beta Chi Pi Honorary Science Society is an organization for all high school students enrolled in a science and/or math class during the year of membership. The organization is an affiliate of Science Teachers of America (STON). Local organizational by-laws are written in accordance with the state and national guidelines. Organizational activities in which students may acquire points include highway litter pick-up, Science fair organization and set-up, money-making projects, school aluminum can recycling project, and science demonstration for the elementary and middle schools. Students may also acquire points through attendance of meetings and grades acquired in math and science courses. Participation in the Society's field activities and eligibility for office is dependent on the number of points acquired by the student.

To maintain membership, the students must maintain a C average (or better) in each science and math course being taken and must adhere to Westran Board of Education policies regarding participation in extracurricular activities. The organization sponsor will check academic eligibility quarterly. A member will be placed on one (1) quarter of academic probation before being suspended from the organization. An academically suspended student may petition for readmission into the organization after one (1) semester of suspension.

Cheerleaders

Purpose: Shall promote and uphold school spirit to develop a sense of good sportsmanship among the students, and to better relationships between schools during all athletic events.

Responsibilities: Cheerleaders should act as representatives of the student body at all such contests and realize that they are responsible for helping in crowd control. They should serve as hosts to the visiting cheerleaders and not as their competitors. They must select and create cheers and signals that are socially acceptable. They must appear happy, well-groomed, and lend assistance in any situation that might arise. They should challenge the crowd to follow them in situations where sportsmanlike conduct might be needed. Cheerleaders should be good guests at away games.

Chorus

Chorus is a class open to all students with the permission of the instructor. Chorus members represent the school at festivals, contests, and civic events. They perform a variety of musical styles and explore the role of music in our society.

FBLA

FBLA stands for Future Business Leaders of America. Westran High Chapter is part of a state and national organization, FBLA-PBL, Inc. Offering innovative leadership and career development programs, Westran FBLA brings students and businesses together in a positive working relationship. FBLA members can learn about business, conduct community service projects, and attend leadership conferences.

FFA

The FFA is a national organization of 435,000 students enrolled in agricultural education in 50 states, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia. Organized in November 1928, the FFA is an integral part of the curriculum in agricultural education of 257 schools throughout Missouri. All students in these programs receive instruction in personal leadership growth and development, which can best be achieved through the FFA.

FCCLA

FCCLA is a national vocational organization designed to help youth assume their roles in society through home economics, education, in the areas of personal growth, family life, vocational preparation, and community involvement. Any student who is enrolled in home economics classes or has had a minimum of one (1) year of home economics may become a member. The Westran High School Chapter is active on the regional, state, and national levels.

FTA

F.T.A. stands for Future Teachers of America, founded nationally in 1937. The Westran Chapter of FTA is a very active organization that has junior and senior students in the cadet-teaching program. The purpose of the cadet teaching experience is to give promising high school students who are considering teaching as a career an opportunity to become acquainted with the teaching profession through observing children in a school setting, becoming familiar with school routine, and serving as aides to teachers and principals. Westran FTA students report on a monthly basis to experienced, enthusiastic teachers at the elementary, junior high, and high school. To become a member of FTA students must have a B (or better) GPA, good school attendance, good school citizenship, interest or desire to be in teaching or some phase of education, and meet other important evaluation criteria. FTA students actively participate in the chapter, district, and state leadership activities. Motto: "Learn to Teach" Colors: Red, White, Black Flower: Red Rose.

Interact

The Interact Club brings together students of ages 12-18 to develop leadership skills while discovering the power of “Service Above Self”. As a division of our local Rotary Club, Interact Club students will work to better our community while having opportunities to meet and learn from the great organizations and leaders in our area.

Journalism/Yearbook

The yearbook is a history of any one school year. It is the responsibility of the Westran yearbook staff to accurately record the events of the school year in the HORNET yearbook. The yearbook staff consists of the students enrolled in Journalism. The responsibilities of the staff are above and beyond the regular classroom work. The Yearbook copy, writing headlines and picture caption, as well as layout and page design. Good typing and writing skills are needed and extracurricular hours are required.

Literary Magazine

The literary magazine accepts student submissions of original manuscripts and artwork to be published in a magazine at the end of each school year. The staff is responsible for all aspects of production for that magazine, including choosing works, typing, editing, coalition, and distribution. The staff meets once a week throughout the year, and then every night during the last week of production.

National Honor Society

The Westran Chapter of the National Honor Society was chartered in 1935 and is governed by and is an affiliate of the National Organization, which is sponsored by the National Association of Secondary School Principals. Local membership is open to juniors and seniors who hold a cumulative GPA of 3.35 or above and have exhibited the qualities of honor of membership and the responsibility of maintaining the qualities of scholarship, leadership, service, and character. The Westran Chapter sponsors an annual academic recognition banquet for all students holding a 3.0 GPA and supports a local scholarship which provides one (1) senior member a scholarship award annually. The High School principal serves as the organization sponsor and two (2) faculty members serve as advisors.

Spanish Club

Spanish Club is open to students enrolled in Spanish and those who have completed a year of study in the language. Activities include having international pen pals, shared meals, parties, and field trips.

Student Council

Student council is made up of elected representatives from each class (President, two Student Representatives), the Vice President (or Representative) from each organization, and student body officers (President, Vice President, Secretary, Treasurer, Reporter, Historian, and Parliamentarians. In addition, students may become members by working on Student Council activities and by being approved by members of the Executive Council. (Guideline for selection of “work on” members is decided by the Executive Council at the beginning of each school year.) The activities of the Student Council include sponsoring Homecoming and Courtwarming Weeks, community service projects, school projects, and leadership training. The Student Council is active on the local, district, state, and national levels.

Drama Club

Drama club is open to all students in 9th through 12th grade. Activities include attending community theatres for performances and participating in the school play. Auditions are held for each production.

Activities Calendar

The Westran School District publishes a school activity calendar on our school website.