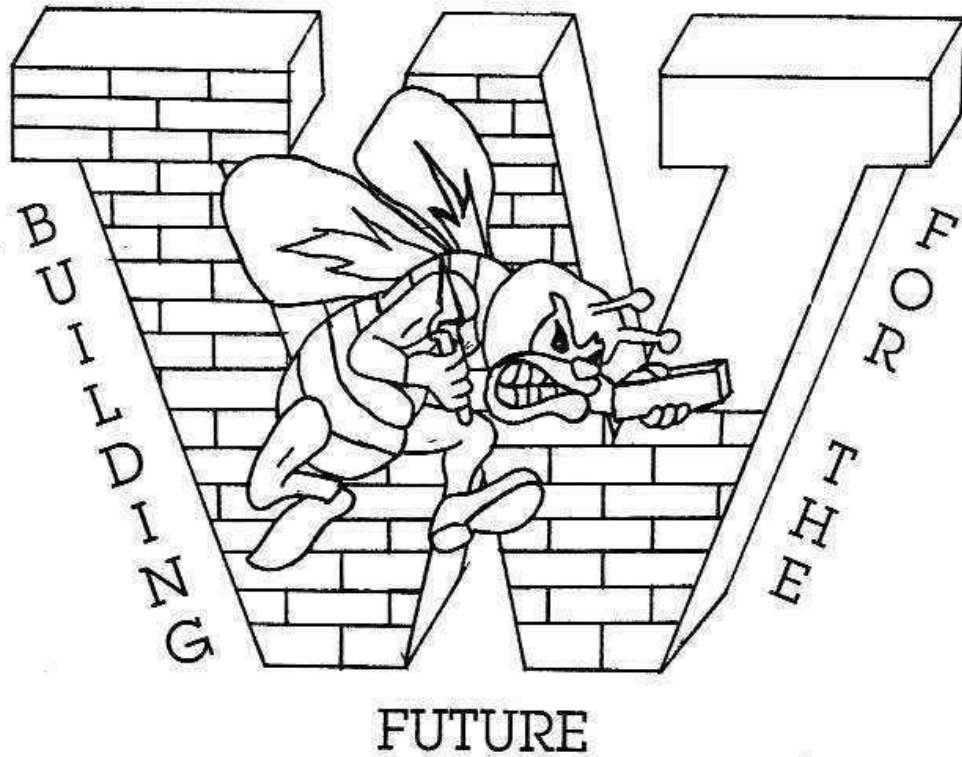


WESTRAN

MIDDLE SCHOOL



2021-2022
STUDENT HANDBOOK

WESTRAN R-1 MISSION STATEMENT

“Westran R-1 will nurture, encourage, challenge, and inspire all students to enable them to continue to improve academic standards so that each may take a place in the community as an educated, productive citizen.”

WESTRAN R-1 STATEMENT OF BASIC OBJECTIVES

To create an orderly, academic environment in which our children and young adults learn, appreciate the value of learning, and enjoy learning while helping others learn.

WESTRAN R-1 2021 - 2022 SCHOOL CALENDAR

August 19 - 20	Teacher Work Days
August 23	First Day of School - Early Dismissal 1pm
August 27	Early Dismissal 1pm - Teacher In-service
September 6	No School - Labor Day
September 17	Early Dismissal 1pm - In-service(At Risk)
October 22	Early Dismissal 1pm - Teacher PD In-service
November 1	No School - P/T Conferences
November 2	No School - Election Day
November 24 - 26	No School - Thanksgiving
December 17	Early Dismissal 11:45am - Christmas
Dec 18 - Jan 2	No School
January 3	No School-Teacher Workday
January 4	Students Return for 2 nd Semester
January 14	Early Dismissal 1pm - In-Service(At Risk)
January 17	No School - Martin Luther King Day
February 18	Early Dismissal 1pm - Teacher In-Service
February 21	No School - Presidents Day
March 18	Early Dismissal 1pm - In-Service (At Risk)
March 21	No School-Spring Break
April 1	Early Dismissal 1pm - In-service(At Risk)
April 14	Early Dismissal 11:45am - Easter
April 15 - 19	No School - Easter
May 20	Last Day of School - Early Dismissal 11:45am
May 23	Teacher Work Day

“The Hornet Way”



Westran Middle School expects its students to do their best in and out of the classroom and to respect our school, staff members, and fellow classmates. In the 2010-2011 school year, our school district implemented a district-wide initiative known as Positive Behavior Support (PBS).

PBS is a proactive systems approach established to provide a positive school climate and to create a supportive environment for personal, social, and academic growth for students and staff. Known as “The Hornet Way,” students will be taught and encouraged to display the expectations of being respectful, responsible, and safe. Students will know exactly what is expected of them and will be recognized and rewarded in a variety of ways for positive behavior that models “The Hornet Way.” Students will also know exactly what consequences will result when they choose not to meet the school-wide expectations.

Our school believes we have a responsibility to provide an education to students in a safe and predictable environment. Establishing “The Hornet Way” school-wide discipline is a necessary step in enabling our school to achieve this goal.

“The Hornet Way” ~ Westran Middle School

I AM	Respectful	Responsible	Safe
All Settings	Use appropriate language and behaviors Use materials and facilities appropriately Be polite	Keep school neat and clean Store personal belongings safely Follow handbook	Be where you belong Walk Notify teacher of unsafe conditions
Cafeteria	Be polite toward lunch personnel and classmates Wait patiently in line Chew with mouth closed	Clean up after yourself Keep account current	Sanitize hands Find a seat quickly and remain in it
Hallway	Speak softly Keep hands and feet to self Close lockers gently	Use hallway pass Go directly to and from destinations Keep public display of affection off school properties	Walk to the right
Restroom	Keep restrooms cleaned and picked up	Use facility quickly and quietly Return to class promptly	Wash hands thoroughly
Classroom	Raise hand and speak one at a time Listen to teacher and others Wait to be dismissed	Be prepared for class Complete assignments	Be in assigned seat and quiet when bell rings Maintain personal space Open door slowly and gently
Bus	Be courteous and listen to driver Keep voices low	Keep track of belongings Pick up trash	Walk to and from bus Remain seated until bus comes to complete stop Face forward Keep all objects in bus
Extracurricular Events	Use only encouraging words Respond appropriately for the event Remain in seat or designated area	Turn in lost items to appropriate personnel Clean up area around you	Keep hands, feet, and objects to self Keep walkways clear

Westran Middle School

2021 - 2022

Bell Schedules

Regular Schedule

Homeroom..... 8:07-8:13
 1st hour..... 8:13-8:59
 6th.....8:59
 7th9:00
 8th.....9:01
 2nd hour.....9:04-9:50
 6th.....9:50
 7th9:51
 8th.....9:52
 3rd hour.....9:55-10:41
 6th.....10:41
 7th10:42
 8th.....10:43
 4th hour.....10:45-11:54
 6th Lunch.....10:45-11:08
 7th Lunch.....11:08-11:31
 8th Lunch.....11:31-11:54
 6th.....11:54
 7th11:55
 8th.....11:56
 5th hour.....11:59-12:45
 6th.....12:45
 7th12:46
 8th.....12:47
 6th hour.....12:50-1:36
 6th.....1:36
 7th1:37
 8th.....1:38
 7th hour.....1:41-2:27
 6th.....2:27
 7th2:28
 8th.....2:29
 8th hour.....2:32-3:07

Early Dismissal Days

Homeroom..... 8:07-8:13
 1st hour8:13-8:43
 6th.....8:43
 7th8:44
 8th.....8:45
 2nd hour.....8:48-9:18
 6th.....9:18
 7th9:19
 8th.....9:20
 3rd hour.....9:23-9:53
 6th.....9:53
 7th9:54
 8th.....9:55
 5th hour.....9:58 -10:28
 6th.....10:28
 7th10:29
 8th.....10:30
 6th hour.....10:33-11:03
 6th.....11:03
 7th11:04
 8th.....11:05
 4th hour.....11:08-12:23
 6th Lunch.....11:08-11:33
 7th Lunch.....11:33-11:58
 8th Lunch.....11:58-12:23
 6th.....12:23
 7th12:24
 8th.....12:25
 7th hour.....12:28-1:00

Westran R-I School District Department of Special Education

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Westran R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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 the Missouri First Steps program.

Westran R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Westran R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Superintendent's Office or the Department of Special Education Office, 228 Huntsville Ave, Huntsville, MO 65259 from 9:00 AM to 3:30 PM, Monday through Friday.

This notice will be provided in native languages as appropriate.

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 on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

Employment: Our School District does not discriminate on the basis of 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 Communications: 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 individual 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 a 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 not 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 an 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 District's 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:

Mike Nagel, Superintendent Westran R-1 Public Schools
228 Huntsville Ave Huntsville, MO 65259-1013 Phone: 660-277-4429; Fax: 660-277-4420

INTRODUCTION

It is important for each middle school student and his/her parents to become familiar with the school and the services it offers. That is why we invite you to visit our building on any number of occasions. The following information is important to the student and parents to assure a close working relationship between the home and school.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help you to participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

The Middle School of the Westran R-1 Public Schools is composed of grades Six, Seven and Eight. The student's school program is a departmentalized environment with specialized teachers in English, Social Studies, Math, Science, Art, Industrial Tech, Family and Consumer Science, Health, Computer Science, Vocal Music, Instrumental Music, and Physical Education.

ATTENDANCE

Irregular attendance is one of the greatest contributing causes of academic failures. Our educational curriculum is centered around classroom learning. Those who do not attend classes regularly are not receiving the main foundation of their education. Attendance is the responsibility of each individual student and his/her parent. Those students who have not yet attained the age of 16, and are habitually truant, will be referred to the county Juvenile Officer. Educational neglect is now considered an act of child abuse under Missouri Law.

1. Personal illness - The school may require the certificate of a doctor if it is deemed advisable.
2. Illness in the family -- All schoolwork should be kept current.
3. Quarantine in the home - The absence arising from this condition is limited to the length of quarantine as fixed by the proper health officials.
4. Death of a relative -- The absence arising from this condition is generally limited to three days unless other arrangements are made.
5. Observance of a religious holiday -- any student of any religion shall be excused if their absence was for the purpose of observing a religious holiday consistent with their creed or belief.
6. ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE TO AVOID AN UNEXCUSED ABSENCE.

Steps to follow when absent:

1. Have parent or guardian write an excuse giving your name, date, days of absence, the reason for absence and his/her signature.
2. Present your excuse to the office.
3. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make-up homework is completed.) Have each teacher sign the admit slip.
4. If the absence is anticipated (doctor, dentist appointment) the parent or guardian should notify the school prior to the absence.
5. When students are reported absent, the home might be called unless the school has been notified by the parent as to the cause of the absence prior to the absence.
6. When a student is given an unexcused absence he/she will be responsible for the following:
 - a. Makeup work is to be turned in during the allowed time.
 - b. Tests are to be taken during the allotted time.
**If excessive unexcused absences occur, no credit will be given for makeup work.*
 - c. Disciplinary action to be determined by the principal in keeping with current administrative procedures in the district.
7. Participation in an extracurricular activity on the day of an absence is prohibited when a student is not in attendance for the full day. The student cannot be certified eligible to participate in any subsequent date until the student attends a full day of classes. Unless verified through a medical professional excuse or the principal's specific approval for such participation under some circumstances such as medical appointments, school activity, etc.

MAKE-UP WORK

A student with an excused absence may make up all work missed and receive full credit. It is the student's responsibility to make arrangements for make-up work. Two days after returning to school will be allowed for the first day missed, plus one day for each additional day missed. Students missing on the day of a previously scheduled test should make up the test on the day of return and should take any test they were aware of prior to their absence upon their return to school.

SHUT DOWN DAYS

Any student with 5 or more consecutive absences will receive a "shut down day". This day will allow the absent student to make up any missed assignments.

TARDINESS

Promptness to class is very important. Students are to be inside the classroom when the bell sounds. When tardy a student will be reported to the office through the Student Information System. After the 3rd and 4th timed tardy in any grading period the student will receive morning detention for each. A 5th tardy will result in 1 day of ISS being assigned and will be served at the high school. Each tardy over 5 will result in a parent notice and a full day of ISS per tardy. At the beginning of a new quarter, a student starts with no tardies. The SIS system will be the official record for this procedure.

If a teacher keeps you after class they will contact your next teacher and the office to ensure accurate records regarding tardiness.

LOCKER ROOM

You are not to be in the locker room unless you have a physical education class and/or have the physical education teacher's permission to be there.

ARRIVAL/BREAKFAST

Students will not be allowed in the building prior to 7:45 a.m. unless an activity is taking place and the sponsor is present. This year school will be starting at 8:26 a.m. All buses will be leaving the old gym by 8:10 a.m. If you are eating breakfast, you are to go directly to the lunchroom upon arriving at the middle school. If you have issues to be addressed in the office, go directly there from the bus. All other students are to go to their locker, then report to the gym or walk until the homeroom bell at 8:15.

LEAVING SCHOOL

If it is necessary for a student to leave school early, he/she must have the permission of the parent or the parent must personally pick them up. Before a student leaves the school property, he/she must have approval from the office and sign out. Only persons on the approved pick-up list submitted to the middle school office by parents or guardians will be allowed to leave with students. It is important that these forms be on file to protect the safety of our students.

LATE ARRIVAL TO SCHOOL

If a student arrives late, they must have a written excuse and must sign in in the office.

FIRE, TORNADO, EARTHQUAKE AND INTRUDER DRILLS

Fire, tornado, and earthquake drills are held at irregular intervals throughout the school year. Procedures are posted throughout the building.

STUDENT APPEARANCE

We believe that the personal appearance of the individual student reflects the general attitudes of our student body. We expect each individual 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 middle school. The following are specific guidelines for student dress at school and all school functions.

1. All students must wear shoes.
2. Clothes with sayings or illustrations designed to be inappropriately suggestive, disruptive, advertisement of alcoholic beverages and tobacco products, or displays of inappropriate language will not be allowed.
3. Students should wear their hair neat and clean.
4. The wearing of hats, caps, sunglasses, do-rags, and wallet chains are inappropriate.
5. Dress: Modesty is expected from any clothing style. Wearing short shorts, muscle shirts, bare midriffs, net type shirts, strapless or string tops are inappropriate. Tube tops, halters, and other similar types of clothes are unacceptable. "Spandex" or tight-knit shorts should be worn only under other shorts. Pants should be worn at or above the hips. Sagging will not be accepted. If your undergarments are visible, you will be asked to cover them. Extra shirts, shorts, etc. will be available at school if needed to remain at school.
6. Any items of dress that detract from a positive learning environment will not be allowed.
7. Coats are not allowed to be worn or carried to rooms.
8. Book bags are not allowed in classrooms.

Field Trips

Students are expected to attend school and behave in an appropriate manner that does not disrupt the educational process. In order to be eligible to attend field trips, students must have at least 90% attendance for the year to date and may not have more than five major discipline referrals. Any exceptions will be at the discretion of the principal. Club trips may have additional guidelines set by club sponsors.

VISITORS

All visitors to our building are required to sign in at the office. Parents are invited and encouraged to visit the middle school during school hours and during school functions. Conferences with teachers will be arranged whenever requested during planning periods or before or after school.

CORRESPONDENCE WITH PARENTS

During the year additional information, such as a calendar of all school events for the year, will be sent home on the first of school as well as school forms needing parent's signatures. Parents have access to their child's school progress by going online and viewing SIS online.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her maximum growth mentally, emotionally, and socially. We try to do this in several ways.

1. Helping the new student feel at home in our school with new teachers and friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary, and through classroom presentations.
3. The counselor welcomes the opportunity to talk with any student, parent, or teacher. Group meetings will be held on topics of concern to students.
4. Helping the eighth-grade students to have a smooth transition from middle school to high school.

VANDALISM AND PROPERTY DAMAGE

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 you should happen to damage something by accident, you should report it to a teacher or the office immediately. (Refer to disciplinary procedures on Vandalism.)

BUS REGULATIONS

1. Students who come to school on the bus should return home on the bus unless otherwise approved through the office.
2. Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. If students do not follow bus rules, they will be subject to the bus discipline policy and may be assigned to the alternative bus or suspended from bus transportation.
3. Only regular scheduled bus students are to ride the school buses.
4. Students who need to ride home on a different bus than they ride normally must present a note from parents to the office.
5. After being dismissed from 8th-hour class, bus students are to go directly to their lockers if necessary and then immediately to their bus. Students are to walk in an orderly fashion.

RULES OF CONDUCT AT OLD GYM

A designated teacher is in charge of the enforcement of rules and regulations at the old gym.

1. Do not arrive before 7:30 a.m.
2. Sit in the area designated for your bus or one assigned to you for disciplinary reasons.
3. Do not arrive early to sit outside. The supervisor cannot be two places at once. All students are to go into the gym as soon as they are on school grounds. Anyone caught outside the first time will be given a warning in writing. The second time, students will be denied bus transportation privileges for one day. Once you come to the school grounds you will not be allowed to leave.

4. Do not go into the elementary classrooms.
5. Walk to load buses. Dismissed to the bus by a teacher.
6. Bring a book to read, study, or visit quietly.
7. Be considerate of the teacher, fellow students, bus driver and school property.

BOOKS

The school district furnishes books to all students. 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 for according to the following schedule:

a new book	100% of cost price
a one-year-old	75% of cost price
a two-year-old	50% of cost price
a three-year-old	25% of cost price

STUDENT CELL PHONE USAGE

The use of cellphones in school poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Student cell phones will be banned during the instructional day, as well as in dressing areas during extracurricular activities. **Violation of this policy will result in out of school suspension for 2 days for the first offense and 5 days out of school suspension for subsequent offenses.**

Electronic Devices.

No MP3, iPods, or devices with internet access will be allowed in the school or elementary gym at any time during the school day. If students bring them to school they must be kept in the locker during the school day. Kindles and nooks may be used for reading only, but they must be approved at the beginning of the school year.

HALLS/ASSIGNMENT BOOKS

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 and special duties that require them to be there. Students should walk from class to class with a minimal amount of noise. We will provide each student with one assignment book. If an assignment book is lost, a student can buy another one for \$5.00.

HEALTH ROOM

A room is available in the office for students who are ill and wish to lie down rather than sign out and go home. A pass from a teacher is necessary and students will be marked absent from class and are subject to the make-up policy.

MEDICATION

Students will not be permitted to take or be in possession of medication while at school. Medicine is to be brought to the office and administered by the school nurse, secretary or principal acting under the specific written request of the parent or guardian; this includes OTC as well as prescription

medications. OTC medications must be in their original container. Prescription medication must be in the original container and have a pharmaceutical label attached. If your child has asthma, you will need to contact the principal and the school nurse to arrange a management plan for your student's inhaler.

INJURIES AND ILLNESSES

In the event of a minor injury or illness please come to the office and the school nurse or a school official will administer first aid. In the interest of school-parent relations, the nurse will contact the parent or guardian if the situation warrants contact. If the parent cannot be reached, the nurse or designee will contact the alternate provided on the emergency card.

If a child requires medical attention, the nurse or principal will immediately notify the parent or guardian. The parent will be asked to call a physician or accept the services of the physician selected by the school. In the event that a delay is judged to be potentially detrimental to the child's health or welfare and if a parent or guardian cannot be reached, a physician will be called to render treatment.

Our school nurse is available at the middle school on scheduled days. She is on call for our building at any time during school hours for an emergency.

If in the judgment of the nurse and principal, an injury or illness is serious enough to require hospitalization, the child will be transported immediately.

Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. If the parent or guardian is unable to pick up their student, then they must secure transportation and supervision by a responsible adult.

LOCKERS

Lockers are issued to students at the beginning of the year by the office. 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 the office. Please keep your locker clean and books arranged so it can be closed.

Remember your locker is school property and is assigned to you as an individual. Anyone getting into someone's locker is considered to have trespassed and entered, the same as a locked house. If anyone enters someone else's locker, law enforcement may be involved. Since the lockers are the property of the school, the administration has the right to inspect the locker at any time.

Combination locks for hall lockers may be rented in the office. It is not mandatory that a student rent one. If you do it will cost you \$2.50 to rent. At the end of the school year, when you turn it in, your \$2.50 is refunded. Also, you may use a regular lock if you furnish the school with an extra key or if you bring a combination lock from home you must

provide the office with the combination.

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 it in the office.

Lockers are also assigned to students in the gym area and the Industrial Arts area. The school will provide students with a combination lock for their P.E. and I.T. lockers.

Personal locks are not allowed. P.E. and I.T. lockers should be kept locked at all times. The lock will be turned in at the end of the school year. If it is lost, \$2.50 will be charged to the student. Do not give the combination to any other student.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. Check immediately with the school office if an article is missing.

SUBSTITUTE TEACHERS

Substitute teachers are very hard to obtain. If even the smallest discipline problem happens, the substitute teacher will be asked to send the student(s) to the office. Discipline will be appropriate for the offense and will also automatically include a disrespect referral if a substitute teacher is involved.

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 between classes, during lunchtime, or after school.

ANNOUNCEMENTS

Daily announcements will be announced by the school office at the beginning and end of each school day. The public address system will be used for urgent bulletins that cannot be handled in any other way. Classes will be interrupted for these announcements only when necessary.

SCHOOL CANCELLATIONS/EARLY DISMISSALS

In case of inclement weather, school cancellation or early dismissal will be announced over radio stations KRES 104.7 FM, KWIX 1230 AM, AND KZZT 105.5 FM. Parents and family may also sign up for cell phone alerts to get any school announcements.

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 teacher pass.

Books and magazines are checked out for an overnight period and can be renewed if necessary. Lost books, magazines or other materials must be paid for at replacement costs.

CAFETERIA AND LUNCH HOUR

The middle school is a "closed campus", therefore, students are to eat in the lunchroom even if they bring lunch. Students' behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students will go through the cafeteria line and pay for their meal if eating a daily lunch. Students are to remain in the cafeteria until the end of the lunch period unless permission is given to go elsewhere. At no time are pupils allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunchtime. Students are to stay out of the kitchen area unless the student has permission to be there.

Applications for the free and reduced-price lunch program will be given to all students on the first day of school. Applications are also available in the office at any time during the year. Please take advantage of this worthwhile program if you can qualify.

Ala carte items are available and will be charged above the free and reduced rate at a price per item cost. A student will not be allowed to accumulate over ten lunch charges at any given time. 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. Lunch balances are available through SIS.

Meal prices for the 2021-2022 school year: Lunch \$2.30 and Breakfast \$1.50.

GRADING SYSTEM AND REPORT CARDS

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

100 – 96	A
95 – 90	A-
89 – 87	B+
86 – 84	B
83 – 80	B-
79 – 77	C+
76 – 74	C
73 – 70	C-
69 – 67	D+
66 – 64	D
63 – 60	D-
59 – 0	F

HONOR ROLL

At Westran Middle School we will have two honor rolls. The High Honor Roll is for those students who have an A average. The Honor Roll is for those students who have a 3.0-grade point or above average with no grade lower than a C-. For purposes of earning honor roll status, we will round all grades to the letter A, B, C, D, and F. For example, a C- or a C+ will be counted as a C with a value of 2.0. Every subject regardless of how often it meets per week carries equal weight in figuring grade point averages.

Our grades carry the following values:

A - 4.0 B - 3.0 C - 2.0 D - 1.0 F - 0

REPORT CARDS TO PARENTS

All students will receive report cards for each nine-week grading period. Report cards should be given to your parents or guardian for examination.

PROGRESS REPORTS

Teachers may give progress reports at any time, although they are usually issued at the mid-point of a nine-week period. Progress reports will be sent at mid-quarter for all students. Commendable progress reports may be given out to students who are working above their potential or making excellent progress since the last grading period.

RETENTION

Westran Middle School Retention Policy

Successful student achievement on his/her present grade level becomes increasingly important at the middle school level. Just as elementary classes have been a background for advanced learning that is to take place in middle school, the middle school years are a basis for success in high school. A student who does not perform well academically in middle school will have trouble with high school achievement. Because of this, it is our policy to consider underachievers as possible retention candidates at the middle school level.

The principal, counselor, and teachers will consider retention if any student fails two of the core courses (language arts, mathematics, science, and/or social studies) during both semesters of a school year. They will also consider the reading level (SRI score), the total number of F's per semester, the number of days of absence from school, and any other relevant information that will support a quality decision.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the office immediately as to the action taken.

SPORTSMANSHIP

Good sportsmanship is something everyone strives for. Being a gracious winner as well as a good loser sets some people apart from the crowd.

A Spectator's Code of Ethics:

1. Be cooperative and show good sportsmanship at all times.
2. Respect the referee's decisions.
3. Never boo -- even when you do not agree.
4. Be courteous to visiting teams and coaches.
5. Refrain from using profane language, your presence and the opportunity to view athletic events depends on it!
6. Be as quiet as possible during free throws at basketball games.
7. Respect the property of the local school.
8. Be graceful losers as well as graceful winners.
9. When the game is in progress, all students will return to their seats.

ACTIVITIES ELIGIBILITY REQUIREMENTS

To be eligible to participate in an extracurricular activity, a student must:

1. Be a good citizen of our school
2. Must be in attendance for the full day on the day of the activity. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes.
3. Be enrolled in a normal course load for his/her grade.
4. Have been promoted to a higher grade at the end of the previous year; however, even though he/she may have been promoted, he/she will be ineligible if he/she failed more than two courses the previous semester.
5. Enter school within the first 11 days of the semester in order to be eligible.
6. You are eligible for only your first two semesters of attendance in 7th grade and for only your first two semesters in 8th grade.
7. You are not eligible to compete with or against students enrolled in the tenth grade or above when you are enrolled in either 7th or 8th grade.
8. In order to participate on or against teams made up of only 7th graders, you must not have reached fourteen (14) years of age prior to July 1.
9. In order to participate on or against teams made up of only 8th graders, you must not have reached fifteen (15) years of age prior to July 1.

The Westran Board of Education has established the following additional requirements for activities eligibility. All students, 6 - 8 grade, in order to be eligible to participate in extracurricular activities must:

1. Meet all MSHSAA standards.
2. Maintain a 2.0-grade point average for the previous quarter, based on a 4.0 system. Thus, a student may become eligible/ineligible during an activity season.

DRUG TESTING

Westran School District participates in random drug testing for all students participating in extracurricular activities. All students that want to participate anytime during the school year must sign up by the Friday after Labor Day.

STUDENT COUNCIL

Westran Middle School Student Council serves as a governing body to involve a representative group of students in appropriate policy planning and as a training ground for student leadership at the high school and adult level. Regular meetings of the Middle School Student Council are held to plan activities appropriate to maintain the morale and interest of the middle school student body in school academics. The Student Council will consist of a representation of each grade level in the middle school with these students elected by their classmates. Students wishing to run for offices of president, vice-president, secretary, treasurer/reporter will campaign during the spring. Their initial intention to compete for these offices will be through a petition signed by fifteen of their classmates. Elections will be by secret ballot in the spring with representatives from classes then nominated by the student body and voted on by secret ballot to maintain an equal number of students on the Council from each grade level. Council members who do not maintain an acceptable status of active/working Student Council member for two consecutive months can be dropped from membership. Students who become academically ineligible for extracurricular participation at semester time will also be dropped from the Student Council. Following the behavior standards of our school will be required to continue the council service. The principal and the STUCO sponsor may remove members from STUCO if behavior standards are not met. Three discipline referrals during the school year will result in removal from STUCO.

WATER BOTTLES

To promote health and wellness students can have a water bottle during the school day. These may be filled at the water filling stations and can be carried with them. The bottle must be clear unless otherwise approved by the principal.

SCHOOL LETTER

Middle School students may earn a Middle School letter by scholastic achievement and participation in extra-curricular and co-curricular activities. Sixteen (16) letter points accumulated in one year are required to earn a school letter in grades seven (7) and eighth (8). Twelve (12) letter points accumulated in one year are required to earn a school letter in grade six (6). Fourteen (14) additional accumulated points within any one school year will be recognized with a star to be added to the Middle School letter. These letter points may be earned in the following ways:

High Honor Roll	3 pts. per quarter
Honor Roll	2 pts. per quarter
Interscholastic Athletics	1-3 pts. per sport
Cheerleaders	1-3 pts.
Student Council	1-3 pts.
(President)	1- 4 pts.
Pep Club	1-2 pts.
Art Club	1-2 pts.
Select Choir	1-2 pts.
Band	1-3 pts. per year
Quiz Bowl	1-2 pts. per year
FCCLA	1-2 pts. per year
Jr. Beta Club	1-2 pts. per year
Other Clubs	1-2 pts. per year
All-District Band	2 pts. per year
All-District Chorus	2 pts. per year

The school letter and assignment of letter point values for the various activities is the responsibility of the Faculty Activities Committee, which is composed of the school principal and the various activity sponsors.

ACTIVITY BUSES

When transportation is provided by the School District for an activity, all participants in that activity must travel with the organization or team. If students wish to return home with their parents following the activity, they must first have the approval of the principal or person in charge. Parents must contact the person in charge at the activity and Sign a Sign Out Sheet, if available, or give to the person in charge a written note before students will be allowed to leave the group. Students will only be released to their parents or guardians.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional. Students participating in activities must have this insurance or must have proof of insurance on file in the middle school office.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during an assembly. Prior to 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 must sit with their homeroom class as a group in a designated area. Students will show a respectful attitude at all assemblies or concerts, and remain seated until the program is closed.

CONFIDENTIALITY OF RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about the student and their family. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with the law, and still be guarded as confidential information.

PUPIL PERSONAL INFORMATION

The Westran Middle School operates under the procedure of not making student information available unless permission is granted by parents or as is provided in Section 438 of the Family Educational Rights and Privacy Act of 1974, as amended by S.J. Resolution 40; 20 U.S. Code 1232g. There is certain directory-type information, however, that the district may provide the general public. This information includes name, address, telephone listing, grade, date and place of birth, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended by the student and other similar information. In the event that any parent does not wish the directory information released, they should contact the school at 261-4511 or 261-4516.

SPECIAL EDUCATION SERVICES

The Westran R-1 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 third birthday through age twenty (20), regardless of the child's disability. Disabilities including learning disabilities, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury.

The Westran R-1 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-1 Schools 601 Hornet Lane Huntsville, MO 65259 (660)-277-3723

TITLE IX

Westran R-I is in compliance with Title IX of the Federal Education Amendment which provides that, "no person shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal

financial assistance.”

ISS (In School Suspension)

The middle school office will notify parents when a student receives an ISS either by phone or in writing. Students will report to the Alternative Classroom located at Westran High School on the day or days of their assigned ISS. Students will be responsible for bringing all materials they might need with them (Textbooks, pencils, pens, paper, library books, etc.) Any absences will be made up on the next day that school is in session. Students will be responsible for completing all assignments while in ISS. Noncompliant behavior will result in an extension of the ISS or OSS being assigned.

OSS (Out Of School Suspension)

The middle school office will notify parents when a student receives an OSS by phone. Students will remain at home through the suspension days and will not be allowed to attend any school events or activities during their suspension. If a student misses too many days due to this procedure, a juvenile referral will be made to the Randolph County Juvenile Office concerning their absences due to behavior. All work missed will be considered a zero in the grade book unless otherwise arranged with the principal.

MORNING DETENTION

Morning detentions will be assigned by the Principal on Tuesdays, Wednesdays, and Thursdays only. Students will be required to ride the first bus to the middle school, it is the responsibility of the student to be at the elementary to catch that bus. It will leave at approximately 7:40 but not before. If the student misses the first bus it is their responsibility to get to the Middle School before 8:00. Arriving after 8:00 will still result in the student serving detention that day and another detention will be issued for being late. If students are late multiple times for detention it will result in ISS at the High School.

DISCIPLINE

Good citizenship is one of the most important objectives of education. The task of the individual is to learn to live effectively and harmoniously with others as he/she works to develop his/her own skills and understanding and to build the kind of character expected of a good citizen.

The principal and teachers at Westran Middle School are charged with the responsibility for establishing rules and regulations necessary for the implementation of an effective education program, within the policies of the Board of Education. Students are expected to conform to such rules and regulations. Failure to do so may result in disciplinary action, even to the point of removal from school.

Students are expected to conform to the following basic standards for success:

1. To be present and on time
2. To bring learning materials
3. To exhibit respect for other people and their property
4. To be prepared to participate

PROBLEM AREAS:

1. TARDINESS -- Arriving late to class
2. UNEXCUSED ABSENCE, TRUANCY, AND CLASS CUT -
Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.
3. DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY OR SCHOOL POLICY --
4. DISORDERLY CONDUCT, INCLUDING PROFANITY AND OBSCENE BEHAVIOR --
5. BUS -- Not following bus rules.
6. VERBAL ABUSE
7. FORGERY -- Writing and using the signature or initials of another person.
8. THEFT
9. TOBACCO -- The use or possession of tobacco of any kind or tobacco-like products (Including E-Cigarettes), on or adjacent to school property.
10. DESTRUCTION OR DEFACEMENT OF PROPERTY
11. FIGHTING
12. ALCOHOL - The use, possession, or sale of alcoholic substances or being under the influence of alcoholic substances.
13. ARSON
14. DRUGS -- The use, possession, or sale of drugs, narcotics, or other controlled substances, or being under the influence of the same.
15. WEAPONS -- The possession of a dangerous weapon, or the use of an object to inflict bodily injury to another person.
16. EXTORTION -- The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.
17. EXPLOSIVE DEVICES -- The use, possession, or sale of explosive devices, including fireworks.
18. FILING FALSE EMERGENCY REPORT -- The false reporting of a bomb threat or fire alarm.
19. Bullying

DISCIPLINARY ACTIONS

Students who become involved in areas of problem behavior will be subjected to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions will be taken by the school officials:

- A. INFORMAL TALK -- A school official (teacher, Counselor or principal will talk to the student).
- B. CONFERENCE -- A formal conference is held between the student and one or more school officials and may result in a principal's warning.
- C. PARENT INVOLVEMENT -- Parent(s) notified by telephone, personal contact, or letter. A conference may be conducted between the student, his/her parent(s), or appropriate school personnel.
- D. GENERAL DISCIPLINARY MEASURES -- The

student may be removed from classes, but remain at school during these class periods, or receives other appropriate disciplinary action such as a) serves ISS or b) have privileges including bus and/or extra-curricular) suspended.

- E. ISS – An in-school suspension may be assigned for acts or behavior which will cause the student to be referred to the office or for excessive tardies (mentioned previously). The student will take a notification home to the parents. This will notify the parents of the problem. Student must take assignments or reading material. Each unexcused tardy after four will activate ISS assignments. ISS will be served at the high school.
- F. OSS - SHORT SUSPENSION (up to 10 days)
The student is informed that he/she is subject to suspension. The student is afforded the appropriate due process procedure. Following this procedure, if the school principal determines that a suspension is order, it will be administered at that point.
- G. OSS - LONG SUSPENSION (more than 10 days) -- The Board of Education authorizes the Superintendent of Schools to suspend a student more than 10 school days. The student is informed that he/she is subject to a suspension. The student is afforded the appropriate due process procedures. Following this procedure, if the Superintendent of Schools determines that a long term suspension is in order, it will be administered at that point. A suspension of more than ten days may be appealed to the Board of Education through the Superintendent of Schools.
- H. EXPULSION – Permanent removal from school. Only the Board of Education has the authority to expel a student from school. If a student consistently refuses to conform to school policies and regulations, the Principal may recommend to the Superintendent of Schools, that the student is expelled from school. The Superintendent will, in turn, notify the Board if the is in agreement with the proposal. The Board will then set a date for the hearing.
The specific disciplinary action administered will be determined on an individual basis, being based on a wide range of variables, such as, but not limited to, the age of the student, past record of behavior, attitude, the severity of the infraction, and the severity of the problem as it exists at that time. Since some problem areas could include violation of the law, school officials may also need to notify the appropriate law enforcement officials. Any action the law enforcement officials might take will be in addition to the action taken by the school. Building Administrators reserve the right to work with parents to implement discipline that respects students but accomplishes the goals of the Westran R-1 discipline policy.

DISCIPLINARY PROCEDURES AND ACTIONS

It is the objective of Westran Middle School to recognize, preserve, and protect the individual rights of all students, and yet at the same time to encourage and enforce the

exercise of these rights within the necessary framework of an orderly, efficient and continuing school program. Therefore, discipline and structure are necessary standards for the maintenance of an atmosphere where orderly 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 below. If extenuating circumstances exist as related to student misconduct, the Principal may use other disciplinary action to encourage change in student behavior. No code can list each and every offense which may result in the use of disciplinary action. However, the purpose of this code is to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty.

The Westran R-1 Board of Education has directed principals to compose strict enforcement of rules and disciplinary actions governing our students. Within this directive, zero tolerance will be adopted. Board Policy will be followed in all defined areas of misconduct.

I. RECOMMENDED DISCIPLINARY PROCEDURES VIOLATIONS AGAINST PERSONS

- A. CLASS A Assault – Student
Attempting to cause, or causing injury to another; Intentionally placing another in reasonable apprehension of imminent physical injury.
FIRST OFFENSE: Principal/student conference, Detention, in-school-suspension, 1-180 days out-of-School suspension, or expulsion.
SUBSEQUENT OFFENSE: In-school suspension, 1-180 days out-of-school suspension, or expulsion and police notification.
CLASS B Assault - Attempting to kill or cause Serious injury to another; killing or causing serious Injury to another.
FIRST OFFENSE- Expulsion.
- B. Fighting – Class A
Mutual combat in which both parties have contributed to the conflict either verbally or by physical action in which blows are exchanged.
FIRST OFFENSE: Warning, ISS, or 1-180 days OSS.
SUBSEQUENT OFFENSE: ISS, 1-180 days OSS, or Expulsion.
- C. Fighting – Class B
Minor physical altercation in which both parties have Contributed either verbally or by physical action.
FIRST OFFENSE: Principal's Warning, Detention or ISS
SECOND OFFENSE: 1-3 days ISS
THIRD OFFENSE: 3-5 days ISS
FOURTH OFFENSE: 1-3 Days OSS
- D. Weapon
Students are forbidden to bring into school or onto

school grounds or property any item(s) that are ordinarily considered to be a weapon. (Examples: knives, chains, metal knuckles, razors, fireworks, explosives, guns). This includes all look-alike weapons.

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 and police notification.

E. Verbal Abuse to Staff

Disrespectful language or actions to a staff member.

FIRST OFFENSE: Warning, ISS, OSS, or expulsion.

SECOND OFFENSE: 1-3 ISS, OSS, or expulsion.

THIRD OFFENSE: 1-3 OSS, or expulsion.

F. Verbal Abuse to Staff Of A Threatening Nature

FIRST OFFENSE: 5 - 10 days ISS or OSS and police notification

SUBSEQUENT OFFENSE: Long-term suspension and Police notification and/or recommend expulsion.

G. Extortion

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

FIRST OFFENSE: Warning, ISS, or 1-10 days OSS.

SUBSEQUENT OFFENSE: ISS, 1-180 days OSS, or expulsion

H. Theft or Vandalism

Stealing or vandalizing school or private property.

FIRST OFFENSE: Restitution, warning, ISS, OSS, or Expulsion and juvenile officer notification.

SUBSEQUENT OFFENSE: 1-180 days OSS or Expulsion.

I. Harassment

Harassment is inappropriate unwanted behavior which 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 OSS

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.

J. Sexual Harassment

It is the policy of the Westran R-I School District to maintain a learning environment that is free from sexual harassment. Sexual harassment complaints will be handled in a timely manner on a case by case basis.

FIRST OFFENSE- Warning, ISS, OSS, or expulsion.

SECOND OFFENSE- ISS, OSS, expulsion and juvenile Officer notification.

II. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY

A. Possession of or attendance under influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs 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. (Either at school or at school-sponsored activities).

FIRST OFFENSE: ISS or 1-180 days OSS and (notification to Superintendent and Police)

SUBSEQUENT OFFENSE: 1-180 days OSS or Expulsion and/or Police/juvenile officer notification

B. Sale, purchase 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 Substances Act.

FIRST OFFENSE: 1-180 days OSS or expulsion and Police/juvenile officer notification.

SUBSEQUENT OFFENSE: 1-180 days OSS or Expulsion.

C. Tobacco Use

Students found to be using or possessing tobacco.

FIRST OFFENSE: Confiscation and ISS.

SUBSEQUENT OFFENSE: Confiscation, ISS, or 1-10 Days of OSS.

D. Bus Responsibilities

All students eligible to ride the route school buses will be placed on a roster of names that will be given to the driver for the purpose of identification and attendance counting. A name listing will be used to determine the student's right to ride the bus.

Bus Discipline Procedures:

- A. The bus driver is responsible for referring discipline problems to bus supervisor through use of the Bus Incident Report. The driver will give all copies of the incident report to the bus supervisor.
- B. The bus supervisor is responsible for forwarding the bus reports to the building principals.
- C. The driver may recommend suspension of riding privileges; however, only the principal has the authority to take this action. The principal must notify the pupil's parents before the privilege is suspended.
- D. A student may be suspended from transportation and/or school as a result of misconduct on the bus. This action can only be taken by the principal. The student will be permitted to ride the bus until his/her parents have been notified of the suspension.
- E. Students are expected to adhere to rules of conduct which govern student behavior.
- F. During suspension of bus privileges, it shall be parent's or guardian's responsibility to provide the student's

transportation to and from school. Suspension of bus privileges does not provide for an excused absence.

Bus Rules That Would Necessitate the Writing of a Bus Incident Report:

1. Failure to remain seated
2. Refusing to obey the driver
3. Fighting or scuffling on the bus or at the bus stop
4. Profanity
5. Obscene and unacceptable language, gestures, remarks, or signs
6. Throwing items of any kind inside the bus, at the bus, or out of the bus
7. Smoking
8. Destruction of property
9. Extending hands, arms, or any portion of the body out of the bus
10. Interference with the normal operation of the bus
11. Violation of any other rule of student conduct which governs student behavior in the student's particular school.

Bus Disciplinary Guidelines:

Upon receipt of a Bus Incident Report, the principal may take the following actions:

1. First Offense - conference with the student with a warning, and parent notification. Possible building discipline depending upon the nature of the incident.
2. Second Offense –Detention or in-school suspension and parent notification.
3. Third Offense –ISS or bus privilege suspension and parental notification.
4. Fourth Offense – 1-5 days of suspension from bus transportation and parental notification.
5. Fifth Offense – 10 days suspension from the bus and referred to the administrative team for further action.

III. VIOLATIONS AGAINST CLASSROOM BEHAVIOR AND PREPARATIONS

A. Cheating

Copying from another student, using or possessing a crib sheet, or looking in a book during a closed book test is prohibited. Also included in this violation would be plagiarizing an assignment or project. If you cheat on a book test it will result in the loss of book points for that quarter.

FIRST OFFENSE: 0 for test or assignment, notification of parents, and detention.

SECOND OFFENSE: 0 for test or assignment and 1 day of ISS.

THIRD OFFENSE: 0 for test or assignment and 3 days In-school suspension

B. Use of Disruptive Speech or Conduct

Conduct or speech (verbal, written, or symbolic) which materially and substantially disrupts classroom work, school activities or school functions; also violations of classroom rules, such as continuing to talk when told

not to do so.

FIRST OFFENSE: Principal's warning/detention

SECOND OFFENSE: Detention or ISS

THIRD OFFENSE: 1 day ISS

FOURTH OFFENSE: 3 days ISS

FIFTH OFFENSE: 3 -10 days Suspension

C. Unexcused Tardiness (per quarter)

FIRST-Third OFFENSE-Reported to the office (SIS).

3rd and 4th: OFFENSE: detention & parent notification.

FIFTH OFFENSE- 1 day ISS & parent notification.

SIXTH AND ABOVE OFFENSE: Full day ISS and Parental notification.

D. Truancy

Absence from one or more classes without parental consent. Students leaving the school grounds without prior permission from the office will be considered truant.

FIRST OFFENSE: Principal/Student conference or 1-3 days in-school suspension (ISS).

SUBSEQUENT OFFENSE: 3-10 days ISS.

E. Use of Obscene Language/Gestures

Any spoken or written use or display of words which would be considered offensive to school and community standards.

FIRST OFFENSE: Principal's warning, detention or ISS

SECOND OFFENSE: Detention or ISS

THIRD OFFENSE: 1-3 days ISS

FOURTH OFFENSE: 3 - 10 days suspension

F. Public Display of Affection

A "no contact" policy is enforced and students are to refrain from affectionate physical contact during school and at extra-curricular activities.

FIRST OFFENSE: Principal's warning

SECOND OFFENSE: detention or ISS

THIRD OFFENSE: 1-3 days ISS

FOURTH OFFENSE: 3 - 10 days suspension

G. Homework Procedure

The administration, faculty, staff, and parents of Westran R-1 Middle School value the work ethic demonstrated by students who complete their daily homework. In support of this value, we are implementing a program in the Middle School to notify and communicate with parents about how their students are completing homework in a timely and regular fashion. Students who do not have their homework completely done on time and in the classroom ready to check will be assigned the following discipline:

1st missed assignment: One free pass per quarter per class to get homework from their locker/home or to complete and hand in for full credit.

2nd missed assignment: Students will call their parent or write a letter to their parent that they do not have their assigned homework done and a zero will be recorded for the assignment.

3rd missed assignment: Students will be assigned a detention, receive a zero on the assignment, and parents will be notified by the office of the missing assignment.

4th missed assignment: Students will be assigned a 1 day of ISS, receive a zero on the homework assignment, complete the assignment in ISS for zero credit, and parents will be notified by the office of the missing homework assignment.

5th missed assignment: ISS or OSS will be assigned, zero credit on the homework assignment, and parental notification by the office.

We expect all homework to be completed by all students. This position will not be compromised and should be supported by all interests for the benefit and success of all students.

PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved through communication with the appropriate staff members and officers of the school district, such as faculty, the principals, the superintendent or the Board.

The following steps are proper procedures to be followed by persons with questions or complaints regarding the operation of the school district:

1. Matters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above, or problems and questions concerning individual schools should be directed to the principal.
3. Unsettled matters for (2) above, or problems and questions concerning the school district should be directed to the superintendent
4. If the matter cannot be settled satisfactorily by the superintendent, it should be brought to the Board of Education. Questions and comments submitted to the Secretary of the Board in letter form will be brought to the attention of the entire Board. If necessary, a Board hearing will be scheduled to resolve the complaint. However, the decision of the Board shall be final.

The Board considers it the obligation of the professional and support staff of the district to field the questions of parents/guardians or the public.

NOTICE OF NONDISCRIMINATION

As per Board of Education policy, applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Westran R-I School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or

employment in its programs and activities.

Any person having inquiries concerning the Westran R-I School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact:

Superintendent of Schools
228 Huntsville Avenue
Huntsville, MO 65259
660-277-4429

The Superintendent of Schools has been designated to coordinate the Westran R-I School District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

NONDISCRIMINATION

A. Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

B. Collateral Prohibitions

As part of this obligation, the Board is also prohibited from and declares a policy against:

1. Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
2. Aiding, abetting, inciting, compelling or coercing discrimination; and
3. Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

C. Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district-wide:

Superintendent, Westran R-I Public Schools
228 Huntsville Avenue

Huntsville, MO 65259-1013

Phone: 660-277-4429

Fax: 660-277-4420

D. Reporting and Complaint

Complaints and reports regarding the discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to Board President, Westran R-I Public Schools, 228 Huntsville Ave., Huntsville, MO 65259-1013; Phone: 660-277-4420; Fax: 660-277-4420, who will assume the coordinator's duties for the purpose of that complaint.

E. Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

F. Confidentiality and Records

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when the material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

G. Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district-wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

H. Limitations

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of nor actions were taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

