

# 20

LADUE SCHOOLS  
STUDENT/PARENT  
HANDBOOK

# 23



9703 CONWAY ROAD  
ST. LOUIS, MO 63124  
314.994.7080  
WWW.LADUESCHOOLS.NET

 **Ladue Schools**

# MESSAGE FROM THE SUPERINTENDENT



Dear Ladue Schools Families,

Welcome to the **2023-2024** school year!

I hope everyone had a fantastic summer and is eager to return to school. I would also like to welcome families new to our district; you will soon see why many families and our staff choose Ladue Schools to attend school and work.

To assist your child in having a successful school year, we encourage you to read the attached **Student/Parent Handbook**, as it contains helpful information which will serve as a valuable resource throughout the school year.

You can expect to receive additional information in the coming weeks from your child's school. In the meantime, our district and school websites at [www.ladueschools.net](http://www.ladueschools.net) are also valuable resources. At Ladue Schools, our theme is "See. Serve. Connect." We truly **see** and appreciate the incredible diversity of our students. As Superintendent, along with the Board of Education and our dedicated staff, I am honored to **serve** this amazing community. Furthermore, our teachers and staff are committed to **connecting** with our students and parents, as this partnership is instrumental in helping our students reach their highest potential.

Thank you for your time, and I look forward to seeing, serving, and connecting with you, too, in the coming year!

As you read through the handbook, if you have any questions, please email us at [input@ladueschools.net](mailto:input@ladueschools.net).

Sincerely,

A handwritten signature in black ink that reads "Dr. Jim Wipke". The signature is written in a cursive, flowing style.

Dr. Jim Wipke  
Superintendent

# TABLE OF CONTENTS

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The following is a list of information about the district you may find as a helpful reference throughout the school year and some information that contains all or excerpts of policies (as of June 1, 2023) the district is required, by law, to provide. All district policies can be found, in their entirety and most updated form, on the district website at [www.ladueschools.net](http://www.ladueschools.net) > [Our District](#) > [Policies](#).

	Page
<b>ABOUT OUR DISTRICT</b>	
• School Contact Information / Times	1
• Contact Phone Numbers of Note	2
• <a href="#">2023-24 District Calendar</a>	3
• Strategic Plan	4
• Code of Ethics	4
• <a href="#">Board of Education Meetings</a>	4
• <a href="#">Alumni Association</a>	5
• <a href="#">Ladue Education Foundation (LEF)</a>	5
<b>HELPFUL TIPS FOR PARENTS AND STUDENTS</b>	
• <a href="#">Registration Information</a>	6
◦ <a href="#">Infinite Campus - Accessing &amp; Updating</a>	6
• <a href="#">Transportation</a>	7
• <a href="#">Food Services</a>	12
• <a href="#">Before &amp; After School Care</a>	13
• <a href="#">School Closing / Inclement Weather Information</a>	14
• <a href="#">Health Services</a>	14
• Safety & Security	16-21
◦ Building Access	
◦ Anonymous Tip Line	
◦ Bullying	
◦ Emergency Dismissal Procedures	
◦ Delayed Dismissal Procedures	
◦ Emergency Drills (Policy <a href="#">EBC-2</a> )	
◦ Earthquake Safety	
◦ Hazardous Materials (Policy <a href="#">EBAB</a> )	
• Dress Code (Policy <a href="#">JFCA</a> )	21
<b>DISTRICT COMMUNICATIONS</b>	
• Electronic	22
• Printed	23
<b>FACILITY USE &amp; ACCESS</b>	
• Visitors	24
• Visitation Guidelines	24
• Building Access	24
• <a href="#">Volunteers</a>	25
<b>DISTRICT POLICIES / LEGAL NOTICES REQUIRED TO BE SHARED</b>	
• School Volunteers ( <a href="#">Policy IICC</a> )	26
• Communication	
◦ Civility ( <a href="#">Policy KKA</a> )	26
◦ Public Information Program ( <a href="#">Policy KB</a> )	26
• Attendance	
◦ Immunization of Students (Policy <a href="#">JHCB</a> )	27
◦ Student Admission (Policy <a href="#">JEC</a> )	28
◦ Compulsory and Part-time Attendance (Policy <a href="#">JEA</a> )	31
◦ Student Absences and Excuses (Policy <a href="#">JED</a> )	32

● Student Assessment	
○ Intradistrict Transfers (Policy <a href="#">JCB</a> )	33
○ Assessment Program (Policy <a href="#">IL</a> )	34
○ Programs for Homeless Students (Policy <a href="#">IGBCA</a> )	36
○ Programs for Migratory Students (Policy <a href="#">IGBCB</a> )	40
○ Programs for English Learners (Policy <a href="#">IGBH</a> )	41
○ Programs for Students with Disabilities (Policy <a href="#">IGBA-2</a> )	44
○ Specialized Services for Students	45
○ Child Find Public Notice/Services & Rights for Students with Disabilities	46
○ Students with Disabilities Survey	47
● Discipline	
○ Student Discipline (Policies <a href="#">JG</a> & <a href="#">JG-R1</a> )	48
○ Bullying (Policy <a href="#">JFCE</a> )	51
● Student Records	
○ Student Records (Policy <a href="#">JO</a> & <a href="#">JO-R</a> )	53-58
○ Surveying, Analyzing or Evaluating Students (Policy <a href="#">JHDA</a> )	58
○ Public Solicitations/Advertising in District Facilities (Policy <a href="#">KI</a> )	59
● Technology	
○ Technology Usage (Policy <a href="#">EHB</a> )	61
○ Audio and Visual Recording (Policy <a href="#">KKB</a> )	64

#### **ADDITIONAL RESOURCES**

● Virtual Learning Opportunities (MOCAP)	66
● Trauma Informed School Initiative	66
● Nondiscrimination Notice	66
● Family Education Rights and Privacy Act (FERPA) & Student Records	67
● Release of Information to Military Recruiters	68
● Concerns and Complaints Regarding Federal Programs (Policy <a href="#">KLA</a> )	68



## SCHOOL CONTACT INFORMATION / SCHOOL TIMES

### Conway Elementary School

Principal: Dr. Sarah Padberg  
Assistant Principal: Dr. Laila Crabtree  
9900 Conway Road | St. Louis, MO 63124  
314-993-2878 | 314-994-3988 (fax)  
[www.ladueschools.net/conway](http://www.ladueschools.net/conway)  
[spadberg@ladueschools.net](mailto:spadberg@ladueschools.net)  
[lcrabtree@ladueschools.net](mailto:lcrabtree@ladueschools.net)

### Old Bonhomme Elementary School

Principal: Dr. Stephanie Taggart  
Assistant Principal: Dr. La'Kendra Garrett  
9661 Old Bonhomme Road | St. Louis, MO 63132  
314-993-0656 | 314-994-3987 (fax)  
[www.ladueschools.net/oldbonhomme](http://www.ladueschools.net/oldbonhomme)  
[staggert@ladueschools.net](mailto:staggert@ladueschools.net)  
[lgarrett@ladueschools.net](mailto:lgarrett@ladueschools.net)

### Reed Elementary School

Principal: Dr. Chris Schreiner  
Assistant Principal: Dr. La'Kendra Garrett  
9060 Ladue Road | St. Louis, MO 63124  
314-991-1456 | 314-994-3981 (fax)  
[www.ladueschools.net/reed](http://www.ladueschools.net/reed)  
[cschreiner@ladueschools.net](mailto:cschreiner@ladueschools.net)  
[lgarrett@ladueschools.net](mailto:lgarrett@ladueschools.net)

### Spoede Elementary School

Principal: Issac Bjerk  
Assistant Principal: Dr. Laila Crabtree  
425 N. Spoede Road | St. Louis, MO 63141  
314-432-4438 | 314-432-6098 (fax)  
[www.ladueschools.net/spoede](http://www.ladueschools.net/spoede)  
[issacbjerk@ladueschools.net](mailto:issacbjerk@ladueschools.net)  
[lcrabtree@ladueschools.net](mailto:lcrabtree@ladueschools.net)

### Ladue Fifth Grade Center

Principal: Dr. Patricia Wilson  
10900 Ladue Road | St. Louis, MO 63141  
314-983-5540 | 314-983-5539 (fax)  
[www.ladueschools.net/fgc](http://www.ladueschools.net/fgc)  
[pwilson@ladueschools.net](mailto:pwilson@ladueschools.net)

### Ladue Middle School

Principal: Dr. Angela Thompson  
9701 Conway Road | St. Louis, MO 63124  
314-993-3900 | 314-997-8736 (fax)  
[www.ladueschools.net/lms](http://www.ladueschools.net/lms)  
[athompson@ladueschools.net](mailto:athompson@ladueschools.net)

### Ladue Horton Watkins High School

Principal: Brad Griffith  
1201 S. Warson Road | St. Louis, MO 63124  
314-993-6447 | 314-994-1467 (fax)  
[www.ladueschools.net/lhwhs](http://www.ladueschools.net/lhwhs)  
[bgriffith@ladueschools.net](mailto:bgriffith@ladueschools.net)

### Ladue Early Childhood Center

Director: Dr. Stacy Carlock  
10890 Ladue Road | St. Louis, MO 63141  
314-993-5724 | 314-432-0980 (fax)  
[www.ladueschools.net/lecc](http://www.ladueschools.net/lecc)  
[scarlock@ladueschools.net](mailto:scarlock@ladueschools.net)

### Administrative Center

Superintendent: Dr. Jim Wipke  
9703 Conway Road | St. Louis, MO 63124  
314-994-7080 | 314-994-0441 (fax)  
[www.ladueschools.net](http://www.ladueschools.net)  
[jwipke@ladueschools.net](mailto:jwipke@ladueschools.net)

### School Start Times

- Elementary: 8:50 a.m.-3:50 p.m.
- Fifth Grade Center: 7:30 a.m.-2:30 p.m.
- Middle School: 8:10 a.m.-3:10 p.m.
- High School: 7:30 a.m.-2:30 p.m.

### Early Release Dismissal Times

- Elementary: 1:15 p.m.
- Fifth Grade Center: Noon
- Middle School: 12:40 p.m.
- High School: Noon

# DISTRICT CONTACT NUMBERS

<b>Administrative Center</b>	314-994-7080
<b>Alumni Association</b>	314-983-5375
<b>Athletic/Activities Office</b>	314-983-5426
<b>Communications</b>	314-983-5331
<b>Curriculum &amp; Instruction</b>	314-983-5305
<b>Information</b>	314-983-5331
<b>Drivers Education</b> ( <i>available through Clayton School District</i> )	314-854-6604
<b>Food Services (Chartwells)</b>	314-983-5443
Lunch Accounts	314-983-5318
<b>Infinite Campus</b> ( <i>Student Information System</i> )	314-983-5318
Registration: You must begin the registration process online. Additional information, including a link to the online application, can be found on the district website: <a href="https://www.ladueschools.net/registration/">https://www.ladueschools.net/registration/</a> . Questions – <a href="mailto:campus@ladueschools.net">campus@ladueschools.net</a> or call the school your child will be attending.	
<b>Ladue Education Foundation (LEF)</b>	314-983-5334
<b>School/District Closing</b>	314-994-7080, then press 2
<b>Special School District (SSD)</b>	314-989-8100
<b>Student &amp; Community Services</b>	314-983-5314
<ul style="list-style-type: none"><li>• ESL Program</li><li>• Families in Transition/Foster Care</li><li>• Federal Programs</li><li>• Guidance and Counseling</li><li>• Health Services/Nurse</li><li>• Home Schooling</li><li>• Homebound</li><li>• Assessments</li><li>• Student Compliance/Discipline</li><li>• Student Records</li><li>• Summer School</li><li>• Residency</li><li>• Safety &amp; Security</li></ul>	
<b>Transportation Hotline</b>	314-983-5396 or <a href="mailto:businfo@ladueschools.net">businfo@ladueschools.net</a>
Missouri Central	314-428-2400

## 2023-24 DISTRICT CALENDAR

Tuesday, July 4	Independence Day Holiday; Buildings Closed
Mon., Aug. 7 - Thur., Aug. 10	New Staff Orientation Begins
Mon., Aug. 14 - Fri., Aug. 21	All teachers; Professional Development/Staff Meetings & Prep
Tuesday, August 22	Opening Day for Students
Monday, September 4	Labor Day (District Closed)
Thursday, October 12	Evening Parent/Teacher Conferences, Grades 9-12
Friday, October 13	Early Release Records Day; End of 1st quarter K-8
Monday, October 16	Evening Parent/Teacher Conferences, Grade 5
Tuesday, October 17	Evening Parent/Teacher Conferences, Grades K-4
Wednesday, October 18	Evening Parent/Teacher Conferences, Grades 6-8
Thursday, October 19	Early Release Conference Day K-12, Evening Parent/Teacher Conferences, Grades K-12
Friday, October 20	Conference Compensation Day; No School for Teachers & Students
Monday, October 23	Fall Break (No School for K-12 Students and Teachers)
Tuesday, November 7	Professional Development Day – No School for Students
Wed., Nov. 22 - Fri., Nov. 24	Thanksgiving Break (District Closed)
Mon. Dec. 18 - Wed., Dec 20	Half Day for High School ONLY   Final Exams, 9-12
Wednesday, December 20	Early Release Records Day, End of 2nd quarter, 1st Semester
Thurs., Dec 21 – Fri., Dec. 31	Winter Break – District Closed (School Resumes Thursday, January 4)
Sat, Dec. 31 – Tues., Jan 2	Winter Break (continued)
Wednesday, January 3	Teacher Work Day – No School for Students
Thursday, January 4	School Resumes
Friday, January 12	Professional Development Day – No School for Students
Monday, January 15	Martin Luther King Jr. Day (District Closed)
Friday, February 16	Professional Development Day – No School for Students
Monday, February 19	Presidents Day (District Closed)
Thursday, March 7	Evening Parent/Teacher Conferences, Grades 9-12
Friday, March 8	Early Release Records Day; End of 3rd Quarter
Monday, March 11	Evening Parent/Teacher Conferences, Grade 5
Tuesday, March 12	Evening Parent/Teacher Conferences, Grades K-4
Wednesday, March 13	Evening Parent/Teacher Conferences, Grades 6-8
Thursday, March 14	Evening Parent/Teacher Conferences, Grades K-12, Early Release Conference Day Grades K-12
Friday, March 15	Conference Compensation Day; No School for Teachers & Students
Mon., Mar. 18 - Fri., Mar. 22	Spring Break - District Closed (School resumes Monday, March 25)
Monday, March 25	School Resumes
Tuesday, April 2	Professional Development Day - No School for Students
Sunday, May 19	LHWHS Graduation
Monday, May 27	Memorial Day Holiday (District Closed)
Tues., May 28 - Thurs., May 30	Half Day for High School ONLY   Final Exams, 9-11
Thursday, May 30	Last Day for Students and Teachers; End of 4th Quarter, 2nd Semester Early Release Records Day
Friday, May 31	Teacher Work Day – No School for Students
Wed., June 19	Juneteenth Holiday (District Closed)

# ABOUT OUR DISTRICT

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## STRATEGIC PLAN

### Vision Statement

Together, we will empower every student to become a passionate learner and achieve their highest potential.

### Mission Statement

We are a community that believes in the limitless possibilities of learning through:

- Fostering the highest possible level of academic achievement and personal responsibility for each student
- Recognizing and respecting all cultures
- Challenging all students to excel in ways that nurture their individual talents and skills
- Inspiring each student to become a responsible and contributing member of a global society
- Providing students the highest quality resources to promote learning
- Developing a highly-trained, innovative staff that can meet changing student needs
- Engaging parents and community in the success of our students

### Strategic Plan

The Ladue School District's vision and mission statements are put into action through Strategic Plans developed every five years with the purpose of guiding the district's work. This last school year, our Superintendent and district administrators led our Board of Education, staff, and our community through the strategic planning process to chart the path of our future-ready schools for the next five years and beyond. This plan was approved by our Board of Education and the implementation began on July 1, 2022. To view the current plan, visit the district's website at [www.ladueschools.net/strategic-plan](http://www.ladueschools.net/strategic-plan).

## CODE OF ETHICS

The Ladue School District calls upon each member of the school community to exercise ethical behavior and instill moral courage within each student.

Adherence to the Code of Ethics of the Ladue School District will cultivate integrity, initiative and responsibility, allowing each person to achieve his or her potential as an effective citizen, thereby contributing to the common good.

The Code of Ethics is defined by the following core values:

**Fairness and Justness:** acting with impartiality and honesty; making decisions based on fact and reason.

**Honesty:** being truthful, sincere and forthcoming.

**Integrity:** adhering to an internalized code of ethics.

**Kindness and Compassion:** demonstrating courtesy, care and mercy.

**Open-mindedness:** choosing to consider the perspective of others.

**Respect:** acknowledging the inherent worth of self, others and surroundings.

**Responsibility:** exercising one's abilities to meet an obligation or standard.

## BOARD OF EDUCATION MEETING INFORMATION

The Board of Education typically meets on the second and fourth Wednesday of the month. Meetings begin at 6 p.m. and are held at Ladue Horton Watkins High School, 1201 South Warson Road, Saint Louis, MO 63124, and virtually via Zoom (Webinar ID: 987 0477 2064 Passcode: Ladue).

Meeting dates, times, and locations are subject to change. All open session Board meeting materials and additional information are available on the district's website under the School Board tab (<https://www.ladueschools.net/schoolboard>) or available through [BoardDocs](#). If only one Board meeting is held in the month, it will be a Business Meeting.

To request to add items to future Board agendas or to reach district administrators, email at [input@ladueschools.net](mailto:input@ladueschools.net). To reach members of our Board of Education, email [ladueboard@ladueschools.net](mailto:ladueboard@ladueschools.net).

## **ALUMNI ASSOCIATION**

- Alumni Association information can be found at <https://www.ladueschools.net/alumni>.

## **LADUE EDUCATION FOUNDATION (LEF)**

The Ladue Education Foundation & Alumni Association (LEF) is a not-for-profit 501(c)(3) organization formed to enable individuals and organizations to support student achievement and enrichment at all levels in Ladue Schools through tax-deductible donations.

*The mission of the Ladue Education Foundation (LEF) is to advance the excellence of the Ladue School District by expanding opportunities for student success. The LEF connects philanthropy with education to provide for extraordinary academic and enrichment opportunities, bringing together a community united in its belief in public education.*

- For more information about the LEF, please visit [www.laduefoundation.org](http://www.laduefoundation.org).

# REGISTRATION

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## General Registration

We are excited to welcome new students to our schools!

The online registration process starts by clicking on the “Enroll in Ladue Schools” icon on the district website (<https://www.ladueschools.net/registration>). From there you will be guided through the process of providing information you need to register your child(ren), and to make an appointment to meet with a registrar in the building your child will be attending.

Review the information below and then start the process.

### Information Needed to Enroll

In order to enroll a student in the Ladue School District, the parent or court-appointed legal guardian of the student must provide the following items:

- Certified Birth Certificate (may be obtained from the state of birth)
- Immunization Records – State law and the St. Louis County Department of Health require certain immunizations to attend school. The school nurse will review the record and advise parents if additional immunizations will be needed before the first day of school.
- Proof of Residency (see list on the district’s website at <https://www.ladueschools.net/registration>).

### Elementary Attendance Areas

Students residing in elementary attendance areas must attend their designated school unless they require a change of assignment based on extreme educational needs as determined by district administrators. To request consideration for such a change, please contact Director of Student Services Dr. Tiffany Taylor-Johnson at (314) 994-7080. For specific information, see the district’s policy [JEC \(School Admission\)](#) that can be found on the district’s website at <https://www.ladueschools.net/school-board>.

**Not sure which elementary school your child will attend?** Visit our interactive boundary map on the district’s website (<https://www.ladueschools.net/boundary-map>) to determine which district elementary school corresponds to your address. If you have any questions about the attendance area, send an email to [input@ladueschools.net](mailto:input@ladueschools.net) or contact Student Services at (314) 983-5314.

### Kindergarten Registration

Children who will be 5 years old before Aug. 1 are eligible to attend kindergarten for the upcoming school year. The registration and screening process period typically starts at the beginning of January. Visit <https://www.ladueschools.net/registration> for additional information.

### Transcripts/Student Records

If you would like to request a student’s transcripts, diploma or student records, please see below.

- If your child is a current student, please contact your school.
- All Ladue Schools graduates, please contact Student Services at (314) 983-5314 or the high school at (314) 983-5415.
- If your child is transferring to Ladue Schools, please contact your child’s current school district for assistance.

## INFINITE CAMPUS - ACCESSING AND UPDATING

### First Time Use

To create a new Infinite Campus Parent Portal account, simply complete the [Parent Portal Request](#) form and we will create your account and send you your username and password. Please log in to the portal for the first time on a web browser and then if you’d like, you can download and log in to the mobile app.

## **Infinite Campus App**

Infinite Campus has two mobile apps: Campus Student (for students) and Campus Parent (for parents). The free app gives you real-time access to grades, assignments, attendance, schedules, announcements and more.

## **Updating Your Information**

At the beginning of each school year, parents/guardians are asked to complete an online Annual Update in order to review and update (as needed) information about their child and family. Keeping this information updated is vital to ensuring the district has accurate contact information, as well as knowledge of various permissions that are granted in regard to medications, photo use, sharing contact information with parent associations, etc.

If contact information changes during the course of the school year, parents can update their phone number, email address or emergency contact information online through the Infinite Campus parent portal. Screen shots are available on the district's website at [www.ladueschools.net/infinite-campus](http://www.ladueschools.net/infinite-campus).

Please note: Address updates must also be done in person at the child's school with appropriate documentation of the new address.

# **TRANSPORTATION**

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## **Pedestrian**

Crossing guards are on duty from 8:20 to 9:10 a.m. and 3:50 to 4:15 p.m. daily for students attending the four K-4 elementary schools. Children who walk to and from school should cross at the designated crosswalks and should plan their arrival and departure so they have the protection afforded by the crossing guard. CHILDREN SHOULD WALK THE SAME WAY (ROUTE) TO AND FROM SCHOOL EACH DAY UNLESS THEY HAVE PERMISSION FROM THEIR PARENTS TO CHANGE THEIR ROUTE.

## **Bicycles**

Bicycle racks for parking and locking bicycles are placed at each school. However, because of heavy traffic in the area of schools, students are discouraged from riding bicycles to school. We encourage students that do ride to walk their bicycles across the streets and wear safety helmets.

## **School Bus Service**

The district provides transportation for all students who reside more than one mile from their school.

At the beginning of each school year, transportation guidelines and important safety information is provided to all families. Bus routes can be found on the district's website (<https://www.ladueschools.net/transportation>).

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## **STUDENT TRANSPORTATION SERVICES (Policy EEA)**

The Board, in accordance with state law, may provide free transportation for eligible students attending the district's schools. The superintendent shall ensure that the transportation services of the district meet all of the requirements established by the Missouri Department of Elementary and Secondary Education as well as the policies that pertain directly to the qualifications of transportation operators and operational procedures adopted by the Board of Education.

Resident students living three and one-half miles or more from school will be entitled to free transportation to and from school. The Board of Education may also provide transportation to resident students who live less than three and one-half miles from school.

Transportation for a student with a disability will be provided if the IEP team determines that such transportation is necessary as a related service due to the student's disability. Transportation for special education students or students classified as homeless will be provided in accordance with law.

The superintendent shall ensure that the transportation services of the district meet all state and federal laws as well as other requirements of the Board of Education. Students may be transported in leased vehicles, private vehicles, common carriers or other contracted transportation as allowed by law and permitted by the Board. All district employees or other persons who drive district-owned or district-leased transportation or who transport

students in private vehicles as an agent for the district must meet applicable state and federal laws as well as district policies and procedures.

The superintendent will present to the Board a plan for student transportation services for the district no later than the end of October of each year for initial approval and no later than the end of June for the final approval of modifications made during the school year. The plan should follow the procedures set by the State Board of Education.

### **Transportation Records and Reports**

The superintendent or designee shall provide for the proper accounting of student transportation records and reports in the school district and shall be responsible for preparing and submitting to the State Board of Education the necessary reports for apportioning state transportation aid, in addition to reports for statistical purposes and for the proper maintenance and administration of the district's transportation services.

### **District Transportation Safety**

School officials must provide safe transportation of district students to and from school. Drivers, students and district personnel will follow all laws and district policies and procedures.

District vehicles carrying students will be considered extensions of the school environment. Any student whose conduct on district transportation is improper or jeopardizes the safety of other students may be suspended from district transportation services and may be disciplined in accordance with district policy. Uniform rules of conduct and disciplinary measures will be enforced. Students with disabilities will be disciplined according to law.

Access to all district transportation is limited to authorized riders and staff. All district staff and drivers shall report any instance of trespass to appropriate administrators and law enforcement agencies.

### **Special Use of District Transportation**

District vehicles will be used solely for district-sponsored activities, including district extracurricular activities and organizations.

*Adopted 8/27/2012*

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The bus may arrive at the scheduled stop within a five-minute window (earlier or later) from the actual time listed. Therefore, parents/guardians are asked to make sure the student is at his/her assigned stop **at least five minutes before the scheduled pick-up time.**

Drop off times are difficult to estimate since there are variables impacting these routes. If a bus is running more than 15 minutes late, a ParentSquare notification from Missouri Central Bus Company will be sent to your primary phone number as listed on Infinite Campus. This information will be emailed, as well.

- For grades K-8, if a cul-de-sac, or neighborhood, is less than a half-mile deep from the main entrance, students will be picked up and dropped off from the entrance to the subdivision or street, when practical. Students will not be required to travel more than a half mile to the bus stop.

Please note bus drivers are not allowed to make unscheduled stops. Therefore, if a student is not waiting at a scheduled stop, the driver will stop and inform the student that he/she is not at a scheduled stop and will let the student know where the closest authorized stop is located. The district is governed by school bus transportation laws. After the first time, the bus will not stop, but continue on to the authorized stop.

Parents/guardians may verify their student's stops by contacting Missouri Central Bus Company at (314) 428-2400, (314) 983-5396, or email at [businfo@ladueschools.net](mailto:businfo@ladueschools.net). Routes are also periodically updated on the district website (<https://www.ladueschools.net/transportation>).

### **Track Your Student's Bus by GPS with SafeStop App**

Track the progress of your child's bus by GPS, and *you* get to decide how and when you are notified of its location. Follow the directions on the [SafeStop flyer](#). To get set up, you only need your child(ren)'s student ID. (You can find student IDs on Infinite Campus or by calling your child's school's office). **As you know, technology may at times fail us; however, if you have any questions regarding the app, please contact [support@safestopapp.com](mailto:support@safestopapp.com) or call 1-800-843-8936.**

## **Kindergarten and First Grade Drop-Off**

Kindergarten and first-grade students are required to have a designated individual present at the bus stop in order to get off the bus. If no one is present, the bus driver will contact Missouri Central who will inform the parents that there was no authorized person at the bus stop. The decision will then be made to return the student to school or to make a second attempt at the bus stop. A "Permission to Release" form must be on file with the Transportation Department that lists the person or persons who are authorized to pick up the student at the bus stop.

## **Bus Authorization Forms**

The following forms may be needed for your child during the school year and are available on the district's website (<https://www.ladueschools.net/transportation>) or at the building offices.

### **Bus Pass Transfer Request Form**

This form is required for those times when a student must ride a different bus. In order for a request to be considered, this form must be completed and returned to your student's school secretary 24 hours prior to the requested change.

### **Bus Permission Form to Release Student (K-1st Grade)**

This indicates the individuals who are authorized to meet a child at the bus stop for drop-off. If no one is present, the bus driver will contact the home school or Missouri Central to inform the parents that there was no authorized person at the bus stop. The decision will then be made to return the student to school or to make a second attempt at the bus stop.

## **After-School Transportation**

The district offers late service transportation for high school and middle school students as outlined below. Please note: Late service transportation buses do not follow normal morning and afternoon home-school routes. Late service buses primarily drop students off at main intersections and drop-off times may vary greatly depending on the number of students using the service and where those students reside.

If you have questions about late service transportation or need assistance after 4:30 p.m., please contact Missouri Central at (314) 428-2400 or (314) 983-5396.

**High School:** Late service transportation is provided on a daily basis, with the exception of Early Release days.

- Activity buses are provided Monday - Thursday at 4:15 p.m. and 5:30 p.m.
- The 4:15 p.m. bus will pick up students in front of the Performing Arts Center. The 5:30 p.m. bus will pick up students in front of the Nielson Gym Lobby.
- Activity buses will not be provided on Fridays or on Early Release Days.
- Transportation is provided at dismissal for athletes going to the West Campus for sports practice. Please contact the Activities Office for the bus number.
  - Please note that there is no bus home from the West Campus after practice.

**Middle School:** Late service transportation is provided on Tuesday and Thursday, with buses leaving the school between 4:30– 4:40 p.m. Five buses provide transportation for the entire district.

## **Bus Expectations**

Students are under the authority of the driver while on the bus. Proper behavior is to be observed by all students. The following is a listing of safety tips and student expectations:

1. Be at your bus stop five minutes before the scheduled time.
2. Wait in LINE for the school bus and NEVER play in or close to the street. Stand back from the edge of the curb and on busy streets, and stay back from the stop until the bus is there and has stopped the traffic.
3. Wait for the bus to come to a complete stop and then enter in a single file using the handrail.
4. Always find a seat quickly and STAY SEATED. Do NOT stand on the bus. Also, share your seat — don't place your belongings on the seat to prevent a child from being able to sit next to you.
5. Talk QUIETLY. Eating, drinking, or smoking is not permitted on the bus at any time. Always take your trash with you and throw it away. Do not leave it on the bus.
6. Keep the aisles clear.
7. Listen to your bus driver. The driver is in charge of the students and the bus. Students must obey the driver at all times.
8. Never put your head or arms out the window.
9. Know where the emergency exits are and do NOT play with them.

10. Never throw things while on the bus.
11. Wait for the bus to stop completely before leaving your seat and then get off in a single file line.
12. Walk safely away from the bus so the driver can see you and know you are out of danger.
13. If you must cross in front of the bus, make sure the driver can see you. Wait for the driver's signal to cross. Look both ways and cross the street carefully. DO NOT RUN! Keep in mind that even though motorists are SUPPOSED to stop, they often don't.
14. Do NOT EVER bend down to pick up anything in front, behind, or under the bus.
15. NEVER cross the street behind the bus.
16. Students must exercise orderly conduct while on the bus. Loud noise and offensive language are prohibited.
17. Unnecessary conversation with the driver is prohibited while the bus is in motion.
18. Any damage to the bus by a student must be paid for by the student's family.
19. Unauthorized passengers are not permitted on the bus at any time.
20. ALL buses are equipped with three video cameras that record both visual and audio. These tapes are reviewed periodically as well as when a problem occurs on the bus.
21. The driver will not discharge riders at places other than the regular bus stop near the home, or at school unless a bus pass has been submitted and approved.
22. In an emergency situation, the driver has the authority to return to school or proceed to the nearest police station for assistance.

**NOTE:**

- 1) The Board-approved School District Student Behavior and Discipline Policy ([JFCC](#)) governs student behavior on buses as well as at school.
- 2) Problems not settled by a bus driver will be referred to an administrator. Repeated behavioral offenses reported to the administrator may result in the denial of bus services for a designated period of time.
- 3) Children not assigned to a particular bus but wishing to ride that bus must submit a bus pass form containing the specific request signed by the parent for the approval of the principal prior to the departure of the bus on the specified date(s). Some bus routes will not be available for bus pass requests.

Parents wishing to express their concern about bus service may do so by contacting either Missouri Central at (314) 428-2400 or the Assistant Superintendent for Business & Finance at (314) 983-5323.

**Procedures Governing Action Subsequent to a Transportation Emergency/Accident**

The following procedures have been reviewed by representatives of the school district and the contractor and reflect mutual agreement and acceptance of the specifications enumerated.

1. In the event of an accident, the driver shall first ensure the safety and well-being of his/her passengers. Driver is not to leave the bus and passengers unattended. PASSENGERS ARE NOT TO LEAVE BUS unless instructed to do so by the driver.
2. In notifying 911 of an emergency in the absence of a telephone/radio on the bus, the driver is to send any adult passenger on board, or if none is available, responsible students to the nearest telephone to report the accident and bus location. If responsible students are not available, the driver is to stop a motorist and instruct that person to make the emergency call. In the event there are adult school personnel on the bus, they are to follow the driver's instructions and offer assistance as directed.
3. In notifying home base, driver follows procedure #2 above. The driver shall not move the bus until a company supervisor has arrived or until directed to do so by a police officer.
4. Home base will send a back-up bus if needed and immediately notify the building principal about the accident.
5. ALL buses will have an EMERGENCY IDENTIFICATION CARD which will contain names of the company's designated contact person(s) with corresponding a.m. and p.m. emergency phone numbers.
6. ALL ROUTE AND CHARTER TRIP FORMS will contain the names and phone numbers of the transportation company, school district, and school(s) being serviced.
7. Transportation company will supply school district personnel in charge of safety with copies of police report and company accident report in a timely fashion.

**Route Buses:**

1. On arrival of the bus at school when school is the destination, the building principal/representative/nurse is to meet the bus on arrival and have ALL passengers assemble in a specific area.
2. School nurse is to check each passenger for physical injury or complaint of injury.
3. School personnel will record ALL names of students involved on the bus.

4. School personnel will call ALL parents per the emergency procedures established and inform them of their son/daughter's physical injury/complaint/well-being.
5. School personnel will report accident to superintendent's office and director of transportation and safety coordinator, respectively.
6. If an accident occurs on an afternoon run where home is the destination, once any emergency matters have been handled, company will transport students home as usual. Two follow-up procedures will be employed:  
(A) A short printed statement will be given to each student stating that there was an accident; that bus officials will discuss by phone as soon as possible, and that parents should use their judgment regarding any medical follow-up for their child. (The next day, the school principal will follow-up by phone contact.) (B) Bus company representative will call the parent(s) of any student on the involved bus, as soon as practical, advising them of the status of the matter and giving any required information and direction.

**Non-Route Buses:**

Concerning any non-route bus involved in an accident, the normal emergency procedures in effect on the occasion of an accident will be followed. Additional appropriate follow-up procedures will be determined and taken as deemed advisable by company and school officials consistent with the spirit and intent of the procedures followed for route buses to ensure the safe, secure transportation of students.

**School Bus Safety Training:**

The director of transportation, during the first two months of school, will initiate and oversee safety drills related to bus emergency and evacuation procedures for all students. This evacuation drill is for all students in the building whether they ride the regular bus route or not so that all students are prepared in the event an evacuation is necessary on a field trip.

Building principal will also see to it that students are aware of appropriate follow-up procedures subsequent to a bus accident, notably those contained herein.

# FOOD SERVICES

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## Meal Availability

- Lunch is available at each school when school is in session for a full day and on early release days.
- Breakfast is available at all district K-12 schools.

*Note: Breakfast and lunch menus and prices can be found on the individual school websites.*

## Lunch Balances

There are two ways to deposit money into your child's account:

1. **Cash and check deposits** can be made at the school as follows:
  - a. Elementary Schools and Fifth Grade Center – school office only
  - b. Middle School – school office only
  - c. High School – cafeteria office only
2. **Pay online** at [www.myschoolbucks.com](http://www.myschoolbucks.com)
  - Pay online using [mySchoolBucks.com](http://mySchoolBucks.com). Parents/guardians can make payments to their child's lunch account, check balances, review transaction history and receive low balance alerts easily and securely online. To register, go to [www.mySchoolBucks.com](http://www.mySchoolBucks.com). Click "Sign Up Today" on the homepage. Once registered, parents/guardians can add multiple students regardless of how many Ladue School District schools they attend. Full instructions and service descriptions, as well as the Privacy Policy and Terms of Use, are available on the [mySchoolBucks.com](http://mySchoolBucks.com) website.
  - **Ladue Schools will continue to cover mySchoolBucks transaction fees for this school year.**
3. **Meal Refund Requests** can be made for graduating students or students withdrawing from Ladue Schools. The [Refund Request Form](#) can be found on the district's website Please print and complete the refund request form for graduating students or students withdrawing from Ladue School District.

While no child will be allowed to go hungry, the district urges families not to abuse this privilege and to keep their accounts up to date. Unpaid balances will transfer from one school year to the next.

## Free and Reduced Lunch

Families that would like to apply for the federal government's Free and Reduced Lunch program can do so by:

1. Filling out and turning in the current school year's paper application that can be obtained from your school or online on the district's website > for Parents > Food Services; or
2. Applying for the Free and Reduced Lunch program online. Parents must have an active Infinite Campus Parent Portal account to access the meal benefit online application. Instructions can be found on the <https://www.ladueschools.net/foodservices>.

The current complete [Free and Reduced Lunch Packet can be found on the district's website \(https://www.ladueschools.net/foodservices\)](https://www.ladueschools.net/foodservices).

All inquiries are kept confidential. The district is governed by the USDA, as well as school food service laws.

**Translated applications for Free and Reduced for 50 languages are available at:**  
<http://www.fns.usda.gov/school-meals/translated-applications>

# BEFORE & AFTER SCHOOL CARE (BASK Program)

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## ELEMENTARY SCHOOLS

Before & After School Care is offered at all four elementary schools: Conway, Old Bonhomme, Reed and Spoede. This program is designed to provide children with a safe, well-supervised and nurturing atmosphere before and after school. The program is run at each elementary school for kindergarteners through fourth graders from 6:45 a.m. to the start of school and after school until 6 p.m. Monday through Friday when school is in session. Its structure complements the classroom experience with nonacademic activities and outdoor play. An afternoon snack and drink are provided.

## AFTER SCHOOL CARE AT FIFTH GRADE CENTER

After School Care is offered at the Fifth Grade Center. This program is designed to provide Fifth Grade Center students with a safe, well-supervised after-school environment. The on-site program runs after school until 6 p.m. Monday through Friday when school is in session. The afternoon schedule includes structured activities, supervised homework time and a snack.

- Hours at the Fifth Grade Center are from 2:30 to 6 p.m. Monday through Friday.
- Care is available only when school is in session, including early release days.

## REGISTRATION FOR BEFORE & AFTER CARE

Parents/guardians can register online at [www.ladueschools.net](http://www.ladueschools.net) or [www.ezchildtrack.com/ladueschools/ParentLogin.aspx](http://www.ezchildtrack.com/ladueschools/ParentLogin.aspx)

All registrations and payments **must be received online** through the [Before & After Care portal](#). New and returning families need to register online each year. You can choose to pay by credit/debit card or electronic check. Before and/or after-care payments will not be accepted in the office or at the school site. All payments must be received online. The monthly fee is due the first of each month (September-May). A late fee of \$5.00 is assessed if payment is not received by the 10th of each month. Accounts must be current with a zero balance to enroll for the next school year. Online registration and enrollment must be completed at least one week before starting care.

## AFTER SCHOOL CARE ON EARLY RELEASE DAYS

On Early Release days, students will be released early, and teachers will participate in professional development opportunities. Childcare/Enrichment activities for elementary and fifth-grade students are planned for students who need supervision during these hours.

Registration for these days must be received by Monday the week of the early release day. Late registrations will not be accepted.

### Early Release Program Hours

Elementary Schools: 1:15-3:50 p.m.

Fifth Grade Center: 12-2:30 p.m.

# SCHOOL/DISTRICT CLOSING INFORMATION

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## Be Prepared!

Unplanned school closings are usually related to winter weather, but can occur for a number of other reasons, such as power failures, or flooding. Please take time in advance to determine your individual plan for your children when schools are closed or release early. The following information outlines how Ladue Schools makes decisions and communicates regarding school closings.

- It is important for the district to have accurate *primary* contact information for all families. Please make sure you have chosen the number you would like to have called in the case of school closings as your primary number in the student information system (Infinite Campus). You can check or change this information through your student's school building office.
- It is not possible to remove contact information from the school closing call list without removing the contact information from the calling system entirely. **The district highly recommends against removing an entire family from the calling system. Emergencies of all types can occur and may require the district to get in touch with groups of parents and guardians very quickly.**
- The district's primary concern is keeping students safe and the severity of winter storms can be very unpredictable. As a result, decisions must be made with *all* students in mind. While your driveway, street or neighborhood may be fine, other roads in the district may pose problems for pedestrians, buses or staff members coming to work.

## Communication Resources

The following types of communication are used to alert parents and staff of school closings and early dismissals. In the event of inclement weather, a decision will be made prior to 5:30 a.m. whenever possible:

- Local Media: KSDK TV (Channel 5); KMOV TV (Channel 4); Fox2 TV (Channel 2) and KMOX Radio (AM 1120)
- Phone calls and text messages will be made through the district's automated system (ParentSquare) from (314) 983-5500 to the *primary* contact number and email for all students and staff. (Please keep all phone numbers up-to-date at your child's school.)
  - All automated calls and notifications will be delivered within 20-25 minutes of the decision. There is no practical way to change call delivery times to suit the preferences of individual schools, families, or people.
- District Website Home Page: [www.ladueschools.net](http://www.ladueschools.net)
- District Answering Machine: (314) 994-7080
- District Mobile App
- Facebook: [facebook.com/ladueschools](https://www.facebook.com/ladueschools)
- District Twitter: [@ladueschools](https://twitter.com/ladueschools) Superintendent Twitter: [@LadueSupe](https://twitter.com/LadueSupe)

## Before & After School Care

There will be no before or after school care on early dismissal days.

## Early Dismissal

Schools may be closed early due to weather. Information about early dismissal will be communicated through the same methods as noted above.

In order to keep students safe, district schools will not release students from school during a tornado warning, severe weather, or if the school is in lockdown. Buses will not run until the warning is lifted. In case of a tornado warning or severe weather, parents may take their children home before normal dismissal time, but are required to come into the office and sign their children out of school. (**A tornado watch** indicates conditions are likely to produce a tornado. **A tornado warning** means there is immediate danger for the warned area and everyone in the path of such a storm is advised to take cover immediately, as it is likely a life-threatening situation.)

# HEALTH SERVICES

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One full-time registered nurse is employed at each school to meet the health needs of students. School nurses are available daily as follows:

- Elementary Schools: 8:35 a.m. to 4 p.m.
- Fifth Grade Center: 7:15 a.m. to 2:40 p.m.
- Ladue Middle School: 7:55 a.m. to 3:20 p.m.
- High School: 7:15 a.m. to 2:40 p.m.

If your child is experiencing signs or symptoms of illness prior to the onset of the school day, please keep your child home until those symptoms have resolved or the student has been cleared by their primary care provider to return to school. A student who feels ill during the school day should get a pass from his/her teacher. If your child contacts you prior to seeing the nurse, please ask your child to go by the clinic to check in with the nurse. Occasionally the nurse may decide that a student should go home due to illness. In this case, the nurse will telephone the parent(s)/guardian(s) and request the child be picked up promptly. Students should not return to school until they have been fever-free for 24 hours without fever-reducing medication and symptoms are significantly improved or resolved.

## Student Health Assessment

All students are required to update health information annually through online registration. This allows parents to share pertinent health information about their child, authorizes the school nurse to provide first aid while the child is at school, and authorizes emergency medical care and transportation in the event of an emergency.

## Emergency Contact Information

The Emergency contact information must be reviewed and updated annually as part of the online registration process through the parent portal. If your emergency contact information changes during the course of the school year, please contact the building registrar with the updated information. It is essential that you are able to be reached in the event of an emergency.

## Emergency Procedures

The school nurse will use the emergency information provided by parent(s)/guardian(s) in the case of routine illness or accident. The following steps will be made:

- Call the parent(s)/guardian(s)
- If the parents cannot be reached, the designated alternate contact person will be called
- If the parents and designated alternate contact person cannot be reached, the physician will be called
- When appropriate, 911 will be called for transportation to a hospital, a school official will accompany the student
- If an immediate medical emergency exists, 911 will be called first in the sequence

## Examinations

1. Physical exams by a medical doctor or an osteopath are recommended not more than 3 months prior to entering kindergarten and grades 3, 6, and 9. It is also recommended that every new student file evidence of a physical examination with the Ladue School District.
2. Elementary students are screened during the school year under the supervision of the school nurse. Screening includes hearing tests in grades 1, 3, and 5, and vision screening in grades 1 and 3. For secondary students, screening includes hearing screens in grades 7 and 9 and vision screening in grades 6 and 9. Newly enrolled students will have their vision and hearing tested during their first school year.
3. Vision and hearing screening will be done on kindergarten students based on referrals from kindergarten screeners or teacher recommendation. Outside vision exams from an eye health provider will be considered in lieu of a screening done at school if provided by the parent/guardian.

## Food Allergy

Each school will attempt to identify students with life-threatening allergies, including food allergies, through the annual registration process. An allergic reaction is an immune system response to a substance that itself is not harmful but the body interprets as being harmful. Allergic reactions can range from mild to severe and can even be life-threatening. During registration, the parent/guardian will be asked to provide information on any allergies the student may have. All life-threatening allergies must be verified by documentation from a physician and emergency medication must be provided by the parent/guardian. Parent(s)/guardian(s) will need to sign a release for school personnel to consult with the family

physician or allergist and all medical providers. The release will allow effective communication among the school, parents/guardians and physician to best implement an effective allergy response plan for the student.

## Health

Your child's school attendance is very important in order for him or her to benefit from the planned educational program. Wellness is essential to learning; therefore, to prevent the spread of disease, to protect healthy students and staff, and to protect the health of the ill student, it is important your child stay home if he or she exhibits **any** of the following symptoms:

- Fever of 99.9 degrees Fahrenheit or above
- Vomiting and/or diarrhea
- Red, crusted, or draining eyes
- Rash of unknown cause
- Cough, runny nose, sore throat, or congestion
- Suspected of having a communicable disease such as chicken pox, measles, pertussis, COVID, etc.

If these symptoms are present, [per Board policy EBB \(Communicable Disease\)](#), the student will be excluded from school, and should not return to school until they are symptom-free for a 24-hour period without fever-reducing medications.

By working together and following these guidelines, we can maintain our school as a healthy learning environment for all students and staff.

## Immunizations

It is a state requirement that satisfactory evidence be on file with the school that the student has been immunized or has a valid exemption. The information must be completed and signed by a physician or health facility representative. If a student's immunizations are not current and/or not on file with the school, the student will not be allowed to attend school until the student is in compliance.

## Medication

The Ladue School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation, and during district activities unless explicitly authorized in accordance with district policy. Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with district policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home. See the school nurse if you have questions or need additional information.

# SAFETY AND SECURITY

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A safe and secure environment is vital to the success of schools. Parents and children should enter our properties and facilities with the confidence that every possible measure has been taken to ensure their physical, mental, and emotional well being.

## Building Access

In order to keep our students and staff safe throughout the day, safety protocols have been established for visitors to our buildings. The doors to our schools will be locked once the school day has begun. Parents and other visitors are asked to come to the front door and be "buzzed in." Security cameras are located at the building doors and at other locations throughout the buildings.

The Ladue School District considers the safety of our students and staff a top priority. The Raptor, a visitor management system, will ensure that individuals visiting and interacting on our campuses are properly identified and signed in. The Raptor Visitor Management System has replaced the old pen and paper visitor sign-in sheets.

Anyone visiting must present valid photo identification to the office staff. Accepted forms of identification include:

- Any state-issued driver's license or identification card
- Military ID (active duty or retired)

- Permanent resident card
- Passport card

Once a visitor/contractor scans their identification card, Raptor instantly checks the name against registered sex offender registries nationwide. Once the visitor/contractor has been cleared and entry is approved, the Raptor system prints a visitor badge containing the name, photo, and destination. Individuals will not be required to complete this process if they simply drop off an item in the office.

We strive to provide a welcoming and warm environment while maintaining a culture of safety and security.

### **Anonymous Tip Line**

[Courage2ReportMO](#) or call **1-866-748-7047 (toll free)**

The safety of our students and staff is one of Ladue Schools' top priorities; therefore, we practice safety drills with our students and staff regularly to ensure they are prepared for what to do and where to go in the event of an emergency.

### **Bullying (see the district's bullying policy, [JFCF](#))**

In January of 2017, the state legislature changed bullying laws and enhanced the definition. In response to these new laws the Ladue School District updated its bullying policy ([policy JFCF](#)) and adopted a districtwide anti-bullying program called Olweus (pronounced OI-VAY-us).

The Olweus Program is a comprehensive approach that includes schoolwide, classroom, individual, and community components. The program is focused on long-term change that creates a safe and positive school climate. It is designed and evaluated for use in elementary, middle, and high schools (K-12). The program's goals are to reduce and prevent bullying problems among school age children and to improve peer relations at school. The program has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The Olweus Program has been implemented in more than a dozen countries, and in thousands of schools in the United States. Olweus will help us facilitate common language, enhance training and will reinforce Ladue School District's expectations of no bullying on any of our campuses or in our schools.

### **Emergency Dismissal Procedures**

If an emergency requires our schools to close early, this announcement will be communicated to parents through ParentSquare, the district's electronic voice messaging system. In addition, the information will be provided to the local media and posted on the district website.

### **Delayed Dismissal Procedures**

In order to keep students safe, district schools will not release students from school during a tornado warning or if the school is in lockdown. Buses will not run until the warning or lockdown is lifted. In case of a tornado warning, parents may take their children home before normal dismissal time, but are required to come into the office and sign their children out of school. (A **tornado watch** indicates that conditions are likely to produce a tornado. A **tornado warning** means there is immediate danger for the warned area and everyone in the path of the storm is advised to take cover immediately.) In the case of a lockdown, no one (other than emergency response team members) will be allowed to exit or enter the building.

### **Emergency Drills**

For the safety of our students and staff, and per district [policy EBC-2](#), drills are regularly conducted throughout the school year in each of the district's school buildings. These drills include fire, tornado, earthquake, bomb threats, and active intruders options-based training. The drills aim to improve our ability to protect students and staff. Additionally, these drills allow us to evaluate our procedures and make any necessary changes to make our practices more efficient.

Our schools conduct an age-appropriate active intruder drill. Before the drill, all students learn the nationally recognized **4E method: educate, evade, escape, and engage**.

Additionally, we hold staff-led discussions about having the courage to report any safety concerns and how to escape to the rally point (safe location). We typically do not notify families before or after these drills are conducted. However, given the recent national news events about threats in academic settings, we want our parents/families to be prepared to have subsequent discussions with your child.

The safety of our students and staff is our highest priority; therefore, we take our drills/ training very seriously. We appreciate your support and cooperation. Please refer to the [Tips for Parents](#) brochure for additional information about active intruder drills.

If you have any questions, please contact Safety and Security Coordinator Tim Reboulet or Ladue Police Officer/Ladue Schools Resource Officer (SRO) Rick Ramirez at (314) 994-7080.

### **EMERGENCY DRILLS (Policy EBC-2)** ***(Districts Required to Hold Earthquake Drills)***

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

#### **Emergency Drills**

Emergency preparedness drills will be developed. The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, earthquakes, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent or building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of the drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31 annually.

#### **Earthquake Preparedness Disaster Plans and Drills**

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

Last Revised: 07/28/2014

#### **Earthquake Safety**

In compliance with Missouri State School Law, Section 160.455, Ladue Schools is required to distribute to each student the following information on earthquake safety.

**The New Madrid Seismic Zone (NMSZ)** extends 120 miles southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cuts across the Mississippi River in three places and the Ohio River in two places.

**The New Madrid Seismic Zone and surrounding region** is active, averaging more than 200 measured events per year (1.0 or more on the Richter scale), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted annually. Every 18 months the fault releases a shock of 4.0 or more, capable of local minor damage. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

**The highest earthquake risk in the United States** outside the West Coast is in the New Madrid Seismic Zone. Damaging tremors are not as frequent as in California, but when they do occur, the destruction covers more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois, earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

**A damaging earthquake in this Area**, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40 percent chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis.

**A major earthquake in this area - the Great New Madrid Earthquake of 1811-12** was actually a series of over 2,000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The land was destroyed in the Missouri Bootheel, making it unfit for farming for many years. It was the largest burst of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

**When will another Great Earthquake the size of those in 1811-12 happen?** Several lines of research suggest that upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-12 New Madrid earthquakes over a 50-year period to be a 7 – 10 percent probability.

**What can we do to protect ourselves?** Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

#### **When the Shaking Begins**

- Drop, cover and hold on. Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

#### **AFTER the Shaking Stops**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, drop, cover and hold on.
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

#### **Prepare a Home Earthquake Plan**

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

#### **Prepare a Disaster Supplies Kit for Home and Car**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keep essentials, such as a flashlight and sturdy shoes, by your bedside.

#### **Helpful Websites**

- Missouri Department of Health & Senior Services ([www.health.mo.gov](http://www.health.mo.gov))
- Missouri Department of Natural Resources ([www.dnr.mo.gov](http://www.dnr.mo.gov))
- Center for Disease Control & Prevention ([www.cdc.gov](http://www.cdc.gov))
- U.S. Environmental Protection Agency ([www.epa.gov](http://www.epa.gov))
- U.S. Department of Homeland Security - Missouri Office ([www.dps.mo.gov](http://www.dps.mo.gov))
- American Red Cross ([www.redcross.org](http://www.redcross.org))

Safety and security questions can be addressed to Tim Reboulet, Safety & Security Coordinator at (314) 994-7080.

#### **HAZARDOUS MATERIALS (Policy EBAB)**

To promote the health and safety of the students, staff and patrons of the district, and to ensure that hazardous materials are handled appropriately, the board of education directs the administration, under the guidance of the superintendent, to develop procedures that address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district.

The board directs district staff to avoid using hazardous materials to the extent feasible and to minimize the quantities of such substances used by or stored in the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations that pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances that may be hazardous and ensuring such substances are properly disposed of in a state-approved facility or landfill.

#### **Emergency Plans**

The superintendent or designee will include in district emergency plans appropriate responses and evacuation plans for situations where hazardous materials threaten the health or safety of persons on district property or when hazardous materials on district property threaten the health or safety of people in the surrounding area.

#### **Asbestos**

The district will use appropriately accredited professionals and laboratories and will follow all federal and state laws regarding the identification, management and abatement of asbestos in district buildings.

The superintendent will designate an employee to supervise the implementation of the district's asbestos management plan and federal laws regarding asbestos management in the district. As required by law, the district will ensure that designated employees receive adequate training in the performance of their duties.

## **Hazardous Chemicals**

The superintendent or designee will provide information to district employees about the hazardous chemicals used in their workplaces by developing, implementing and maintaining a written chemical hazard communication program. Employees will be provided appropriate training and safety devices when handling these materials.

## **Lead**

The superintendent or designee is directed to identify and develop plans to eliminate all potential sources of lead poisoning from district property. The board encourages the superintendent or designee to include in the district's lead eradication program periodic testing of drinking water. If lead levels exceed recommended standards, the district will provide notification to the school community as required by law.

Last Revised: 08/16/2021

# **DRESS CODE**

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The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures are designed with the goal of balancing these competing interests.

Dress Code development for individual schools is done in compliance with Board [policy JFCA: Student Dress Code](#). No procedure will impose dress and grooming rules based on gender in violation of Title IX.

## **STUDENT DRESS CODE (Policy JFCA)**

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

Adopted: 8/27/2012

# DISTRICT COMMUNICATIONS

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## ELECTRONIC

### e-Connect

The district's weekly electronic newsletter for parents and staff that consolidates district level news, reminders, and updates.

### Board Briefs

After every Board of Education meeting, a synopsis of the discussions and decisions made by the Board is posted to Board Briefs with links to all of the information the Board of Education received on each topic. To view or subscribe, visit [www.ladueschools.net/boardbriefs](http://www.ladueschools.net/boardbriefs).

### District and School Websites

These websites provide immediate and easy access to extensive district and individual school information, as well as parent and student resources.

### District Mobile App

Available to download for both iOS and Android devices.

### Infinite Campus

This password-protected program provides parents/guardians with instant access to accurate, current and confidential information about middle and high school student attendance, grades, health, assessment, class assignments and more. For grades K-5, Infinite Campus provides attendance, health, and assessment information.

### ParentSquare

ParentSquare is a platform used by the district to communicate with parents. This communications tool is used by teachers, principals, coaches, and by our district's Communications Office to send important messages on behalf of our Superintendent.

If you are new to the district, you will receive an email invitation to join and create your account before school begins, or parents can create an account by going to [parentsquare.com](http://parentsquare.com) using the email or phone number provided during their student registration process.

Don't worry — even if you don't create an account or have the app\*, you'll still receive district, school, and teacher notifications. However, for security reasons, you will be unable to view any attachments or photos without having an account.

A mobile app for ParentSquare is available for both iOS and Android devices. Account access is also available through a web browser at [parentsquare.com](http://parentsquare.com). For additional information and tips on how to use and manage ParentSquare communications, please [visit the ParentSquare Help website](#).

### Peachjar

Peachjar is an e-flyer distribution system, which utilizes the latest electronic communication technology to send information about services, events, and organizations to parents and students. Parents receive this information by email and can also access the information from each school's building website ... just look for the peach symbol. 🍑

### Social Media

The district uses the social media outlets of Facebook, Twitter, and Instagram to connect with students, parents, staff, and other constituents regarding district events and information.

- Like us on Facebook: [facebook.com/ladueschools](https://facebook.com/ladueschools)
- Follow the district on Twitter: [@LadueSchools](https://twitter.com/LadueSchools)
- Follow the district on Instagram: [@Ladue\\_Schools](https://www.instagram.com/Ladue_Schools)
- Follow the superintendent on Twitter: [@LadueSupe](https://twitter.com/LadueSupe) or Instagram: [@LadueSupe](https://www.instagram.com/LadueSupe)

### **Ladue School District SchoolTube Website**

SchoolTube is a website specifically developed to provide a place for students and school districts to safely post and view videos. Every entry is screened for appropriateness before becoming available. Ladue Schools utilizes this website for student projects as well as for providing district information. To view Ladue Schools' portion of the SchoolTube website, go to: [www.SchoolTube.com/user/LadueSchoolDistrict](http://www.SchoolTube.com/user/LadueSchoolDistrict).

### ***Ladue Schools Today***

*Ladue Schools Today* is a television program produced numerous times during the course of each school year. The program is produced by high school students and highlights district information and issues. Ladue Schools is the only high school partnering with HEC-TV. As a result, this show is featured monthly on HEC-TV's website and television programming and can also be viewed on Ladue Schools' SchoolTube website at [www.schooltube.com/user/LadueSchoolDistrict](http://www.schooltube.com/user/LadueSchoolDistrict).

## **PRINTED PUBLICATIONS**

### **Link**

A newsletter mailed to all district residents three times during each school year, and periodically to alumni. Used to inform residents about issues and activities important to the district. The articles are typically topical in nature.

### **Ramblings (Alumni Newsletter)**

A newsletter mailed to LHWHS alumni for whom we have mailing addresses, and includes information about upcoming reunions and events.

District publications are posted and archived on the district's website ([www.ladueschools.net/communications](http://www.ladueschools.net/communications)).

# FACILITY USE AND ACCESS

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## FACILITY/BUILDING USAGE

The Ladue School District is pleased to share the enjoyment of our facilities with our school community, as well as outside organizations. Complete information about district facility use can be found on the district's website at [www.ladueschools.net](http://www.ladueschools.net) under the "About Us" tab, then [Facility Use](#), and includes the following:

- The Ladue Horton Watkins High School swimming pool, track and fitness center are available for use by the community. See the website for hours and guidelines for use.
- Other district facilities are available to be reserved for use by district organizations and outside organizations. Guidelines, contacts and the required application forms are available on the district website.

## VISITORS

Parents, guardians and patrons of the district are welcome to visit district schools and attend district events. However, all visitors during business hours must check in at the building office prior to proceeding elsewhere in the building.

Specific rules of conduct regarding visiting school facilities are governed by [Board of Education policy KK: Visitors to District Property/Events](#) which includes specific expectations regarding appropriate behavior and the consequences of disruptive conduct. The policy also reflects state law regarding the restrictions to district property by registered sex offenders. (See the district website <https://www.ladueschools.net> > [About Us](#) > [Policies](#)).

## VISITATION GUIDELINES

Parents and others are welcome and invited to visit Ladue Schools. In order to accommodate comfortably the many interested parties who wish to visit, the following guidelines have been approved by the Board of Education:

1. Persons wishing to visit a school class or program during business hours other than those attended by the public must obtain prior permission, to be granted by the building principal or her or his designee, preferably 24 hours prior to the visit. This will provide school administrators (principals, assistant principals, and acting principals) time to confer with teachers or program supervisors as to the appropriateness of the visit at the time requested and confirm or deny the request. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose.
2. The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation, or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

These guidelines are designed to permit visitation in an orderly manner, prevent disruption of the educational program, and to enhance the safety of students and staff.

## BUILDING ACCESS

In order to keep our students and staff safe throughout the day, safety protocols have been established for visitors to our buildings. The doors to our schools will be locked once the school day has begun. Parents and other visitors are asked to come to the front door and be "buzzed in." Security cameras are located at the building doors and at other locations throughout the buildings.

The Ladue School District considers the safety of our students and staff a top priority. The Raptor, a visitor management system, will ensure that individuals visiting and interacting on our campuses are properly identified and signed in. The Raptor Visitor Management System has replaced the old pen and paper visitor sign-in sheets.

Anyone visiting must present valid photo identification to the office staff. Accepted forms of identification include:

- Any state-issued driver's license or identification card
- Military ID (active duty or retired)
- Permanent resident card
- Passport card

Once a visitor/contractor scans their identification card, Raptor instantly checks the name against registered sex offender registries nationwide. Once the visitor/contractor has been cleared and entry is approved, the Raptor system prints a visitor badge containing the name, photo, and destination. Individuals will not be required to complete this process if they simply drop off an item in the office.

We strive to provide a welcoming and warm environment while maintaining a culture of safety and security.

## **VOLUNTEERS**

The Ladue School District encourages and welcomes volunteers. Volunteers enhance the overall learning experiences for our students and the entire school community. The involvement of all stakeholders in our vision of learning will help to ensure success for our diverse population of learners.

Volunteers are an important resource for all schools and staff members. However, the safety and security of all students and staff is the highest priority. As a result, the district will fully screen all designated volunteers — this is the same level of screening all employees are required to complete.

For additional information, please visit the district website at [www.ladueschools.net](http://www.ladueschools.net) > [Student & Parent Resources](#) > [Volunteering](#).

# POLICIES/LEGAL NOTICES REQUIRED TO BE SHARED

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## SCHOOL VOLUNTEERS

### [SCHOOL VOLUNTEERS \(Policy IICC\)](#)

The Board of Education recognizes that volunteers make valuable contributions to the district's schools and are an essential component of high student achievement. The Board endorses a volunteer program, encourages volunteer participation and expects district staff to encourage and strengthen community, parent and family involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening and training volunteers. Volunteers are defined as any individual assisting staff and/or students in the school setting that follows a regular schedule or will be left unsupervised with students. The district will conduct screening and criminal background checks on all designated volunteers as required by law and [policy GBEB](#) or have access to student education records. The background checks will be consistent with those conducted on employees of the district.

Volunteering in the district is a privilege, not a right. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will be used only to protect students or minimize disruption to the educational environment.

Although volunteers will provide support services, they are not substitutes for district staff. Volunteers will work under supervision of district staff.

Last Revised: 02/24/2020

## COMMUNICATION

### [KKA, CIVILITY \(Policy KKA\)](#)

Civil behavior is required on district property, in a district vehicle, and at district-sponsored activities and events. All persons having business with the district including, but not limited to, employees, students, parents, Board members, volunteers, visitors and patrons shall treat one another with civility, courtesy, fairness, professionalism, dignity and respect. Uncivil behaviors shall be prohibited.

Uncivil behaviors shall be defined as any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Examples of uncivil behavior include, but are not limited to, the use of profanity; personally insulting remarks; attacks on a person's race, gender, nationality, religion or sexual orientation; and behaviors that are out of control. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, written letters or email messages.

Any uncivil behavior should be reported immediately to the appropriate district personnel. Uncivil behavior by an employee should be reported to the employee's immediate supervisor or to the Human Resources department. A record will be made of any alleged incident and the action taken. Confidentiality will be observed whenever possible to protect the complainant and the alleged offending person.

Employees and students may be subject to action under building and/or district policy or guidelines. Members of the general public may be subject to district and/or building action including prohibition on future contact and limitations on access to functions, activities or district property. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

Adopted: 08/27/2012

### [PUBLIC INFORMATION PROGRAM \(Policy KB\)](#)

Open communication with the district's students, parents/guardians, employees and the public is essential for the school district to operate effectively. The Ladue School District Board of Education places high importance on conveying information concerning the district's goals, achievements, activities and operations to these groups.

The district will make a systematic effort to communicate with the public using a variety of communication channels. The Board of Education authorizes the expenditure of funds for the purpose of preparing and distributing information to the general public. Employees and Board members will maintain an effective working relationship with the news media.

### **Spokespersons**

The superintendent, Board president or designee will serve as official spokespersons for the district. All employees and Board members will direct requests for official statements about district business from the public or members of the media to the district's spokespersons. Board members should emphasize to the media and members of the public that they may only speak as individual Board members unless empowered by the Board to speak on its behalf.

### **Communications Plan**

The Board directs the superintendent or designee to develop and disseminate written guidelines to further the goals of this policy, including a communications plan that aligns with relevant Board policies and administrative procedures and addresses:

1. Guidelines for employees communicating with the media.
2. Communicating during emergency situations.
3. Use of the district's website and social media.
4. Sharing information within the district.
5. Sharing information with the public.

### **Effective Communications**

The district recognizes that Board members and employees have regular contact with students, parents/guardians and the public in general. When interacting with the public, all district employees and Board members are responsible for communicating accurate information about district policies and programs and promoting effective school-home-community partnerships. District employees will not be disciplined for speech that is protected by law.

In all communications, the Board and its employees will:

1. Disseminate accurate and timely information about district policies, programs, procedures, achievements, decisions and critical issues.
2. Eliminate rumors and misinformation.
3. Observe confidentiality and other restrictions imposed by law and Board policy.
4. Promote a climate of trust.

### **Specific Information**

The district will provide parents/guardians and members of the public information as required by law. Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. School and district report cards may be posted on the district's website and will be distributed to the public as determined by the superintendent or designee. The district will post notice of Board meetings and make copies of these notices available to representatives of the news media upon request. Other public information will be available in the district's buildings or administrative offices for viewing by the public during the office's normal business hours, as required by law and in accordance with policy [BDDL](#).

The superintendent or designee will develop a communication system for the exchange of information between the district and staff, students, parents/guardians and others when school or school activities are canceled. Notice of the closing and reopening of school or cancellation of activities will be publicized through local media, the district's website and other district information dissemination options.

Last Revised: 04/09/2019

## **ATTENDANCE**

### **IMMUNIZATION OF STUDENTS (Policy JHCB)**

It is the policy of the Ladue School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

## **Immunization Exceptions**

A student is exempted from obtaining immunizations if the district has the completed, original forms from the Missouri Department of Health and Senior Services (DHSS) necessary to prove that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. An exemption for religious reasons requires written certification from one parent/guardian that immunization of the student violates his or her religious beliefs.

Homeless students, students in the custody of the Children's Division (CD) of the Department of Social Services and students in the household of an active duty member of the military who do not have an exemption and cannot provide evidence of having received immunizations required under Missouri law shall be immediately enrolled and given 30 days to provide satisfactory evidence that the student has completed all age-appropriate immunizations or has begun the process of immunization. If the student has begun the process of immunization, the student may continue to attend as long as the process is being accomplished according to the schedule recommended by DHSS.

## **Failure to Provide Evidence of Required Immunizations**

The district will exclude from school all students who are not immunized or exempted as required by law.

The district must report to DHSS the names of any parents/guardians who neglect to immunize their student or refuse to permit the immunization of a non-exempted student. The district will also report to the CD any instance of educational or medical neglect.

Pursuant to law, any contacts with parents/guardians regarding immunizations will also include information about influenza and influenza vaccines.

## **District-Sponsored Preschool, Daycare Centers and Nursery Schools**

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized unless:

1. There is satisfactory proof that immunizations are in progress and that the process is being accomplished in accordance with the schedule recommended by DHSS; or
2. The student is homeless or in the custody of the CD and cannot provide satisfactory evidence of required immunizations. Such students will be given 30 days to provide satisfactory evidence of completion or evidence that immunizations are in process.
3. A parental, medical or religious exemption is on file. Exemptions must be on original forms from DHSS.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

## **Records**

The superintendent or designee shall institute procedures for the maintenance of health records that show the immunization status of every child enrolled or attending in the district and for the completion of all necessary reports in accordance with guidelines prepared by DHSS.

Last Revised: 10/12/2020

## **SCHOOL ADMISSION (Policy JEC)**

Persons seeking admission to the district and its instructional programs must satisfactorily meet all legal requirements to be enrolled. In addition, the district requests additional information from parents/guardians so that the district may better serve the student.

The district encourages parents/guardians to pre-register their children in the spring prior to initial enrollment or register their children prior to the beginning of school so that the district can hire the appropriate staff and adequately prepare for the school year. In accordance with law, students enrolling in the district whose parents/guardians are transferring to Missouri under military orders will be allowed to register remotely without the parent/guardian or student being physically present.

Students who are homeless, in foster care or are otherwise entitled to admission will be admitted in accordance with Board policy and law.

### **Immunizations**

Unless otherwise required by law or Board policy, the district will not allow a student to attend school, including a district-sponsored preschool, daycare or nursery school, until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished, or that the student is exempted from obtaining immunizations in accordance with law.

### **Residency or Eligibility to Enroll**

For admission into the district, students must reside in the district or otherwise be entitled to enrollment in accordance with law and policy JECA.

### **Proof of Age**

During the admission process, the district may require the parent/guardian to provide documentation of the student's age for the purpose of determining whether the student satisfies state entrance age requirements. Such documentation may include, but is not limited to, a birth certificate, immunization records, a baptism certificate, any government-issued identification or an affidavit sworn by the parent/guardian in the presence of a district official.

### **Entrance Ages**

In general, students between the ages of 5 and 21 years old who do not have a high school diploma may attend the district's K–12 program. Any senior qualifying for graduation at the end of the school semester and attaining age 21 during the course of the semester may complete that particular semester tuition free.

In accordance with law, a student is eligible for admission to attend the Ladue School District, and is eligible for admission to summer school the summer prior to entering kindergarten, if the student:

1. Reaches the age of five before August 1 of the school year in which he or she plans to enroll;
2. Has attended school, or the summer school prior to a kindergarten school term, in the St. Louis City School District or the Kansas City 33 School District, regardless of the age of the student; or
3. Is a child in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who has successfully completed an accredited pre-kindergarten program or has attended an accredited kindergarten in another state, regardless of the age of the student.

Kindergarten students who have attended a private school for kindergarten in Missouri and transfer to Ladue must meet the state age requirement and be five years old prior to August 1. Students entering Ladue Schools from outside Missouri who met the previous state's guidelines for kindergarten entrance will be allowed to continue kindergarten in Ladue regardless of whether or not they meet the Missouri age requirement. First grade students who have completed kindergarten in an accredited school may enter first grade regardless of whether or not they are age six by August 1.

A student who meets one of the entrance age requirements in this subsection and has previously attended a kindergarten program or otherwise demonstrates to the district's satisfaction that he or she is socially and academically ready to progress may be placed in a class, grade or program that would best meet the student's educational needs, after consultation with the student's parent/guardian. Likewise, a student who demonstrates that he or she is not socially or academically ready to enter kindergarten or the grade in which he or she would otherwise be placed may be placed in a preschool or other appropriate class or program offered by the district, after consultation with the student's parent/guardian.

### **Preschool and Pre-Kindergarten Entrance Ages**

In accordance with law, if the district maintains a preschool or pre-kindergarten program for which state aid is collected, a child is eligible for admission to attend the preschool or pre-kindergarten program if the child reaches the age of three before August 1 of the school year in which he or she plans to enroll.

### **Special Education Entrance Ages**

Federal law requires the district to provide special education services to qualifying resident students as well as qualifying nonresident students attending private schools located in the district who are between the ages of 3 and 21.

### **Requests for Student Records**

Within two business days of enrolling a student, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools previously attended by the student within the last 12 months.

Within 48 hours of enrolling a nonresident student placed in the district via foster homes, residential care facilities or child-placing agencies pursuant to law, the school official enrolling the student shall request those records required by district policy for student transfer, including discipline records, from all schools and facilities previously attended by the student; the Department of Social Services; the Department of Mental Health; the Department of Elementary and Secondary Education; and any entity involved with the placement of the student within the last 24 months.

The district will accept hand-carried or unofficial records for the purpose of enrolling a student transferring from another state who is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, but will request official records in accordance with this policy.

### **Statement of Prior Suspension, Expulsion or Criminal Offense**

The Board of Education requires the parent, guardian or other person having control or charge of a child of school age to provide upon enrollment a signed statement indicating whether the student has been suspended or expelled from a public or private school in this state or any other state for an offense in violation of Board policies. In addition, the person enrolling the student must affirm that the student has not been convicted of or charged with an act listed in the "Admission Restrictions" section of this policy. This registration document shall be maintained as a part of the student's scholastic record.

### **Students Suspended or Expelled from Another District**

Without the superintendent's or designee's permission, no student may enroll in a school in the district during a suspension or expulsion from another in-state or out-of-state school district, including a private, charter or parochial school or school district, if it is determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district. The parent/guardian or student may request a conference with the superintendent or designee to consider whether the conduct of the student would have resulted in a suspension or expulsion in this district. The superintendent or designee may make such suspension or expulsion from another district effective if it is determined that such conduct would have resulted in a suspension or expulsion in this district. If it is determined that such conduct would not have resulted in a suspension or expulsion in this district, the superintendent or designee shall not make such suspension or expulsion from another school or district effective. The superintendent or designee will consider whether the student has received the due process required by law before making any decision.

A remedial conference will be held in accordance with Board policy prior to the enrollment of any student following a suspension or expulsion from another school for an act of school violence as defined in § 160.261.2, RSMo. The remedial conference will be held regardless of whether such act was committed at a public or private school in this state, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

### **Admission Restrictions**

In accordance with § 167.171, RSMo., no student may be readmitted or enrolled to a regular program of instruction in the school district if he or she has been convicted of or charged with an act that if committed by an adult would be one of the following:

1. First degree murder under § 565.020, RSMo.
2. Second degree murder under § 565.021, RSMo.
3. First degree assault under § 565.050, RSMo.
4. Forcible rape, as it existed prior to Aug. 28, 2013, or rape in the first degree under § 566.030, RSMo.
5. Forcible sodomy, as it existed prior to August 28, 2013, or sodomy in the first degree under § 566.060, RSMo.
6. Statutory rape under § 566.032, RSMo.
7. Statutory sodomy under § 566.062, RSMo.
8. Robbery in the first degree under § 569.020, RSMo., as it existed prior to January 1, 2017, or robbery in the first degree under § 570.023, RSMo.
9. Distribution of drugs to a minor under § 195.212, RSMo., as it existed prior to January 1, 2017, or delivery of a controlled substance under § 579.020, RSMo.

10. Arson in the first degree under § 569.040, RSMo.
11. Kidnapping, or kidnapping in the first degree, when classified as a class A felony under § 565.110, RSMo.

Nothing in this section shall prohibit the readmittance or enrollment of any student if a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program, and the district determines that the placement is appropriate, a student subject to these admission restrictions may be admitted to such an alternative education program.

### **Social Security Numbers**

The district will not require the disclosure of a Social Security number as a condition for registration purposes but may request that a parent/guardian provide a student's Social Security number if the district explains in writing how the district will use the information and that such disclosure is voluntary.

### **Documentation**

The district seeks to provide a safe learning environment for students and will work with both parents/guardians to meet the student's educational needs. However, the district will not mediate disputes between parents/guardians or enforce or monitor visitation arrangements and parenting plans. The district may request court orders or documentation of custody for the limited purpose of verifying who the legal parents/guardians are and who may have contact with the student.

Last Revised: 2/24/2020

### **COMPULSORY AND PART-TIME ATTENDANCE (Policy JEA)**

The Ladue School District exists to improve lives through education. The district seeks to enroll and educate all resident children in the community, as required by law.

### **Compulsory Attendance**

The law requires all children between 7 and 17 years of age, or 16 years of age if fewer than 16 credits toward graduation have been earned, to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Ladue School District provides educational programming for all students between the ages of 5 and 7 and beginning at the age of 3 for students qualified for special education services. The district may also provide preschool and adult education programs.

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Ladue School District Board and district staff strongly believe that regular attendance is important in gaining the most from the educational experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

### **Part-Time Attendance**

Although the district believes that all students will benefit from attending the Ladue School District full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school. The superintendent or designee will create procedures on enrollment of part-time students to ensure that such enrollments do not jeopardize the discipline, health and academic standards of the district. The Board also directs the superintendent to annually analyze the number of students attending school part-time and to create vocational, dual-credit, advanced placement or other programs and incentives to encourage these students to attend school full-time.

### **Students Withdrawing from or Dropping Out of School**

Once enrolled, the student will be considered a district student until the district is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after several absences. The district will encourage all families and students to consult with district staff prior to withdrawing a student.

Any student age 16 years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state literacy hotline office.

Last Revised: 08/25/2014

### **STUDENT ABSENCES AND EXCUSES (Policy JED)**

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Ladue School District.

### **Development of Rules and Procedures**

The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will develop rules and procedures that minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Targeted intervention strategies.
4. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.
3. The extent to which frequently absent students feel engaged with the school.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

In response to the data collected, the superintendent or designee will implement one (1) or more of the following strategies:

1. Academic support programs for students and families.
2. Use of alternative educational methods, such as distance learning and homebound instruction.
3. Use of available, appropriate community resources.
4. Staff-Student advisory or mentoring programs designed to increase student engagement with the school.
5. Procedures for student and family contact when students are absent.

No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension. Procedures and rules must include a due process component that includes notice before consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent. The Board will not hear appeals of consequences for excessive absences.

The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians about student absences and for submitting attendance information to the superintendent's office.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

Adopted: 08/27/2012

## **STUDENT ASSESSMENT**

### **TRANSFERS WITHIN THE DISTRICT (Policy JCB)**

The Board will establish attendance areas for the district's elementary school buildings, and students who live within an attendance area will be required to enroll in the designated building unless one of the following exceptions applies.

#### **Reassignment**

The superintendent or designee may reassign a student to a different building for the health, safety or welfare of the student, to maintain discipline and safety in the schools, to better meet the educational needs of the student or to address overcrowding in school.

#### **Students with Disabilities**

Students with disabilities may be assigned to attend a school outside their attendance area by their Section 504 team or pursuant to their individualized education programs (IEPs). Administrators participating in these decisions will notify the admissions office as soon as the decision is made to place a student outside his or her attendance area.

#### **Homeless Students and Students in Foster Care**

As required by law, students placed in foster care or students who qualify as homeless may attend or continue to attend the school of origin when it is determined that it is in the student's best interest, even when the student is placed in a home or temporarily resides in a home in another attendance area or school district.

#### **Transfer Requests**

Students who wish to transfer to a different district school, or their parents/guardians, must submit a transfer request to the district school prior to the beginning of the new semester. Granting of such transfer requests will be contingent on available space and eligibility as determined by the district. Such requests for transfers will be considered if there is available space and only if a student has attended the attendance area elementary school for at least one year and a documented threat to a student's educational or psychological development exists. Students who have begun attendance at a school cannot transfer to another school until the next semester begins unless their residence changes to a new attendance area or unless otherwise required by law. Transportation will not be provided to students transferring to schools outside their designated attendance area unless required by law.

#### **Transfers Due to Accreditation Status**

In accordance with law, if the Missouri State Board of Education declares the Ladue School District unaccredited, a student who has been enrolled in and attended a district attendance center that has an annual performance report score consistent with a classification of unaccredited may transfer to another eligible school in the district with the capacity to receive the student. The student must have attended the attendance center for the full semester prior to requesting the transfer. The superintendent or designee will coordinate the transfers in accordance with law.

Students who choose to attend a district school with admission requirements or a competitive entrance process, such as a magnet school or an academically selective school, must meet the admission requirements in order to attend.

#### **Transfers Allowed by Federal Law**

Students enrolled in a school identified as persistently dangerous pursuant to federal and state law may transfer to another public school within the district that has not been so identified. A student who has been a victim of a violent criminal offense on school property as defined by state regulation may transfer to another public school in the district upon request.

### **ASSESSMENT PROGRAM (Policy IL)**

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

### **Participation**

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district-wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers can monitor academic progress.
2. *Student Guidance* – To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district and individual schools toward established goals.
5. *Accreditation* – To ensure the district maintains accreditation.

There shall be broad-based involvement of staff and others with appropriate expertise in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it and that cultural bias does not affect the accuracy of assessments.

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method or combination of methods of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of district English Learner students in kindergarten through grade 12.

## **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migratory or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

EOC examinations may be waived for:

1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment;
2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and
3. Foreign exchange students.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

## **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress as required by law.

## **Assessments in Preparation for Postsecondary Education and Work Opportunities**

The district encourages students to prepare for postsecondary education or work opportunities prior to graduating from the district. District staff will encourage students to take assessments necessary for pursuing postsecondary education, career training and employment. Such assessments may include, but are not limited to, the ACT, the ACT Plus Writing Assessment, the ACT WorkKeys assessments (WorkKeys) and the SAT. When the district determines it is economically feasible, the district may provide access to assessments at the district's expense. The superintendent or designee will work with testing companies to provide eligible students access to fee waivers and other resources so that all district students may access these assessments.

## **High School Equivalency Examination**

The district participates in the Missouri Option Program, a competency-based program that allows eligible students to earn a high school diploma if the student passes the state high school equivalency examination.

## **Parental Notice**

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

The district will provide parents/guardians information, if available, on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian.

#### **Access to Local Assessments by Students Not Enrolled in the District**

In order to foster positive community relationships and to promote the academic progress of all students located within the district, the district may, at its discretion, allow private and home-schooled students who reside within district boundaries but who are not enrolled in the district to participate in grade-level, end-of-course or other assessments if the assessments are funded by the state. These student scores shall not affect district accountability.

Last Revised: 04/09/2019

#### **PROGRAMS FOR HOMELESS STUDENTS (Policy IGBCA)**

The Ladue School District Board of Education recognizes that students in transition are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for the education of the homeless, will give special attention to ensure that students in transition in the district are promptly identified and have access to a free and appropriate public education and related support services.

#### **Eligibility for Services**

Students in transition are individuals who lack a fixed, regular, and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
4. Migratory children who meet one of the above-described circumstances.

#### **District Liaison for Students in Transition**

The board designates the following individual to act as the district's liaison for students in transition (homeless liaison):

Director of Student Services  
9703 Conway Road  
St. Louis, MO 63124  
Phone: 314-983-5315 / Fax: 314-994-0441

The homeless liaison shall designate and train another district employee to serve as the homeless liaison in the absence of the homeless liaison.

#### **School of Origin**

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled, including a public preschool. When the student completes the final grade level served by the school of origin, the term shall then include the designated receiving school at the next grade level for all feeder schools.

#### **Enrollment**

The selected school shall immediately enroll the student in transition even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency, or other documentation, and even if the student has missed any application or enrollment deadlines during any period of homelessness. Students will be awarded appropriate credit for full or partial coursework in accordance with board policy. Outstanding fines, fees or absences shall not present a barrier to the enrollment of the student. However, the district may require a parent/guardian of a student in transition to submit contact information.

### **Placement**

The district will consider the best interest of the student in transition, with parental involvement, in determining whether the student should be enrolled in the school of origin or the school that students who are *not* in transition and live in the attendance area in which the student in transition is actually living are eligible to attend. In determining the best interest of the student, the district will:

1. Presume that keeping the student in the school of origin is in the student's best interest except when doing so is contrary to the request of the student's parents/guardians or the student in transition, if unaccompanied by a parent/guardian.
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of students in transition, giving priority to the request of the student's parents/guardians or the unaccompanied youth.

The choice regarding placement shall be made regardless of whether the student in transition lives with a parent/guardian or has been temporarily placed elsewhere. If the student is unaccompanied, the homeless liaison shall assist the student in placement or enrollment decisions, give priority to the views of the student and provide the student with notice of the student's right to appeal the district's decision.

If the district determines that placement should be in the school of origin, the student will continue to be educated in the school of origin for the duration of the homelessness when the student's family becomes homeless between academic years or during an academic year, and for the remainder of the academic year even if the student becomes permanently housed during the academic year.

If the district determines that it is not in the best interest of the student to attend either the school of origin or the school requested by the parents/guardians or unaccompanied youth, the district shall provide a written explanation of the reasons for its determination. The explanation shall be given in a manner and form understandable to the parents/guardians or unaccompanied youth and shall include information regarding the right to appeal the district's determination.

The written explanation will include:

1. A description of the action proposed or refused by the district;
2. An explanation of why the action was proposed or refused;
3. A description of any other options the district considered;
4. The reasons other options were rejected;
5. A description of any other relevant factors to the district's decision and information related to the eligibility or best interest determination, including the facts and evidence relied upon and their sources;
6. Appropriate timelines to ensure any relevant deadlines are not missed; and
7. Contact information for the local liaison and the state coordinator for students in transition (state coordinator) and a brief description of their respective roles.

### **Services**

Each student in transition shall be provided services comparable to the services offered to other students in the district including, but not limited to, transportation services; education services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; programs in career and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for English learners. Students in transition will not be segregated in a separate school or program within a school based on the student's status as homeless.

The district will coordinate services for students in transition with local social service agencies and other agencies or entities providing services to students in transition and their families, including services and programs funded under the

Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records, and other activities with other school districts.

### **Unaccompanied Youths**

An unaccompanied youth is a student who is not in the physical custody of a parent or legal guardian. The liaison will work with unaccompanied youths on issues unique to their situations, such as informing them of their status as independent students under laws applicable to higher education and informing them that they may obtain assistance from the homeless liaison to receive verification of this status for the purposes of applying for federal student aid.

The homeless liaison, a school counselor or a school social worker will verify, when applicable, that a student is an unaccompanied youth as defined in federal law.

### **Transportation**

If the student in transition's school of origin, including a public preschool, and temporary housing are located in the Ladue School District, the district will provide transportation to and from the school of origin at the request of the parents/guardians or homeless liaison, provided it is in the best interest of the student.

If the student in transition's school of origin and temporary housing are located in two different school districts, the districts may agree on a method to apportion the responsibility and costs for providing transportation to the school of origin. If no agreement is reached, the districts will equally share the responsibility and costs for transporting the student. If a student in transition becomes permanently housed in the middle of the school year, the district will continue to provide transportation to the school of origin for the remainder of the school year.

Transportation to the school of origin shall be provided even if a preschooler in transition who is enrolled in a public preschool moves to another district that does not provide a widely available or universal preschool.

### **Records**

When a student in transition enrolls in the district or a district school, the district will immediately contact the school the student last attended in order to obtain academic or other relevant records.

Any records ordinarily kept by the school for each student in transition (including immunization or other health records, academic records, birth certificates, guardianship records and evaluations for special services or programs) shall be maintained so that the district is equipped to provide the student with appropriate services, make necessary referrals and transfer records in a timely fashion when a student in transition enters a new school district. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Educational Rights and Privacy Act (FERPA).

Information about a student in transition's living situation shall be treated as a student education record and shall not be deemed to be directory information

### **Homeless Liaison Responsibilities**

The homeless liaison will attend all required professional development and other technical assistance activities as determined appropriate by the Department of Elementary and Secondary Education (DESE). The district shall inform school personnel, service providers, and advocates working with families in transition of the duties of the homeless liaison. The homeless liaison will ensure that:

1. Students in transition, including preschool-age children and unaccompanied youths, are identified by school personnel through outreach and coordination activities with other entities and agencies.
2. Students in transition, including unaccompanied youths, are enrolled in and have a full and equal opportunity to succeed in schools in the district.
3. Families and students in transition, including unaccompanied youths, have access to and receive education services for which they are eligible, including Head Start and Early Head Start, early intervention services under the Individuals with Disabilities Education Act, and preschool programs administered by the district, as well as referrals to healthcare services, dental services, mental health and substance abuse services, housing services and other appropriate services based on their assessed needs.
4. The parents/guardians of students in transition are informed of the educational and related opportunities available to their students and are provided with meaningful opportunities to participate in the education of their students.

5. Public notice of the educational rights of students in transition is disseminated in locations frequented by parents/guardians, youths and unaccompanied youths, including schools, family shelters, public libraries and soup kitchens, in a manner and form understandable to the parents/guardians and youths.
6. Enrollment disputes are mediated in accordance with law.
7. The parents/guardians of students in transition and unaccompanied youths are fully informed of all transportation services, including transportation to the school of origin, and are assisted in accessing transportation to the selected school.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered, and they will be provided notice of the right to appeal.
9. School personnel providing services to students in transition and their parents/guardians receive professional development and other support.
10. Students who need to obtain immunizations or medical or immunization records will receive assistance.
11. The district collects and reports reliable, valid and comprehensive data to DESE regarding students in transition.
12. All high school students in transition receive information and individualized counseling regarding college readiness, college selection, the application process, financial aid and the availability of on-campus supports.
13. Every effort is made to enroll preschool-age children in transition in preschool if they are not already enrolled.

### **Disputes**

Parents/Guardians or unaccompanied youths may appeal district decisions regarding eligibility, enrollment or placement. The district will make every effort to resolve complaints or disputes at the district level. The homeless liaison will provide the parents/guardians or unaccompanied youth a written explanation of any decision related to school selection or enrollment, including the right to appeal such decisions, and inform the parents/guardians or unaccompanied youth of the district's complaint resolution process when a question or complaint arises concerning the education of a student in transition.

1. If the parent/guardian or unaccompanied youth has a complaint regarding the education of a student in transition, the person must notify the homeless liaison. The homeless liaison serves as the intermediary between the student and the school where the student is seeking enrollment. The homeless liaison shall provide a copy of or access to the district's policies addressing the education of students in transition and the district's complaint form to the parents/guardians or unaccompanied youth.
2. The parents/guardians or unaccompanied youth can file a complaint in writing with the homeless liaison. The homeless liaison will provide a written resolution of the dispute or a plan of action within five days of the date the complaint was received by the homeless liaison. The parties may mutually agree to an extension of time; however, every effort should be made to resolve the complaint in the shortest possible time.
3. If the dispute is not resolved by the homeless liaison, the parents/guardians or unaccompanied youth may file a written complaint with the superintendent or designee for review. The superintendent or designee will provide a written resolution or plan of action within five days of the date the complaint was received by the superintendent or designee. The parties may mutually agree to an extension of time; however, every effort should be made to resolve the complaint in the shortest amount of time.
4. If the dispute is not resolved at the superintendent level, the parents/guardians or unaccompanied youth may file a written complaint with the board of education. The board will provide a written resolution of the dispute or a plan of action within 30 days of the date the complaint was received by the board. If the dispute is not resolved by the board in a manner satisfactory to the parents/guardians or unaccompanied youth, an appeal may be brought to DESE in accordance with the state dispute resolution process, which the homeless liaison will provide to the parents/guardians or unaccompanied youth.

While the dispute process is ongoing, the student in question must be enrolled and allowed to fully participate in school activities as well as receive transportation, if requested, to the school in which the parents/guardians or unaccompanied youth seeks enrollment.

The district shall make translators, interpreters, or other support services available without charge and in the appropriate language to parents/guardians and unaccompanied youths who are English learners, use a native language other than English or need additional supports due to a disability.

Revised: 1/10/2022

### **PROGRAMS FOR MIGRATORY STUDENTS (Policy IGBCB)**

The Board of Education of the Ladue School District recognizes that migratory students face many educational challenges that may interfere with their ability to succeed in the regular education program and meet the same challenging state achievement standards as other students. The district is committed to creating and supporting a migrant education program (MEP) designed to help migratory students and their families overcome these challenges.

The superintendent or designee will develop an MEP that includes the following components:

1. A written procedure for identifying students who may be migratory that provides for notification to appropriate personnel designated by the Department of Elementary and Secondary Education (DESE) of potentially eligible students.
2. A procedure to help identify and recruit, throughout the school year, those students residing in the district who have family members who have been or are engaged in seasonal or temporary agriculture-related work.
3. Assessment of the educational, health and social needs of each student identified as migratory and development of objectives to address those needs so that migratory students are able to meet Missouri learning standards.
4. Advocacy to allow students and families to gain access to health, nutrition and social services.
5. Review of existing programs and resources to determine which can help meet the needs of migratory children and ensure that the children have access to them.
6. A full range of educational services for migratory students.
7. Instructional programs for migratory students that supplement existing educational programs.
8. An opportunity for meaningful participation in the program by parents/guardians and families of migratory students.
9. A parent advisory committee to consult with district officials and staff in the planning, implementation and evaluation of the program.
10. Professional development for teachers that is designed to improve the quality of education for migratory students, including required training by DESE's Migrant Education and English Language Learning (MELL) program.
11. Provision of information to district personnel about any required participation in professional development provided by DESE's MELL program.
12. Assistance for secondary school students transitioning from school to postsecondary education, employment or military service.
13. Provision of needs assessment, evaluation, financial and other information needed for DESE to carry out its duties.
14. A process for prioritizing the provision of services in order to ensure that if there are limited resources, students most at risk of failing receive services ahead of other students.

### **Parent and Family Involvement and Engagement**

Information about the district's MEP will be disseminated throughout the community and to parents/guardians of students in the program. Parents/Guardians and families will be invited and encouraged to participate in parent/guardian and family involvement and engagement activities developed pursuant to policy IGBC. The district will, whenever possible, communicate with migratory students' parents/guardians who are not proficient in English in a language understandable to the parents/guardians.

### **Records**

The superintendent or designee will maintain and regularly update education and health records of students eligible to receive migrant services, including the date identified, the date approved for services and the services provided. Maintained records will be subject to the provisions of the Family Educational Rights and Privacy Act.

The superintendent or designee will also maintain records of all other aspects of the MEP, including teacher training, use of community resources, and program evaluations. Records of parent and family involvement activities, including copies of notices, agendas and meeting minutes, will also be maintained.

The district will provide the results of need assessments, evaluations, financial information and other information as requested by DESE.

### **Nonpublic Students**

The district will provide services to migratory students in nonpublic schools in accordance with law.

### **Program Evaluation**

The superintendent or designee will regularly evaluate the MEP to determine whether the program is meeting the assessed needs of identified migratory students and whether all migratory students have access to the program. Further, the evaluation will determine whether services and resources for migratory students are comparable to the services and resources available to other students in the district.

Last Revised: 11/26/2018

## **PROGRAMS FOR ENGLISH LEARNERS (Policy IGBH)**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

### **Definitions**

*English Learner (EL)* – Any student who:

1. Is age 3–21, and
2. Is enrolled or is preparing to enroll in the district, and
3. Has difficulties speaking, reading, writing, or understanding English that may be sufficient to deny the individual the ability to attain proficiency on state assessments, the ability to be successful in a classroom where instruction is in English, or the opportunity to participate fully in society, and
4. Meets one of the following additional requirements:
  - Was not born in the United States or whose native language is a language other than English, or
  - Is Native American, an Alaska Native, or a native resident of the outlying areas who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency, or
  - Is a migratory individual whose native language is a language other than English and who comes from an environment where a language other than English is dominant.

*Immigrant Student* – A student between the ages of 3 and 21 who was not born in a state of the United States of America and who has not been attending schools in any one state for more than three full academic years.

### **Identifying EL Students**

The district will screen for EL students by administering the Language Use Survey (LUS) created by the Missouri Department of Elementary and Secondary Education (DESE) to all enrolling students. The LUS will be administered in a language the parent/guardian understands using translation or interpretation. This survey may be incorporated into district enrollment forms provided to all students.

Students whose LUS indicates a language other than English and possible language barriers will be referred to the superintendent or designee for additional screening using the DESE-adopted screening tool for determining the level of English language proficiency. The screening results will be used to identify students eligible for EL services and assist in a program placement that meets the students' needs. The district will make every effort to complete the screening process within 30 days of the first day of school or, for students who enroll after the first day, within 30 days of the student's enrollment.

The completed LUS and all other screening results will be retained in the student's permanent record.

### **Placement of EL Students**

Students will be placed in a language instruction educational program (LIEP) based on their current level of English proficiency and in accordance with the standards established by DESE. The district's program is designed to increase English proficiency and academic achievement. Students in these programs will be held to the same academic achievement standards established for all students. If the district offers more than one type of LIEP, students will be placed in an LIEP that is in their best educational interest.

Students will transition out of an LIEP only after meeting state-established exit standards.

### **Parental Information**

The district will, through parental involvement and outreach activities, provide parents/guardians of English learners with information about how the parents/guardians can be active participants in helping their students learn English, achieve at high levels in core academic subjects, and meet state-established learning standards.

The parents/guardians of each student identified as an EL student will be informed of:

1. The reasons for identifying their student as an English learner in need of placement in the district's LIEP.
2. The student's level of English proficiency in reading, writing, speaking and listening; how that level was assessed; and the status of the student's academic achievement.
3. The method of instruction that will be used in the program the student is or will be participating in and the methods of instruction used in available alternative programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction.
4. How the program will meet the educational strengths and needs of the student.
5. How the program will help the student learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
6. The specific exit requirements of the program, including expected rate of transition from such programs into classrooms that are not tailored for EL students.
7. The expected rate of graduation from high school, including four-year and extended-year adjusted cohort graduation rates for the program if Title III funding is used in high schools.
8. If the student has an individualized education program (IEP), how the LIEP will meet the student's IEP objectives.

### **Parental Rights**

Parents/Guardians will be notified within 30 days after the opening of school enrollment if their student is identified for participation in or is participating in an LIEP. For those students who were not identified as EL prior to the beginning of the

school year, but are identified during the school year, such notice shall be provided within two weeks of the student being placed in an LIEP.

Parents/Guardians of EL students have the right to decline the placement of their student in an LIEP, choose an LIEP other than the one recommended by the district (if other programs are offered by the district) or have their student immediately removed from an LIEP upon their request.

Parents/Guardians may opt their student out of the district's LIEP by contacting the EL coordinator and attending a meeting with the coordinator and one or more LIEP instructors to discuss the results of the student's screening assessment and information about the LIEP. Parents/Guardians who decline language instruction will be asked to sign a waiver exempting their student from instruction. Students removed from the district's LIEP will continue to receive language supports in the regular classroom, and the district will continue to monitor the student's progress toward English proficiency. Parents/Guardians may not refuse regular classroom supports and may not opt their students out of statewide assessments to determine English proficiency.

A written copy of these rights, which may be a copy of this policy, will be provided to parents/guardians of EL students and, to the extent practicable, will be provided in a language the parents/guardians understand.

### ***Parental Notification***

Pursuant to federal law, if the district's English language program fails to make progress on annual measurable achievement objectives, the district will notify parents/guardians of students participating in the district's program. Such notice shall be provided within 30 days after the district learns of the failure.

### **EL Coordinator**

The district's EL program coordinator is the director of student services. The EL coordinator shall have the following duties:

1. Provide parents/guardians with notice of and information regarding the LIEP as required by law.
2. Ensure that any student whose LUS indicates a language other than English will be further screened and assessed for English proficiency using the state-provided instruments.
3. Determine the appropriate instructional environment for EL students.
4. Maintain records relating to the LIEP and prepare reports for submission to DESE.
5. Reach out regularly to parents/guardians of EL students, assist them in becoming active participants in their students' learning, and provide information about the district's parent and family involvement and engagement activities.
6. Evaluate the effectiveness of the LIEP and make recommendations for revisions.
7. Prepare reports on immigrant students for submission as required by DESE.

### **LIEP Staff**

Teachers and paraprofessionals working in the district's LIEP will have all required state and federal certifications and other qualifications required by law. In addition, teachers and paraprofessionals providing services to English learners will be comparable in terms of education, experience and effectiveness to teachers and paraprofessionals who are providing services to students who are not English learners.

### **Assessment**

In addition to other required assessments, the district will annually assess the English proficiency of EL students in accordance with state and federal law and the district's assessment policy.

### **Nonpublic Participation**

The district will consult with representatives of nonpublic schools as required by federal law.

Revised: 11/26/2018

## **PROGRAMS FOR STUDENTS WITH DISABILITIES (Districts Served by Special School District) (Policy IGBA-2)**

It is the policy of the Board of Education to provide a free and appropriate public education for students with disabilities who are in need of special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA), the Missouri State Plan for Special Education (State Plan), the district's local compliance plan or assurances made to the state, and applicable state and federal laws. The district works cooperatively with a special school district to provide special education services to its students.

### **Child Find**

Any individual who knows or believes that a student has a disability and is in need of accommodation or special education should contact the school's principal or the district administration immediately.

The district will notify all parents/guardians and students of its obligations under this policy and the law. Administrators, teachers and staff are required to follow the accommodations listed in a student's IEP or Section 504 Plan.

### **Students Placed in Private Schools by Their Parents/Guardians**

For the purpose of this policy, a "private school" is defined to include home schools and religious/parochial schools.

The Ladue School District will, in cooperation with a special school district, provide special education and related services pursuant to state and federal law to eligible students who are placed in private school by their parents/guardians and not enrolled in the district. However, no child with a disability enrolled in a private school by his or her parents/guardians has an individual right to receive some or all of the special education and related services the child would receive if enrolled in a public school.

### **Mediation**

The Board of Education authorizes the superintendent or designee to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the director of education services for student support and assessment to contact an attorney for legal advice prior to making any decisions. In the absence of the director of education services for student support and assessment, the assistant superintendent for teaching and learning is authorized to perform his or her duties under this section.

### **Resolution**

The Board of Education designates the superintendent or designee to represent the school district in resolution meetings and gives the director of education services for student support and assessment decision-making authority on behalf of the district. The director of education services for student support and assessment has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the director of education services for student support and assessment, the assistant superintendent for teaching and learning is authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

### **Students Served by Special School District, Subject to Assignment**

A student, once receiving services through a special school district, will only be assigned to a district classroom as required by the individualized education program (IEP) of the student.

### **Professional Development and Access to Resources**

To better assist and integrate students receiving special education services into the regular education environment, all district personnel may be required to attend professional development or other activities developed by the district or the special school district. Special education teachers will have access to instructional supports, such as computers and media resources, generally available to all teaching staff.

Last Revised: 11/26/2018

# SPECIALIZED SERVICES FOR STUDENTS

The district provides a number of supplementary services beyond the classroom for students with specialized learning needs. These services are generally associated with particular personnel in each school building. The following is a list of such persons:

The school counselor is available to assist students who are experiencing educational and/or social-emotional issues by helping them develop a better understanding of themselves and others.

The reading specialist and math specialist are available to provide individual or small group instruction for students experiencing learning difficulties in particular subjects.

The resource teacher for gifted education offers a program for identified gifted students who are academically advanced and whose special needs require services beyond the level of those ordinarily provided in the regular classroom. Kindergarten and third-grade students are tested in the fall to determine their eligibility for Idea Lab. New students entering grades one, two, four, and five are tested to determine eligibility. The enrichment program involves all children in grades kindergarten through grade five and promotes opportunities for additional learning experiences in a variety of academic areas.

The English for Speakers of Other Languages (ESOL) teacher works with teachers to provide instruction for students with limited English proficiency. The ESOL teacher assesses the student's English proficiency and designs an instructional plan to develop the student's reading, writing, listening, and speaking skills as well as academic achievement.

The technology specialist assists teachers and students to integrate the knowledge and skills required for computer usage in the ongoing academic program.

The teachers of art, music, library skills, foreign language, and physical education enhance the regular classroom program of instruction on a regular basis with their specialized training and skills.

A string instrumental music program is available to fourth-grade students on a before school basis, twice weekly. Parents would provide transportation to school.

The district psychologist is a consultant to principals, teachers, counselors, parents, and students in the areas of psychological and educational growth and development and provides resources relating to specific needs of students.

The coordinator of parent education uses a strength-based approach to work with students and parents to understand issues of discord, deal with the frustrations of these issues, and to set goals for resolution.

The district social worker works on a one-to-one basis with families and school personnel to enhance communication between the school and home and provides resources to parents to positively influence the success of students.

The behavior interventionist works with teachers, students, and parents to address a host of social-emotional learning challenges that create barriers to the overall learning process.

In addition to the Ladue School District personnel, there are personnel assigned to individual schools from the Special School District of St. Louis County. The special education teachers, school psychologists, administrators, and social workers collectively provide special education services to diagnosed students who have specific learning disabilities.

Other Special School District services can be provided for a variety of specific disabilities. Information about these services can be accessed by contacting the school counselor, principal, or special education administrator.

# **CHILD FIND PUBLIC NOTICE / SERVICES AND RIGHTS FOR STUDENTS WITH DISABILITIES**

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 non-resident children attending private schools; highly mobile children, such as migrant and homeless children; 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 Ladue School District in partnership with the Special School District of St. Louis County assures that a free, appropriate public education (FAPE) is provided to all eligible children with disabilities between the ages of 3 and 21 under their jurisdiction.

The Ladue School District in partnership with the Special School District of St. Louis County assures that information and referral services will be provided as necessary to assist the State of Missouri with the implementation of early intervention services for infants and toddlers who are eligible for Missouri's First Steps Program.

The Ladue School District in partnership with the Special School District of St. Louis County has developed a local Compliance Plan for implementation of State Regulations for the Individuals with Disabilities Education Act—2004 (IDEA-2004).

This Plan and School Board Policies contain the district's procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the district's assurance that services are provided in compliance with General Education Provision Act (GEPA). This Plan is available for public review in the Office of the Superintendent of Schools during regular school hours on days school is in session.

The Ladue School District in partnership with the Special School District of St. Louis County assures that personally identifiable information collected, used, or maintained by the districts for the purposes of identification, evaluation, placement or provision of Free, Appropriate, Public Education (FAPE) of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request 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). This notice will be provided in native languages as appropriate. Please contact Dr. Tiffany Taylor-Johnson, Director of Student Services at 314-994-7080.

# STUDENTS WITH DISABILITIES SURVEY

## Annual Census of Disabled Children Survey

In compliance with Missouri State School Law, Section 162.695, the Ladue School District is required to take a special census of disabled and severely disabled children under the age of 21 residing in the district, regardless of where they attend school and even if they are not in a formal program. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child.

The survey should NOT be completed if your child is currently receiving services directly from the Special School District (SSD) of St. Louis County.

The survey and questions should be directed to Dr. Tiffany Taylor-Johnson, Director of Student Services, at 9703 Conway Road, St. Louis, MO 63124, or at (314) 994-7080. **Return before Dec. 1, 2023.**

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### Student Census Survey

*(for students with disabilities who are not receiving services from Special School District)*

Date: \_\_\_\_\_ Child's Name: \_\_\_\_\_

Child's Birthdate: \_\_\_\_\_

Is child currently enrolled in the Ladue School District?  No  Yes

If no, school status or school name and contact information: \_\_\_\_\_

If yes, which school:  Ladue Early Childhood Center  
 Conway  Old Bonhomme  Reed  Spoede  Fifth Grade Center  
 Ladue Middle School  Ladue Horton Watkins High School

Child's Gender:  Male  Female      Race:  African-American  Native American  Asian  
 Caucasian  Hispanic  Other \_\_\_\_\_

Grade (check one):  Unclassified  Preschool  K-12 (indicate grade: \_\_\_\_\_)  
 Post School (under 21, completed school or dropped out)

Parent/Guardian Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Disabling Condition:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Learning Disabilities | <input type="checkbox"/> Deafness                | <input type="checkbox"/> Speech or Language Impairment          |
| <input type="checkbox"/> Orthopedic Impairment | <input type="checkbox"/> Other Health Impairment | <input type="checkbox"/> Emotional Disturbance                  |
| <input type="checkbox"/> Mental Retardation    | <input type="checkbox"/> Blindness               | <input type="checkbox"/> Hearing Impairment                     |
| <input type="checkbox"/> Autism                | <input type="checkbox"/> Visual Impairment       | <input type="checkbox"/> Young Child with a Developmental Delay |

Diagnosis:  Suspected  Confirmed by a Licensed Authority

Status of Service:  No Special Service Required  
 Special Service Required (specify service required: \_\_\_\_\_)

# DISCIPLINE

## STUDENT DISCIPLINE (Policy JG)

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment.

The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The Board encourages the superintendent to recommend changes to Board policy related to student discipline as needed.

### **Discipline Code**

To assist district staff in maintaining the necessary education environment, the Board of Education has created a discipline code that addresses the consequences for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

Younger students do not significantly benefit from consequences that include out-of-school suspensions. Therefore, the district is committed to eliminating out-of-school suspensions as a standard disciplinary consequence to students enrolled in kindergarten through third grade. However, when a student repeatedly displays unsafe behaviors such as: self-harm or harm to others, physical aggression towards others, and/or unsafe behavior that has substantially interrupted the learning environment, suspension may be warranted.

The district's comprehensive written code of conduct includes, but is not limited to, this policy, JG-R1, JGA, JGB, JGD, JGE, JGF and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The code of conduct will be distributed to all students and their parents/guardians at the beginning of each school year, which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

### **Equity**

Students receiving the services of Special School District under the requirements of the Individuals with Disabilities Act or students eligible for special services under Section 504 of the Rehabilitation Act of 1973 are to be disciplined in the same manner as their non-disabled peers when the conduct is not a manifestation of the disability, subject to the requirements of Board policy JGE. All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. District staff who increase or decrease the consequences for student misconduct based on individual circumstances must document the reasons for the variance. The superintendent or designee will regularly review district discipline data to determine whether district policies are being equitably enforced and, when necessary, make recommendations to the Board for policy changes, training or resources to further the district's goals for providing equitable education to all students.

### **Discipline for Off-Campus Misconduct**

Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction(not a juvenile court). The Board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the

specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.

5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

### **Immediate Removal**

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

### **Enforcement**

Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with Board-adopted discipline policies and regulations.

Teachers have the authority and responsibility to make and enforce necessary rules for discipline in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses.

### **Training**

All district employees shall annually receive instruction related to the specific contents of the district's comprehensive code of conduct and any interpretations necessary to implement its provisions including, but not limited to, confidentiality requirements and the approved methods for dealing with acts of school violence and disciplining students with disabilities. All district staff members are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Last Revised: 10/12/2020

### **STUDENT DISCIPLINE (Policy JG-R1)**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

It is the policy of the Ladue School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in [policy JGE](#).

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than 10 days or expulsion of any student who the district is aware is under the jurisdiction of the court.

## Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and [policy JGF](#).

## Conditions of Suspension, Expulsion and 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 or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, 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. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with this policy.

## Impact on Grades

As with any absence, absences due to an out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

## Expectations for Student Conduct

The admittance to, and continued attendance in, public school is dependent upon compliance with the laws of the state of Missouri and the rules and regulations of the Ladue Board of Education. Students shall respect authority. This shall include compliance with school rules and regulations and applicable provisions of law. Students shall have consideration for the rights and privileges of others and shall cooperate in the maintenance of the good order and discipline of the school. High standards of personal conduct (courtesy, honesty, integrity and positive and appropriate relationships with others) shall be maintained. Respect for property, pride in one's work, and achievement consistent with one's ability shall be expected of all students. Every student is expected to evidence a sincere desire to remain in school, to profit by the educational experiences provided, and to be diligent in his or her studies. This diligence includes completing assigned work on time, being attentive to the teacher, exhibiting good citizenship, producing quality work consistent with the student's ability and grade level, cooperating with teachers and other students and exhibiting regular and punctual attendance.

## Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Principals may suspend students for up to 10 days for misconduct. Notice of all suspensions by the principal must be given to the superintendent or designee. The superintendent may suspend students for up to 180 school days, and in some cases, may recommend expulsion. For all out-of-school suspensions, the student is deprived of all the privileges of attending school, participating in classes, participating in or attending any extracurricular activities or school-sponsored functions, whether on campus or at another facility, for the length of the suspension. Principals are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

The comprehensive discipline policy of the district is composed of this policy and other policies and includes, but is not limited to, related procedures and appendices. ***An age appropriate copy of the district's comprehensive discipline policies and appendices will be provided to every student and parent or guardian of every student at the beginning of each school year*** and will be available in the superintendent's office during normal business hours and on the district's website at [www.ladueschools.net](http://www.ladueschools.net) > [About Us](#) > [Policies](#).

Last Revised: 12/12/16

## **BULLYING (Policy JFCF)**

### **General**

In order to promote a safe learning environment for all students, the Ladue School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

### **Definitions**

*Bullying* – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

*Cyberbullying* – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

*School Day* – A day on the school calendar when students are required to attend school.

### **Designated Officials**

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying.

The district compliance officer appointed in policy AC will serve as the district-wide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

### **Reporting Bullying**

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a student receiving special education or a student with disabilities, the principal will also notify the special education coordinator.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district is aware but does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

### **Training and Education**

The district's antibullying coordinator, the director of student services, will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

Last Revised: 12/12/16

## **STUDENT RECORDS**

### **STUDENT RECORDS (Policy JO) Revised March 13, 2023**

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 students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, develop appropriate procedures for maintaining student records, and standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and assistant superintendent of student services will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Definitions**

*Eligible Student* – A student or former student who has reached age 18 or is attending a postsecondary school.

*Parent /Guardian* – A biological or adoptive parent/guardian of a student, or an individual acting as a parent/guardian in the absence of the student's parent/guardian.

*Student* – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **Parent/Guardian and Eligible Student Access**

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally binding document prohibits such access. These rights transfer from the parent/guardian to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents/guardians maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent/guardian, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's/guardian's rights to inspect records have been legally modified.

If a parent/guardian or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent/guardian or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record.

The district will annually notify parents/guardians and eligible students of their rights in accordance with law.

### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent/guardian or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent/guardian or eligible student unless a parent/guardian or eligible student notifies the district in writing as directed. Parents/Guardians and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents/guardians or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

**General Directory Information** – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent/guardian or eligible student:

Student's name; parents'/guardians' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of high school athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts most recently attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

**Limited Directory Information (revised 3/13/23)** – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to:

- 1) the Ladue Education Foundation;
- 2) parent/guardian groups or booster clubs that are recognized by the board and are created solely to work with the district, its staff, students and parents/guardians and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club;
- 3) governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services for official governmental purposes:

The student's address, telephone number, school name, grade, and email address and the parents'/guardians' addresses, telephone numbers and email addresses.

The district may require a person or entity that requests limited directory information to certify in writing that the information will not be redisclosed without the prior written consent of the parent/guardian or eligible student.

### **Questions or Requests**

Any questions or requests for limited directory information should be directed to the Student and Community Services Department by emailing [aberry@ladueschools.net](mailto:aberry@ladueschools.net) or calling (314) 983-5314.

### **Opt-Out / Do Not Share My Information**

All families who wish to opt out of sharing their limited directory information with the groups listed in items 1-3 above should complete the [Opt-Out Form](https://ladueschools.info/optout) (<https://ladueschools.info/optout>) or scan this QR Code.



### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent/guardian or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

### **Military and Higher Education Access**

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent/guardian, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent/guardian or the student. The district will notify parents/guardians, and secondary school students who are at least 18, that they may opt out of these disclosures.

### **Volunteer Access**

District staff will not allow volunteers to access student records unless the volunteer has completed a criminal background check and the district has determined that the volunteer should have access. A volunteer who has completed a criminal background check may access student education records only under the supervision of staff members and when necessary to assist the district.

### **Records Retention**

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public School Records Retention Schedule and General Records Retention Schedule.

Last Revised: 03/13/23

## **[STUDENT RECORDS \(Policy JO-R\)](#)**

### **Definitions**

For the purposes of this policy, the following terms are defined:

*Student*—any person who attends or has attended a school in the district and for whom the district maintains education records.

*Eligible Student*—a student or former student who has reached age 18 or is attending a postsecondary school.

*Parent*—either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

*School Official*—a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health medical staff; a person elected to the school board; a person employed by or under contract to the district to perform a special task, such as an attorney, auditor, etc.; or a person who is employed by the district's law enforcement unit.

*Education Records*—any record (in handwriting, print, tapes, film, computer, or other medium) maintained by the district or an agent of the district which contains information directly related to a student, *except*:

1. Records kept in the sole possession of the maker of the record, used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the district law enforcement unit for law enforcement purposes.
3. An employment record that relates exclusively to an individual in his or her capacity as an employee of the district and which is not available for any other use.
4. Alumni records that contain information about a student after he or she is no longer in attendance at the district and which do not relate to the person as a student.

### **Student Records—Provisions and Guidelines**

#### **A. General:**

1. Educational records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*.
2. Students who have received services pursuant to the Individuals with Disabilities Education Act (IDEA) shall have a complete special services student folder maintained by Special School District and an abbreviated special education services student folder maintained by Ladue School District that meets the provisions of the district's compliance plan.
3. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.
4. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

#### **B. Review of Student Records**

1. Education records shall be open for inspection by parents of a student or an eligible student. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions.
2. Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
3. If the eligible student or parents/guardians believe that the data in the student's record are inaccurate or improperly recorded they may challenge the information by following the appeals procedures outlined in Item E of this regulation.
4. Staff members who have a legitimate interest and need will be allowed information concerning the record of any student. The principal will ensure that such use will be limited to specific needs for providing the student with educational services.
5. The district will maintain a record of all requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom the information may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

#### **C. Annual Notification of Rights to Parents/Guardians and Students**

1. A summary of the major provisions of the Family Educational Rights and Privacy Act (FERPA) shall be made available to students and parents/guardians by publication in the student handbook(s) or by distributing notification to the parents/guardians or eligible student at the beginning of the school year.
2. Annual public notice should be presented to parents or eligible students that "Directory Information" may be released by school officials as deemed necessary. Directory Information is information designated by the district which, if disclosed, would not generally be considered harmful or an invasion of privacy. The district designates items as directory information in [policy JO](#). The district may disclose any of those items without prior written consent, unless notified to the contrary in writing by the parent/guardian or eligible student.

#### **D. Release of Student Records**

1. Disclosure of information from a student's education records will be made only with the written consent of the parent/guardian or eligible student, except that the district may disclose without consent when the disclosure is:
  - a. To school officials who have a legitimate educational interest in the records. A school official has a legitimate educational interest if the official is:
    - Performing a task related to a student's education.
    - Performing a task related to the discipline of a student.
    - Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
    - Maintaining the safety and security of the campus.
  - b. To officials of another school, upon request, in which a student seeks or intends to enroll.
  - c. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain state and federally supported education programs.
  - d. In connection with a student's request for or receipt of financial aid to determine the eligibility amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  - e. To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
  - f. To organizations conducting certain studies for or on behalf of the district.
  - g. To accrediting organizations to carry out their functions.
  - h. To parents of an eligible student if the student is a dependent for income tax purposes.
  - i. To comply with a judicial order or a lawfully issued subpoena.
  - j. To appropriate parties in a health or safety emergency.
  - k. To individuals requesting directory information so designated by the district in [policy JO](#).
2. A fee per transcript of official records may be assessed to all graduates or other students who have terminated their education. The fee for transcripts will be \$2.00. This fee represents copying charges and postage only.

#### **E. Appeals Procedures**

Parents or eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must ask the district to amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy rights.
2. The district may comply with the request or it may decide not to comply. If it decides not to comply, the district will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the district will arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the district. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parents or student may be assisted by one or more individuals, including an attorney.
5. The district will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the district decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.
7. If the district decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the district discloses the contested portion of the record, it must also disclose the statement.

**F. Refusal to Provide Copies**

The district reserves the right to deny a parent or eligible student a copy of the student’s education records in the following circumstances, unless failure to provide a copy would effectively prevent the parent or eligible student the right to inspect and review the records:

1. The parent or student has an unpaid financial obligation to the district.
2. The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an education record subject to FERPA’s access provisions.)
3. The parent or eligible student lives within commuting distance of the district.

**G. Types, Locations and Custodians of Education Records**

The following is a list of the types of school records that the district maintains, their location, and their custodians.

<b>Types</b>	<b>Location</b>	<b>Custodian</b>
Permanent Records-active students K-12	School Building	Registrar
Permanent Records-graduate, one-year post graduation	High School	Registrar
Permanent Records-withdrawn students K-12	Administrative Center	District Custodian of Records
Permanent Records-graduate, two or more years past graduation	Administrative Center	District Custodian of Records
Special School District Records--active students	Special School District	Special School District Records Office
Special School District Records--withdrawn students	Special School District	Special School District Records Office

Adopted: 08/27/2012

**SURVEYING, ANALYZING OR EVALUATING STUDENTS (Policy JHDA)**

**Inspection**

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers’ manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term “instructional material” does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

**Consent Required**

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as “protected information survey”) that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student’s parent.
2. Mental or psychological problems of the student or the student’s family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.

7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### **Notice and Opportunity to Opt Out**

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

### **Notification of Policy and Privacy**

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy [JO](#).

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Adopted: 08/27/2012

### **PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES (Policy KI)**

It is the intent of the district to operate a nonpublic forum and, except as allowed in this policy, advertisement is prohibited on district property. For the purposes of this policy, advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through district technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

#### **General Rule**

The district may control the content of advertising as allowed by law. Minimally, advertisement on district property or at district events may not include information or materials that:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools) or contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures.

#### **District-Sponsored Advertisement**

This policy is not intended to limit the use of district resources or forums by district personnel to distribute district-sponsored information or advertisements. District-sponsored groups may distribute advertisement to employees and students as determined appropriate by the superintendent or designee and school principal. Materials from extracurricular organizations or professional groups created by the district are considered district sponsored.

### **Groups Affiliated with the District**

The district may allow groups affiliated with the district to advertise on district property in the same manner and to the same extent that district-sponsored groups are allowed to advertise. For the purpose of this policy, a group is affiliated with the district if it is recognized by the Board and 1) working collaboratively with the district, such as a business partner, or 2) is a group that is created solely to work with the district, its staff, students and parents and to raise funds for district activities such as parent-teacher associations or booster clubs.

### **Curriculum-Related Advertisement**

District staff may use resources with reasonable advertising content when such resources are consistent with and related to the district's curriculum and compliant with the district's wellness policy and procedures. District staff may distribute advertisements regarding programs, events, contests and other activities that are not sponsored by the district when those events are consistent with and related to the district's curriculum. District staff may invite companies, organizations or individuals to advertise during school hours or school events if the school principal determines that the information provided is consistent with and related to the district's curriculum.

### **Distribution Directly to Students**

Only curriculum-related advertisement, district-sponsored advertisement and advertisement by groups affiliated with the district may be distributed directly to students by placing the item in the student's backpack, folder or other conveyance; handing the material to students; placing the material at the student's assigned place; or instructing the student to pick up material at a designated location. Placing items in a designated location where they are available to students is not direct distribution if students are not instructed to pick up the materials.

### **Distribution to Staff**

The district's intercampus mail, staff mailboxes and district email are reserved for communication between employees regarding district business or for distribution of district-sponsored advertisement or advertisement from groups affiliated with the district.

Advertising from any other person or group will be made available to staff by placement in staff work areas or on designated bulletin boards not easily accessible to students. Such advertising must be provided first to the school principal and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one time.

### **Distribution by Students**

Students may distribute district-sponsored advertisements on district property during noninstructional time as allowed by the school principal and group sponsor. Students may distribute noncurricular student publications and other advertisements not sponsored by the district during noninstructional time only in accordance with Board policy IGDBA.

### **Distribution by Student-Initiated Noncurricular Groups**

Student-initiated noncurricular groups that meet in district facilities shall have the same access to district communication tools and media, including publications, websites and intercom, and are subject to the same provisions on the distribution and content of materials as district-sponsored noncurricular groups. The district may require these groups to clearly state on any advertisement or information that the group is not sponsored by the district.

### **Advertisement in Designated Locations**

School principals may designate a bulletin board, table or other specific location where information regarding nonprofit community events targeting students and parents may be posted or otherwise advertised. All groups fitting this description will be allowed to submit advertising to be placed at the designated location. Such advertising must be provided to the school principal first and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one time.

### **Distribution at District Events**

Only district-sponsored advertisement and advertisement from groups affiliated with the district may be distributed at district events, unless the district sells advertisement opportunities as described below.

### **Groups Using District Facilities**

Boy Scouts, Girl Scouts and other Title 36 youth groups and their official affiliates who meet in district facilities pursuant to the Board's policy on use of facilities may distribute advertising during any meeting, activity or event held in accordance with that policy and applicable procedures but otherwise have no greater ability to advertise or distribute information in schools than groups not using district facilities.

### **Revenue-Generating Advertising on District Property or in District Publications**

The district may accept or solicit advertising for use on the district's website and in gymnasiums, athletic fields and other facilities primarily used for extracurricular activities. Unless otherwise approved by the district, any such advertising will be limited to the name, address, phone number, Internet address and logo of the advertiser.

The district may accept or solicit advertising on extracurricular activity schedules, programs, newspapers, yearbooks or other district-sponsored publications at the discretion of the principal of the school involved. Advertising generally will be limited to the name, address, phone number, Internet address and logo of the advertiser except that publications may also provide the advertiser with a selection of greetings, phrases or graphics that can be included if the advertiser so chooses.

Student publications and the advertising in those publications are district-sponsored speech subject to editorial control over content in accordance with law.

All such advertising must be compliant with the district's wellness policy and procedures.

### **Collecting, Disclosing or Using Information for Marketing**

In general, the district will not collect, disclose or use personal information from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose unless required by law. For the purposes of this policy, "personal information" means individually identifiable information, including a student's or parent's first and last name, a home or other physical address, a telephone number and Social Security number.

In the rare case where the district may collect or disclose students' personal information or allow another group or entity to collect or disclose students' personal information for the purpose of marketing or selling that information, the district will directly notify the parents/guardians in accordance with law at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents/Guardians, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to a student. All parents/guardians and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, to the extent allowed by law and Board policy.

Revised: 06/24/2019

## **TECHNOLOGY**

### **TECHNOLOGY USAGE (Policy EHB)**

The Ladue School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (email); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

*User* – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID)* – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, email and Internet access.

*Password* – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee. Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, email and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

### **Technology Administration**

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using email, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's web page will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

### **Inventory and Disposal**

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

### **Violations of Technology Usage Policies and Procedures**

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

## **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

## **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

Last Revised: 12/11/17

## **AUDIO AND VISUAL RECORDING (Policy KKB)**

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

## **Definitions**

*Audio Recording* – Registering sounds on tape, digitally or by other mechanical or electronic means.

*Recording* – For the purposes of this policy, "recording" means audio and visual recording.

*Visual Recording* – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

## **General Rule**

The district may create audio and visual recordings on district property, on district transportation or at district activities for:

1. Providing security;
2. Maintaining order;
3. Professional staff development;
4. Educational purposes; and
5. Other purposes related to furthering the educational mission of the district.

However, because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community privacy concerns and seeks to minimize disruption to the education environment, the district prohibits other persons or entities from making audio or visual recordings unless authorized in this policy.

## **Administrator Authority**

The superintendent or designee has the authority to authorize audio and visual recording on district property or at a district activity. Likewise, even if recording is authorized under this policy, the superintendent or designee may prohibit any person or entity from recording:

1. To protect privacy interests;
2. To comply with copyright or other licensing or intellectual property limitations;
3. If the recording creates a disruption to the education or working environment;
4. If the recording is done in a location where a person may be in a state of undress; or
5. For other legitimate reasons as determined by the superintendent or designee.

### **Board Meetings, Performances and Activities Open to the General Public**

The district allows audio and visual recording at performances, events and activities that the general public is invited to attend (such as athletic competitions, concerts and plays, open board meetings and board committee meetings) as long as district guidelines applicable to those events are followed and unless recording is prohibited by licensing or other intellectual property laws.

### **Events Sponsored by Individuals or Entities Authorized to Rent or Use District Facilities**

The district may allow audio and visual recording of events or activities sponsored by an outside entity authorized to use or rent district facilities if permitted by the event sponsor.

### **Research and Educator Preparation**

With permission from the superintendent or designee, staff and students may be recorded for research purposes or by preservice education professionals for evaluation purposes. Consent from all relevant parties must be secured when required by law.

### **Recording by the Media**

The media may make audio or visual recordings on district property or at district events as authorized by the superintendent or designee.

### **Recording by Students**

In addition to other recording authorized in this policy, students may make audio and visual recordings on district property or at district activities if allowed by a teacher or activity sponsor as part of the class or activity or as permitted by the principal, superintendent or designee. Students may be disciplined, excluded from district activities and prohibited from attending with a phone or other recording device if the student makes recordings in violation of this policy and other district rules regarding recording.

### **Recordings by Parents/Guardians or Family Members of Students**

In addition to other recording authorized in this policy, parents/guardians or family members of students may be allowed to record performances or events to which only parents/guardians or family members are invited, such as family nights and graduation celebrations, at the discretion of the principal, superintendent or designee. However, the recording must respect the privacy of other students and families present.

### **Recording by District Employees and Agents**

District employees and agents may make and use audio or visual recordings for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district when authorized by the principal, superintendent or designee. Otherwise, recording is prohibited. Recordings obtained while acting as a district employee or agent may not be used for personal purposes or posted on social media unless authorized by a supervisor.

### **Recording Meetings**

In general, the district prohibits the recording of employee meetings and meetings between employees and parents/guardians unless authorized by the superintendent or designee.

#### ***Recording Meetings under the IDEA or Section 504***

A student's parent or legal guardian may audio record any meeting about the student held under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, including individualized education program (IEP) and Section 504 meetings. The parent or legal guardian seeking to record must notify the district at least 24 hours prior to the time the meeting is scheduled to occur. Recordings made by the parent/guardian will remain the property of the parent/guardian, but the district may make its own recording. Everyone present during a recorded meeting must be notified that the meeting is being recorded unless the recording is done in such a manner that it is obvious to those present that the meeting is being recorded.

### **Undisclosed Recording or Transmitting**

The district prohibits undisclosed recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation even if the conversation is not recorded.

### **Use of Unmanned Aircraft Systems**

Anyone seeking to operate unmanned aircraft systems (UAS) on or over district property or at a district event must receive authorization from the superintendent or designee. Authorization will be granted only when such operation is on behalf of the district, supports the mission of the district or otherwise serves a public purpose.

All UAS with the potential to capture or produce visual images of district property or district events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines.

Last Revised: 01/10/22

## **ADDITIONAL RESOURCES**

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### **VIRTUAL LEARNING OPPORTUNITIES (MOCAP)**

The Missouri Course Access Program (MOCAP) offers students equal access to a wide range of high quality courses and interactive online learning that is neither time nor place dependent. Because virtual instruction can be an effective education option for some students, there may be courses available either through a district-provided virtual option or through MOCAP. Please contact your school counselor for more information about virtual learning opportunities. Additional information can be found online on the district's website at [www.ladueschools.net](http://www.ladueschools.net) or [mocap.mo.gov](http://mocap.mo.gov).

### **TRAUMA INFORMED SCHOOL INITIATIVE**

Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative."

For the purposes of this initiative, the following terms are defined as follows:

1. "Trauma-informed approach" - an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan
2. "Trauma-informed school" - a school that:
  - a. realizes the widespread impact of trauma and understands potential paths for recovery
  - b. recognizes the signs and symptoms of trauma in students, teachers and staff
  - c. responds by fully integrating knowledge about trauma into its policies, procedures and practices; and
  - d. seeks to actively resist re-traumatization

The implementation of a trauma-informed approach is an ongoing organizational change process. A "trauma-informed approach" is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a "continuum" of implementation, where organizations move through stages. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed. Visit <https://dese.mo.gov/traumainformed> to learn more.

### **NONDISCRIMINATION NOTICE**

It is the policy of the Ladue School District not to discriminate on the basis of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, sexual orientation, disability, age or any other characteristic protected by law in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the Ladue 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), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance

Coordinator listed below, who oversees the Ladue School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The Ladue School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Ladue School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, One Petticoat Lane 1010 Walnut Street, Suite 320, Kansas City, MO 64106; telephone (816) 268-0550; email [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

COMPLIANCE COORDINATOR  
9703 Conway Road | St. Louis, MO 63124 | 314-994-7080

- Dr. Derrick Wallace, Assistant Superintendent for Student and Community Services and Title IX Coordinator, email: [dwallace@ladueschools.net](mailto:dwallace@ladueschools.net)

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) & STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. This law pertains to all schools who receive funds from the US Department of Education.

FERPA gives parents certain rights with regard to their child(ren)'s student records and those rights are transferable to students when they turn 18 years old. Students to whom the rights have been transferred are considered "eligible" students. Following are the outlined FERPA rights:

- The right to inspect and review the student's education records within 45 days from the date of written request. Parents or eligible students should submit such a request to the school principal (or assistant principal). The principal (or assistant principal) will make arrangements then notify the parent or "eligible" student of the time and place where the requested records may be inspected.
- The right to request that the school corrects an education record which they believe is inaccurate or misleading. Parents or "eligible" students should write a statement to the school principal, which clearly identifies the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the parents or "eligible" student have the right to request a formal hearing regarding the request.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information as outlined in Board policy JO. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Parents or “eligible” students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. For additional questions please contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

As part of FERPA, the district has designated a set of information as directory information. This set of information is not considered to be part of the student’s educational record and may therefore be disclosed at the discretion of the district. This listing is found in [Board Policy JO](#). A parent or “eligible” student may have this directory information withheld from being classified as directory information by annually informing the Student Services Department at 9703 Conway Road, St. Louis, MO 63124.

## RELEASE OF INFORMATION TO MILITARY RECRUITERS

The district is generally required by the Every Student Succeeds Act of 2015 (ESSA) to make available to military recruiters the names, addresses and telephone listings of secondary school students. However, parents and eligible students may request the district not provide their name, address and telephone listing by submitting a written request to Dr. Tiffany Taylor-Johnson, Director of Student Services, at 9703 Conway Road, St. Louis, MO 63124, [ttaylor@ladueschools.net](mailto:ttaylor@ladueschools.net).

## [CONCERNS OR COMPLAINTS REGARDING FEDERAL PROGRAMS \(Policy KLA\)](#)

This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

### General Information

- 1. What is a complaint under ESSA?**  
For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
- 2. Who may file a complaint?**  
Any individual or organization may file a complaint.
- 3. How can a complaint be filed?**  
Complaints can be filed with the LEA or with the Department.

### Complaints filed with LEA

- 4. How will a complaint filed with the LEA be investigated?**  
Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
- 5. What happens if a complaint is not resolved at the local level (LEA)?**  
A complaint not resolved at the local level may be appealed to the Department.

### Complaints filed with the Department

- 6. How can a complaint be filed with the Department?**  
A complaint filed with the Department must be a written, signed statement that includes:
  1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
  2. The facts on which the statement is based and the specific requirement allegedly violated.

7. **How will a complaint filed with the Department be investigated?**

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. **How are complaints related to equitable services to nonpublic school children handled differently?**

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

## Appeals

9. **How will appeals to the Department be investigated?**

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. **What happens if the complaint is not resolved at the state level (the Department)?**

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V

<sup>2</sup> In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

Adopted 12/11/2017

## THANK YOU, AND HAVE A GREAT SCHOOL YEAR!

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As you have had the opportunity to read through the handbook, if you have any questions, please email us at [input@ladueschools.net](mailto:input@ladueschools.net).