

2023-24

Ladue Horton Watkins High School

Handbook



Table of Contents

LHWHS Mission	4	Report Cards	23
School History	5	Seminar	24
Strategic Plan	5	Telephones and Cell Phones	25
School Seal.....	5	Testing Policy.....	26
Alma Mater	5	Textbooks	26
Fight Song.....	5	Visitors	26

Calendars & Schedules

LHWHS Staff.....	6
LHWHS Calendar.....	7
LHWHS Ram/Blue/White Calendar.....	8
Daily Schedules	9
ERD & Assembly Schedules	10
Semester Final Examination Schedule.....	11

General Information

Announcements.....	12
College and Career Office.....	12
Commons	12
Counseling and Guidance	12
Emergency Drills	13
Fees	14
Field Trips	14
Fines.....	14
Food Services.....	15
Freshman Advisory	15
Graduation Requirements	16
Health Services	18
Homebound Instruction	19
Honor Roll	19
Identification Cards.....	20
Library Media Center.....	20
Lockers.....	20
Lost and Found	20
Parking	21
Parking Lot Violations and Consequences.....	21
Online Grade Book/Infinite Campus	22
Progress Reports	23

Activities & Athletics

After School Activity Procedures	27
Student Organizations.....	27
Parent Organizations	28

Student Conduct & Discipline

Academic Code of Conduct.....	30
Academic Dishonesty	30
Dress Code.....	32
E-Hall Pass.....	32
Student Code of Conduct.....	33
Prohibited Conduct	36
Disciplinary Consequences.....	39

Policies & Procedures

Attendance	42
Audio and Visual Recording.....	46
Posters.....	47
Student Publications.....	47
Technology Usage.....	50



LHWHHS

Our Mission

.....

The Ladue Horton Watkins High School Community is committed to excellence in academics, athletics, activities, and the arts. We support the safety, health, and wellness of our students and embrace the values and perspectives that build a strong, inclusive community. Our mission is to promote students' growth in becoming responsible, productive citizens who pursue meaningful lives in our diverse society.

We will provide an environment for students to

- Receive a high-quality, holistic education that will foster success in life.
- Engage in critical inquiry, self-reflection, and courageous discourse.
- Acquire a life-long passion for the pursuit of knowledge.
- Develop a strong and positive character.
- Display a commitment of service to others.

Enter to Learn—Go Forth to Share

School History

Before Ladue Horton Watkins High School opened in September of 1952, high school students from the area known as the School District of the City of Ladue went to high schools in Clayton, Kirkwood, University City, and Webster Groves. The 28-acre site of the high school was donated to the Board of Education by Mrs. Horton Watkins as a memorial to her late husband, Horton Watkins, a shoe executive and philanthropist who died in 1949.

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

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 school year, our Superintendent and district administrators will lead our Board of Education, staff, and our community through implementing year two of our five-year Future-Ready Strategic Plan.

For more information, visit the district's website at www.ladueschools.net/strategic-plan.

School Seal

The school seal, shown on the front cover artwork, is composed of a shield surrounded by a circular ring in which are inscribed the Latin words Veritas (truth), Sapientia (wisdom), Amicitia (friendship), and Honor. In the shield is an engraving of the cupola on the roof of the school and symbols of four ideals: a crown (for truth), a torch (for wisdom), a hand (for friendship), and a wreath (for honor).



Alma Mater

Hail to Ladue!
Hail to the White and Blue!
Hail Alma Mater;
We pledge our faith so true.
With you we have no fears
for all our future years.
Our loyalty we will give to you.
Here's to our dear Ladue.

Fight Song

Fight, team, fight for dear old Ladue;
To our colors we will be true.
We've got the team and we've got the pep;
We've got the school that's always in step.
Ever onward to victory;
Ever faithful to thee.
Here's to the White and here's to the Blue
of our dear old Ladue.

LHWHS Staff

Principal	Brad Griffith
Administrative Assistant to Mr. Griffith	Katherine Takami
Accounting Secretary	Lynda Rater
Registrar	Charlotte Robinson
Assistant Principal (9th Grade)	Dr. Andy Ross
Administrative Assistant to Dr. Ross	Karyn Willard
Assistant Principal (10th Grade)	Annette Hayes
Administrative Assistant to Mrs. Hayes	Karyn Willard
Associate Principal (11th Grade)	Mike Tarpey
Administrative Assistant to Mr. Tarpey	Heather Flaherty
Assistant Principal (12th Grade)	Dr. Beth Rapoff
Administrative Assistant to Dr. Rapoff	Heather Flaherty
Director of Activities	Nick Gianino
Activities Coordinator	Jenifer Strohbeck
Activities Coordinator	Greg Kendall
College and Career Adviser (Last Names A-K)	Diana Redden
College and Career Adviser (Last Names L-Z)	Chad Sisk
College and Career Administrative Assistant	Gayle Noll
School Counselor (9th Grade)	Lauren Fisher
School Counselor (10th Grade)	Joe Serot
School Counselor (11th Grade)	Shana Bobbitt
School Counselor (12th Grade)	Leah Jones
Program Counselor	Dr. Susan Ashby
Counseling Administrative Assistant	Kizzy Hammonds
School Nurse	Nikki Harrison
Nursing Assistant	Monica Weaver
Attendance	Becky Jenkins
Reception	Artina Clark-Lloyd

For a full listing of our faculty, please visit

lhws.ladueschools.net.

Calendars & Schedules

LHWHS Calendar

LADUE HORTON WATKINS HIGH SCHOOL CALENDAR 2023-24

Tuesday, Aug. 22	Opening Day of School for Students
Thursday, Aug. 31	Meet the Teacher Night
Monday, Sept. 4	NO SCHOOL – Labor Day
Friday, Sept. 29	End Grading Period
Saturday, Sept. 30	Homecoming
Thursday, Oct. 12	Parent – Teacher Conferences
Friday, Oct. 13	Early Release – Records Day
Thursday, Oct. 19	Early Release – Parent/Teacher Conferences
Friday, Oct. 20	NO SCHOOL – Conference Compensation Day
Monday, Oct. 23	NO SCHOOL – Fall Break (Students and Teachers)
Tuesday, Nov. 7	NO SCHOOL – Professional Development Day
Friday, Nov. 10	End Grading Period
Wednesday, Nov. 22 – Friday, Nov.24	NO SCHOOL – Thanksgiving Break
Friday, Dec. 15	Exams
Monday, Dec. 18 – Wednesday, Dec. 20	Exams / Half Days
Wednesday, Dec. 20	End 1 st Semester
Wednesday, Jan. 3	NO SCHOOL – Teacher Work Day
Thursday, Jan. 4	School Resumes from Winter Break
Friday, Jan. 12	NO SCHOOL – Professional Development Day
Monday, Jan. 15	NO SCHOOL – Martin Luther King Jr. Day
Thursday, Feb. 15	End Grading Period
Friday, Feb. 16	NO SCHOOL – Professional Development Day
Monday, Feb. 19	NO SCHOOL – Presidents Day
Thursday, March 7	Parent – Teacher Conferences
Friday, March 8	Early Release Day – Records Day
Thursday, March 14	Early Release Day – Parent/Teacher Conferences
Friday, March 15	NO SCHOOL – Conference Compensation Day
Monday, March 18	Spring Break Begins
Monday, March 25	School Resumes from Spring Break
Tuesday, April 2	NO SCHOOL – Professional Development Day
Friday, April 5	End Grading Period
Saturday, April 13	Prom
Thursday, April 18	Senior Awards Night
Sunday, May 19	Graduation
Friday, May 24	Exams
Monday, May 27	NO SCHOOL – Memorial Day
Tuesday, May 28 – Thursday, May 30	Exams / Half Days
Thursday, May 30	Last Day of Classes for Students

LHWHS Ram/Blue/White Calendar

R/B/W Schedule 2023-24

August 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	R	R	B
28	B	W	R	B

January 2024				
M	T	W	T	F
1	2	3	4	5
Winter Break			R	R
8	B	W	B	W
15	★	B	W	B
22	B	W	R	B
29	B	W	R	

September 2023				
M	T	W	T	F
				1
4	★	B	W	B
11	B	W	R	B
18	B	W	R	B
25	B	W	R	B

February 2024				
M	T	W	T	F
			1	2
5	B	W	R	B
12	B	W	B	W
19	★	B	W	B
26	B	W	R	B

October 2023				
M	T	W	T	F
2	B	W	R	B
9	B	W	R	B
16	B	W	B	W
23	Fall Break	B	W	B
30	B	W		

March 2024				
M	T	W	T	F
				1
4	B	W	R	B
11	B	W	B	W
18	Spring Break			22
25	B	W	R	B

November 2023				
M	T	W	T	F
		1	2	3
6	B	W	R	B
13	B	W	R	B
20	B	W	Thanksgiving Break	
27	B	W	R	B

April 2024				
M	T	W	T	F
1	B	W	B	W
8	B	W	R	B
15	B	W	R	B
22	B	W	R	B
29	B	W		

December 2023					
M	T	W	T	F	
				1	
4	B	W	R	B	
11	B	W	R	B	
18	📖 ÷	📖 ÷	📖 ÷	Winter Break	
25	Winter Break				

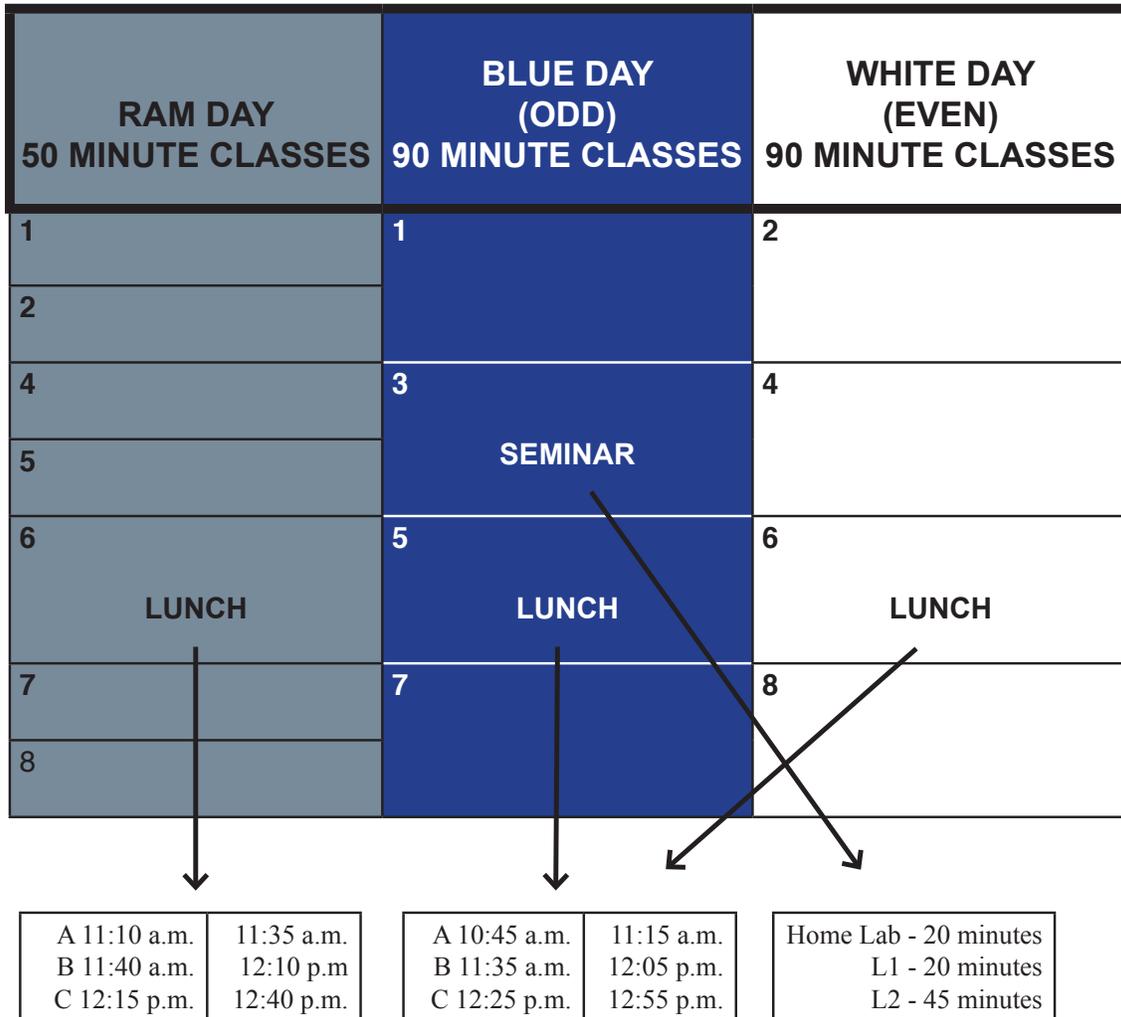
May 2024				
M	T	W	T	F
		1	2	3
6	B	W	R	B
13	B	W	R	B
20	B	W	R	B
27	★	📖 ÷	📖 ÷	📖 ÷

★ NATIONAL HOLIDAY (NO SCHOOL) ♦ CONFERENCE COMPENSATION DAY (NO SCHOOL)
 📖 EXAMS 📖 PROFESSIONAL DEVELOPMENT DAY (NO SCHOOL)
 ⚡ EARLY RELEASE DAY +HALF DAY
 📖 TEACHER WORK DAY

Approved 1/23/2023

Daily Schedules

DAILY SCHEDULES



RAM DAY			BLUE DAY			WHITE DAY		
Class Period	Start Time	End Time	Class Period	Start Time	End Time	Class Period	Start Time	End Time
1st	7:30 a.m.	8:20 a.m.	1st	7:30 a.m.	9:00 a.m.	2nd	7:30 a.m.	9:00 a.m.
2nd	8:25 a.m.	9:15 a.m.	3rd	9:05 a.m.	10:40 a.m.	4th	9:05 a.m.	10:40 a.m.
4th	9:20 a.m.	10:10 a.m.	SEMINAR	Home Lab 9:05 a.m. L1 9:30 a.m. L2 9:55 a.m.	9:25 a.m. 9:50 a.m. 10:40 a.m.	6th	10:45 a.m.	12:55 p.m.
5th	10:15 a.m.	11:05 a.m.	5th	10:45 a.m.	12:55 p.m.	LUNCHES	A 10:45 a.m. B 11:35 a.m. C 12:25 p.m.	11:15 a.m. 12:05 p.m. 12:55 p.m.
6th	11:10 a.m.	12:40 p.m.	LUNCHES	A 10:45 a.m. B 11:35 a.m. C 12:25 p.m.	11:15 a.m. 12:05 p.m. 12:55 p.m.	8th	1:00 p.m.	2:30 p.m.
LUNCHES	A 11:10 a.m. B 11:40 a.m. C 12:15 p.m.	11:35 a.m. 12:10 p.m. 12:40 p.m.	7th	1:00 p.m.	2:30 p.m.			
7th	12:45 p.m.	1:35 p.m.						
8th	1:40 p.m.	2:30 p.m.						

Early Release Days, and White Day Assembly Schedules

Early Release Blue Day

Period	Start Time	End Time
1st	7:30 a.m.	8:35 a.m.
3rd	8:40 a.m.	9:40 a.m.
5th	9:45 a.m.	10:45 a.m.
7th	10:50 a.m.	12:00 p.m.

Early Release White Day

Period	Start Time	End Time
2nd	7:30 a.m.	8:35 a.m.
4th	8:40 a.m.	9:40 a.m.
8th	9:45 a.m.	10:45 a.m.
6th	10:50 a.m.	12 p.m.

White Day Assembly Schedule

Period	Start Time	End Time
2nd	7:30 a.m.	8:45 a.m.
4th	8:50 a.m.	10:05 a.m.
8th	10:10 a.m.	11:25 a.m.
6th	11:30 a.m.	1:10 p.m.
Lunch A	11:30 a.m.	11:50 a.m.
Lunch B	12:10 p.m.	12:30 p.m.
Lunch C	12:50 p.m.	1:10 p.m.
Assembly	1:15 p.m.	2:30 p.m.

2023-24 Semester Final Exam Schedule

Semester Finals

Full Day | White Day | December 15, 2023

Date	Period	Start Time	End Time
12/15/23	2nd	7:30 a.m.	8:30 a.m.
12/15/23	4th	8:35 a.m.	9:35 a.m.
12/15/23	8th	9:40 a.m.	10:40 a.m.
12/15/23	6th	10:45 a.m.	12:20 p.m.
12/15/23	Lunch A	10:45 a.m.	11:05 a.m.
12/15/23	Lunch B	11:25 a.m.	11:45 a.m.
12/15/23	Lunch C	12 p.m.	12:20 p.m.
12/15/23	4th - Exam	12:25 p.m.	2:30 p.m.

Semester Finals

Full Day | White Day | May 24, 2024

Date	Period	Start Time	End Time
05/24/24	2nd	7:30 a.m.	8:30 a.m.
05/24/24	4th	8:35 a.m.	9:35 a.m.
05/24/24	8th	9:40 a.m.	10:40 a.m.
05/24/24	6th	10:45 a.m.	12:20 p.m.
05/24/24	Lunch A	10:45 a.m.	11:05 a.m.
05/24/24	Lunch B	11:25 a.m.	11:45 a.m.
05/24/24	Lunch C	12 p.m.	12:20 p.m.
05/24/24	8th - Exam	12:25 p.m.	2:30 p.m.

Semester Finals

Half Day | December 18, 2023

Date	Period	Start Time	End Time
12/18/23	5th - Exam	7:30 a.m.	9:40 a.m.
12/18/23	6th - Exam	9:50 a.m.	11:55 a.m.

Semester Finals

Half Day | May 28, 2024

Date	Period	Start Time	End Time
05/28/24	6th - Exam	7:30 a.m.	9:40 a.m.
05/28/24	7th - Exam	9:50 a.m.	11:55 a.m.

Semester Finals

Half Day | December 19, 2023

Date	Period	Start Time	End Time
12/19/23	1st - Exam	7:30 a.m.	9:40 a.m.
12/19/23	2nd - Exam	9:50 a.m.	11:55 a.m.

Semester Finals

Half Day | May 29, 2024

Date	Period	Start Time	End Time
05/29/24	1st - Exam	7:30 a.m.	9:40 a.m.
05/29/24	2nd - Exam	9:50 a.m.	11:55 a.m.

Semester Finals

Half Day | December 20, 2023

Date	Period	Start Time	End Time
12/20/23	7th - Exam	7:30 a.m.	9:40 a.m.
12/20/23	8th - Exam	9:50 a.m.	11:55 a.m.

Semester Finals

Half Day | May 30, 2024

Date	Period	Start Time	End Time
05/30/24	4th - Exam	7:30 a.m.	9:40 a.m.
05/30/24	5th - Exam	9:50 a.m.	11:55 a.m.

Senior Finals Semester 2

May 8, 2024

Date	Period	Start Time	End Time
05/08/24	English	7:30 a.m.	9:00 a.m.
05/08/24	Science	9:15 a.m.	10:45 a.m.
05/08/24	MCL /Makeups*	12:55 a.m.	2:30 p.m.

Senior Finals Semester 2

May 9, 2024

Date	Period	Start Time	End Time
05/09/24	Math	7:30 a.m.	9:00 a.m.
05/09/24	Social Studies	9:15 a.m.	10:45 a.m.
05/09/24	Makeups*	12:55 a.m.	2:30 p.m.

*Textbook/laptop return for seniors

[Back to TOC](#)

General Information

Announcements

Announcements will be read on blue and white days at the beginning of second hour. The announcements are also available on the LHWHS website, <http://www.ladueschools.net/lhwhs>, under morning announcements. All announcements must be submitted by a faculty member by 8:15 a.m. on the day they are to be read. Special announcements are only given on blue days. Announcements are limited to LHWHS activities only.

College and Career Office

Individualized counseling with regard to post-high school planning for college, the armed services, work, or other options is available to every student beginning in January of his/her junior year. The College and Career Office offers web-based software to help students find colleges which suit their interests, as well as academic and financial needs. The College and Career Office hosts college representative visits and offers special scholarship and college informational meetings in the evening.

College and Career Advisers

- Diana Redden A-K
- Chad Sisk..... L-Z

Commons

The Commons is provided as an informal area where students can gather with friends during designated times.

- Students may utilize the Commons during assigned lunch periods.
- Visiting the Commons is not an excuse for tardiness.
- The Commons is open to all students. Tables are available on a first come, first served basis.
- Backpacks, gym bags, and other belongings are not to be left in the Commons at any time.
- All trash must be placed in the proper containers. Students are responsible for keeping tables and floors clear of trash. Failure to keep the Commons clean and free from trash may result in it being closed to student use.
- Vending machines are available for student use in the Commons before school, during lunches, and after school.

Counseling and Guidance

The school counselors provide students with individualized academic planning, placement, and supports; social development and responsive services; crisis counseling and referral services. Each student is assigned to a school counselor alphabetically by the student's last name. The Counseling Office may be contacted by calling 314-983-5438 or emailing the student's counselor directly. See the [Scheduling Handbook](#) for detailed information about graduation requirements, credits, scheduling, and course descriptions.

School Counselors

9th Grade Lauren Fisher
10th Grade Joe Serot
11th Grade..... Shana Bobbitt
12th Grade Leah Jones
Program Counselor .Dr. Susan Ashby

Emergency Drills

Emergency drills will be conducted throughout the year to practice for earthquake, fire, lockdown/intruder, and tornado disasters. Exit routes and more explicit information are posted in classrooms and in other areas of the building.

Fire

The signal used in the event of a fire or fire drill is the continuous sounding of an alarm and flashing lights from the emergency sensors. At the sound and sight of the signal, all students, teachers, administrators, and support staff are to move quickly, and in an orderly manner, out of the building according to the exit plan posted in each room.

Earthquake

The signal to take cover during an earthquake drill will be an announcement over the PA. In the event of a real earthquake, teachers and students should assume the drop position under a desk or table or against an interior wall at the first sign of earth movement.

Tornado

In the event of a tornado, an administrator will announce the signal over the PA. All students, faculty, and staff are to move to the assigned areas designated on the plans posted in each room.

Tornado Warning Dismissal Procedure

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 such a storm is advised to take cover immediately, as it is likely a life-threatening situation. In order to keep students safe, district schools will not release students from school during a tornado warning. Buses will not run until the warning is lifted. If parents wish to take their children home before normal dismissal time, they will be required to come to the office and sign their children out of school.

Lock-Down

The following basic procedures will be used in case of an emergency situation involving an intruder or other hostile or potentially hostile/dangerous individual(s).

1. Lock-Out: Individual or incident active outside of school
 - All exterior doors locked with restricted entry and exit
 - School schedule and activities continue as normal
 - If students are at lunch, students and teachers will return to their 5th or 6th period classroom to finish lunch
2. Lock-In: Low-level incident inside school
 - All doors locked with students allowed to enter classroom
 - Students remain inside locked classroom until notified
 - If students are at lunch, an announcement will be made and students **may** or **may not** be asked to return to their 5th or 6th period classroom
3. Lock-Down: Active incident - immediate danger observed, heard, or perceived
 - **Initiate evade, escape, engage as trained**
 - Decide on best course of action - act quickly
 - **DO NOT** wait for announcement
 - Off-campus reunification location is the middle school for those who escape
 - Students and staff should remain in their location until released by police personnel

Fees

Material Fees

Family and Consumer Sciences, Art, and Industrial Technology: The school will provide, in each of these subjects, base materials to learn the skills that are stated in course objectives. Students wishing to initiate projects beyond the basic course objectives may do so with the instructor's approval. The student must pay all project costs.

Mathematics: Students are encouraged to provide their own calculator as appropriate for the class in which they're currently enrolled.

Instrumental Music Fee: Instrumental music students using a school-owned instrument will be required to pay a \$45 maintenance use fee.

Activity Fee: The district is collecting a \$75 activity fee for all high school students participating in a Missouri State High School Activities Association (MSHSAA) sport or activity. The purpose of the fee is to help offset the costs of these activities. Ladue's activities that participate in MSHSAA competitions are all MSHSAA sports teams, speech and debate, scholar bowl, and MSHSAA - sponsored instrumental and vocal events.

Students will be required to pay the fee before participating in a competition. Once the student has attended one game or activity as a participant, the fee will not be refunded if the student does not complete the season. A student is only responsible for one fee per year, regardless of how many sports or activities in which the student participates. There is a \$150 cap per year for each family if there are multiple siblings participating in activities. The fee will be waived upon request for students receiving free or reduced school meals. The fee will be collected through the High School Activities Office.

Graduation Fee: Each high school senior will be assessed a \$50 graduation fee to pay for graduation-related costs. The cost of cap, gown, and tassel are included in this fee.

Senior Fee: Each high school senior will need to pay a \$20 senior field trip/senior breakfast fee. This fee will cover the cost for the senior field trip and senior breakfast in the spring.

Field Trips

Trips involving the school are of two types: authorized and independently sponsored. No student shall travel in any non-school-owned vehicle while on an authorized trip unless the principal and the student's parents have granted permission. Participation in field trips is a privilege not a right. It is up to the grade level principal's discretion on whether a student should be allowed to attend a field trip. Students that wish to attend a field trip during school hours must complete and return a school excursion form, signed by their teachers, prior to the trip.

Authorized Trips

These trips are arranged by certified staff members, sanctioned by the administration, and conform to the regulations of the Board of Education. The school develops rules governing these trips and provides supervision for the students.

Independently Sponsored Trips

Trips other than authorized trips are independently sponsored projects. Any participation in these trips is done at an individual's own risk. These trips may be advertised in a designated area once administrative permission has been received. They will not be in the school's daily announcements.

Fines

It is the responsibility of each student to pay all school fines and debts, e.g., cafeteria, library, textbook, parking. Failure to do so will result in denial of a parking permit, ineligibility for special school activities, and/or withholding participation in graduation ceremonies.

Food Services

Meals

- Lunch is available when school is in session for a full day and on early release days.
- Breakfast is available when school is in session for a full day and on early release days.

Note: Lunch menus and prices can be found on the individual school websites under Meals & Menus. Students are able to bring lunch from home, and parents only are allowed to deliver lunch in the front office. Students may come to the office only during their scheduled lunch to pick up any items brought by their parents. Any other food delivered to students will be kept until dismissal.

Lunch Balances

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

1. Cash/Check payment to school
2. Pay online: www.myschoolbucks.com

Cash and check deposits can be made at the cafeteria office.

Pay online using 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. 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 website.

MySchoolBucks transaction fees will be covered by Ladue Schools this school year.

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 to the next. Students will not be allowed to participate in the graduation ceremony unless balances are paid.

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 at www.ladueschools.net/foodservices; 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 district's website at www.ladueschools.net > Student & Parent Resources > Food Services & Menus.

The current complete Free and Reduced Lunch Packet can be found on the district's website at www.ladueschools.net/foodservices.

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

Freshman Advisory

LHWS participates in the nationwide Link Crew Program, an organization whose purpose is to help freshmen feel more comfortable as well as help them achieve success in their first year in high school. The Link Crew Program is designed to welcome and support freshmen by assigning them a team of juniors and seniors to mentor them during their first year. These Link Leaders are a group of responsible upper-class students who were hand selected from a large pool of applicants and have met the qualifications of being good role models and positive leaders on our campus.

The Link Crew Program meets first semester during Seminar.

Graduation Requirements

The Board of Education for the Ladue School District establishes the following graduation policy and instructs the administration to develop all necessary procedures for proper implementation.

Requirements

A student must meet the following general requirements in order to graduate from the Ladue School District, unless the stated exceptions apply. The student must

1. Complete a total of 25 credits, including credits required by the state Board of Education.
2. Pass proficiency exams concerning American History, American Government, and the Missouri and U.S. Constitutions.
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government, and the electoral process.
4. Complete a personal finance course or assessment.
5. Have earned credit in the Ladue School District's educational program between the ninth and twelfth grades.
6. See the [Scheduling Handbook](#) and/or your school counselor for more details.

Course	Credits
English	4.00
Social Studies	3.00
Mathematics	3.00
Science	3.00
Physical Education	1.00
Health	0.50
Fine Arts	1.00
Practical Arts	1.00
Electives	8.00

Exceptions

Students transferring in senior year from an accredited institution to Ladue Horton Watkins High School will be required to complete at least two credits at Ladue Horton Watkins High School during the semester prior to completing graduation requirements in order to earn a Ladue diploma.

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP).
2. The district will waive the requirement to pass proficiency exams concerning American History, American Institutions, and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve.
3. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed.

4. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy.
5. Eligible students who successfully complete the Missouri Option Program (formerly the GED Option Program) will be awarded a high school diploma.

Earning Credit

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Ladue School District recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media. For the purposes of this policy, an “accredited school” is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS), or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state’s or country’s department of education, NCA, ISACS or the equivalent agencies.
3. The district may waive one unit of academic credit in communication arts, math, science, or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought.
4. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
5. The district will award credit to students who can demonstrate mastery of competencies for a particular course by successfully completing a district-approved mastery assessment tool.
6. Students may earn credit by other means as approved by the Board and in accordance with law.
7. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district’s requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended.

Diplomas

Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law.

A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Ladue School District from another state at the beginning of or during their senior year who will not meet the graduation requirements of the district by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Ladue School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Ladue School District will use best efforts to allow the student to graduate by the end of the senior year.

Foster care students will be awarded a diploma in accordance with law and Board policy.

Students who complete the district’s graduation requirements while under the jurisdiction of the juvenile court will be awarded a high school diploma even if the student completes the requirements in a different school district.

Students who meet Ladue School District’s graduation requirements or meet the goals and objectives for graduation as set forth in their IEP will receive a diploma.

Early Graduation

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Ladue School District's graduation requirements.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumni for all other activities.

LADUE SCHOOL DISTRICT POLICY

DATE ADOPTED: 8/27/2012

FILE: IKFA

Health Services

One full-time registered nurse is employed at the high school to meet the health needs of the students during the hours of 7:25 a.m. and 2:45 p.m. daily. A student who feels ill and needs to see the nurse during class must get an E-hallpass from their teacher. Occasionally, the nurse may decide that an ill student should go home. In this case, the nurse will telephone the parent(s)/guardian(s) and request that they pick up their student or obtain permission for the student to go home on their own. Students wanting to leave school because of illness will be excused only after dismissal by the nurse.

Student Health Information

All students are required to have up-to-date emergency information on file in the nurse's office. As a part of the online registration, families complete contact information. Please update the nurses' office with any changes; medicines, contacts, etc. It is imperative that a working telephone number be provided to the school so that immediate parent/guardian contact can be made when necessary and that changes to emergency information are updated through the school registrar and school nurse.

Tylenol-Motrin Administration Consent Form

Student may obtain over the counter pain reliever in the form of generic Tylenol (Acetaminophen) and generic Motrin/ Advil (Ibuprofen) at the discretion of the school nurse. The Tylenol-Motrin Administration Consent form must be completed, signed, and turned in each school year. No medications will be dispensed without the current Annual Student Health Survey on file.

Emergency Procedures

Using the emergency information provided by the parent(s)/guardian(s), the nurse will, in the case of routine illness or accident, take the following steps:

1. Call the parents;
2. If the parents cannot be reached, the designated contact will be called;
3. If the parents and designated contact person cannot be reached, the physician will be called;
4. When appropriate, 911 will be called for transportation to a hospital, a school official will accompany the student; and
5. 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 three 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. A vision-screening test is administered to all students in grade 9.
3. A hearing test is administered to all students in grade 9. Students in grades 9, 11, and 12 will be tested as needed.
4. Annual physical examinations are required of all students participating in interscholastic athletics (see an Activities Coordinator for details).

Immunizations

It is a state requirement that satisfactory evidence be on file with the school that the student has been immunized. The information must be completed and signed by a physician or health facility representative.

Medication Procedure

Only medication prescribed by a physician or dentist and authorized by a parent or guardian will be given at school. The following information is for parents/guardians concerning the administration of medications at school. See the school nurse or visit the district website, <http://www.ladueschools.net>, under Student & Parent resources > Health Services.

Prescription medications must be brought to school by the parent(s)/guardian(s) in an appropriately labeled prescription container. Please have the pharmacist label two (2) containers, one for home and one for school. Over-the-counter medication must be brought to school in the original container.

5. Medication to be given at school is to remain at school for the period it is to be given, not to exceed a 30-day supply.
6. The first dose of medication is not to be administered by school personnel.
7. Prescriptions for homeopathic medication must be appropriately labeled in the same manner with the exception of the requirement of a sequential number.
8. The school district reserves the right to reject requests for administering medications.

Self-Administration of Medication

Procedures are in place for students with health concerns that require regular monitoring and/or medication. If a student's Individualized Healthcare Plan indicates the student is cognitively and behaviorally able to do so, students with asthma may carry and administer their metered-dose inhaler; students with diabetes may carry and administer their insulin; students with life-threatening allergies may carry and administer their EpiPen®. Students must have written permission from a parent and their physician to self-administer medications. Please see the school nurse to initiate the development of an Individualized Healthcare Plan if needed. Students should not carry any other medications on them other than the aforementioned ones once the proper permissions have been reviewed.

Homebound Instruction

In some circumstances, homebound instruction is available from the Special School District of St. Louis County. For further information, please contact your counselor.

1. Eligibility: For a student to be eligible for homebound instruction, their physician must state that they are unable to attend school for 30 days or more. (This does not mean a student is to be out 30 days before teaching begins.)
2. Teaching Procedure: Tutoring may be received in only two subjects during a student's absence. The school will determine which two subjects should be offered.
3. Importance of Prompt Action: Each year, many students who qualify for homebound instruction do not receive it. Often parents do not know they can have this free service. Please contact your child's counselor for more information.

Honor Roll

Students whose grade point average for the semester is 3.0 or better are included on the Honor Roll.

Identification Cards

Student identification (I.D.) cards are issued at the beginning of each school year. There will be a replacement charge for lost I.D. cards; replacement cards can be acquired in the registrar office.

Library Media Center

The Library Media Center is open Monday through Friday from 7:05 a.m. to 2:45 p.m.. The library is open after school on Wednesday and Thursday until 3:45 p.m. for quiet study. During the school day the library is used by classes and individual students who are issued passes by teachers. Students that wish to use the library during their lunch, may do so by signing up with the librarian in advance of the lunch period.

Students who use the library before school are asked to follow these guidelines: be doing something quietly, be working in a way that allows others to be productive, and be respectful of other people, their property, and the facility.

The library generally circulates items for two weeks. The library subscribes to a number of online databases to assist students with research. They are accessible on any computer in the school. Outside of school, students must access login information from the “Passwords for Databases” link on the research tab of the library website.

Find the library website online by visiting <http://lhwhslibrary.weebly.com/>.

Lockers

Students may sign up with the Receptionist to use a locker. Lockers are the property of the high school and are intended for proper student use. Textbooks and/or personal property should be in the possession of students or in their lockers. Items are not to be left unattended in the Commons or elsewhere. Students are expected to keep their lockers clean and neat.

Students should not reveal locker combinations to anyone. At no time should more than one student occupy a locker. Students must clean out their hall locker by the last day of examinations for each semester. Items left in lockers after the last day of school will be retained at school for a period of one week.

Students whose lockers do not function properly should report the matter to the main office. When locks have been issued and lost, the student is responsible for the cost of a replacement lock.

The physical education teachers assign gym lockers with locks at the beginning of the school year. Students may provide their own combination locks for their gym lockers. Students must clean out their gym locker by the last day of examinations of each semester. Items left in lockers after the last day of the semester will be retained at school for a period of one week.

Lost and Found

Missing or stolen articles should be reported immediately by student completion of a Theft Report that can be obtained in the appropriate principal’s office. Any article that is found should be turned in to the lost and found located in the main office. A student seeking to recover a lost article must be able to give a full description before the article will be returned. Any money or other valuables that are recovered and turned in will be kept in the main office until claimed. The school is not responsible for lost or stolen student possessions. Student possessions are to be marked with the student’s name or an identifying mark, and are to be locked in lockers or kept with the student at all times. At no time should a student leave any possessions unattended in the Commons, cafeteria, hallway, or any other area of the school. All lost and found is donated at the end of each semester.

Parking

Parking permits are available to students to park on the LHWHS parking lots as a matter of privilege, not a right. Parking permits are required during school hours for all motor vehicles that are parked on school lots, except those belonging to visitors. Parking permits will only be sold to seniors and juniors on a space available basis. Sophomores and freshmen are not eligible to apply for parking permits. The cost of a parking permit is \$125. The cost of a replacement permit is \$20.

In order to purchase a parking permit, a student must complete the registration process. Permits are issued at the discretion of the principal and may be denied due to individual circumstances. Eligibility will be reviewed every nine week period. Parking permits are non-transferable.

Students that have been issued a parking spot, as well as students on the waitlist, must meet the following criteria every nine weeks in order to continue parking.

- No out-of-school suspension in the last nine week period;
- No more than 12 unexcused tardies during any nine week period;
- No more than 7 unexcused absence periods during any nine week period.

If the above is not met, the student will lose their parking privilege for the next nine week period. Permits will be reissued for the following nine weeks if the student meets the above criteria. If a student does not meet the attendance criteria for two consecutive nine week periods, they will lose their parking privileges for the remainder of the school year.

In addition, revocation of parking privileges for the remainder of the nine week period and the following nine week period will occur if a student receives an out-of-school suspension of any length as well as if the student leaves campus without permission and without following the proper signout procedures even if they do not drive the car.

Permits must be displayed on the rearview mirror with tag number facing out. Parking permits are to be used only by the person to whom they are issued and only on family-owned vehicles that are properly registered with the school. Students using any permit other than their own are subject to disciplinary action.

The school district retains authority to conduct routine patrols of parking lots and inspections of the exteriors of vehicles on school property. The school district may inspect the interiors of vehicles whenever a school official has reasonable suspicion that illegal or unauthorized materials are contained inside the vehicles.

Students are to park in their assigned spot only. The speed limit on the school parking lot is 10 miles per hour, and cell phones should not be used while driving. Careless driving will be subject to disciplinary action. All accidents should be reported immediately to the main office. The Ladue Police may be called. Insurance information should be exchanged any time there is an accident on campus. Students are not permitted on the parking lot without a valid parking permit.

Parking Lot Violations and Consequences

Parking without a valid parking permit:

- First Offense - Warning and asked to move vehicle off campus.
- Second Offense - Referral to Administrator and parent contact.
- Third Offense - Vehicle will be towed at owner's expense, and student will be ineligible to park in the future.

Improper parking:

- First Offense - Warning and asked to move vehicle to assigned parking spot.
- Second Offense - Referral to Administrator and parent contact.
- Third Offense - Loss of parking privilege for remainder of the semester.
- Subsequent Offenses - Loss of parking privileges for the remainder of the year.

Other violations:

- Leaving campus without permission
- Opening doors for others. You must enter the school through the front doors at all times.

Online Grade Book/Infinite Campus

Ladue School District uses Infinite Campus to post grades (6-12) for our students and families. Infinite Campus has a parent portal to allow parents/guardians the ability to view the records of their child(ren) via the Internet. Access to student information empowers parents to have improved communication with their children about their academic achievement. The portal is available at <https://laduemo.infinitecampus.org/campus/portal/ladue.jsp>.

This tool is not meant to replace personal contact with students and families. The hope is that it will enhance communication between home and school so that those personal contacts become even more meaningful.

The following guidelines are minimum expectations placed on Ladue Schools' staff in regards to posting assignments and recording grades.

Posting Assignments

Paper	Projects	Tests	Daily Work and Quizzes
When assigned (at least one week prior to due date)	When assigned (at least one week prior to due date)	When assigned (at least one week prior to due date)	As applicable

Note: Posted information may change based on instructional needs.

*Teachers post upcoming assignments on Google Classroom.

Recording Grades

Paper	Projects	Tests	Daily Work and Quizzes
Within two weeks. Note: Large-scale papers that may require additional time for grading shall include an assignment comment indicating such.	Within two weeks. Note: Large-scale papers that may require additional time for grading shall include an assignment comment indicating such.	Within two weeks.	Within two weeks.

Note: Late work may delay grade reporting.

*Grades will be updated in Infinite Campus every two weeks.

Missing Assignments

Flag within one week of due date.

Progress Reports

Parents and students have online access at any time to check academic progress by using Infinite Campus. Current grade information is regularly updated. For access to Infinite Campus, go to the web-based portal at <https://laduemo.infinitecampus.org/campus/portal/parents/ladue.jsp>

Report Cards

Student report cards are posted on the Infinite Campus parent portal at the end of each grading period. (See the dates of the grading periods listed on the calendar on [page 7](#).)

The following grade designations are used:

H	Honors	4.0 points
A		4.0 points
A-	Excellent	4.0 points
B+		3.7 points
B		3.3 points
B-	Good	3.0 points
C+		2.7 points
C		2.3 points
C-	Average	2.0 points

D+		1.7 points
D		1.3 points
D-	Poor	1.0 points
F	Failure	0.0 points
CR	Credit	0.0 points
NC	No Credit	0.0 points
I	Incomplete	0.0 points
AU	Audit	0.0 points

Citizenship	O	Outstanding	I	Improvement Needed
	S	Satisfactory	U	Unsatisfactory

Averages listed under the “cumulative” section include final grades received from the 9th grade until the present. The grade point average (GPA) is computed by adding the grade point value of the student’s semester grade in courses and divided by the number of units carried. All grades for courses taken at LHWHS and/or through MOCAP providers are included in the GPA.

Progress grades, given every six weeks in semester or year courses, are indications of the student’s progress in that course. A report card depicting the student’s progress and citizenship will be available through Infinite Campus at the end of each six-week grading period. Semester grades are not necessarily an average of the progress grades. Credit and the grade point average are determined on the basis of the semester grade. Full year courses are treated as two semester courses.

Any department may award a grade of H to qualifying students in grades 9-12. Criteria used for defining “qualifying students” are exceptionally high scores, depth or quest studies, and demonstration of desired skills to an exceptional degree. Citizenship grades are based on student behavior, participation, and attendance.

Seminar

Seminar is structured time for students to meet with teachers and get specialized help. This period will include opportunities for students to seek individualized assistance. This time will also be used for teacher collaboration. Appropriate use of Seminar includes the following:

- Individual study in a classroom or library
- Completion of tests, labs, or other make-up work.
- Completion of homework/upcoming assignments
- Small group study and discussion.
- Meetings with counselors, teachers, or administrators.
- Scheduled meetings and activities.
- Support with personal, social, emotional, and behavioral needs.

During Home Lab, students will sign up for “L’s” in their upcoming seminar (if not already completed) and show their current and upcoming seminar schedule to their home seminar teacher.

Students may only travel between labs during passing periods.

Tardies or inappropriate behavior during travel time will result in restrictions from travel during Seminar.

Expectations

- **R**espect Seminar Time
- **A**ccomplish a Goal
- **M**ake Productive Choices
- **S**ign Up on Time

Rules

- No Passes may be given during seminar times.
 - Students may not leave their home seminar or their Ls for any reason; they must wait for the next passing period.
 - Only exceptions: Students may travel with a pass for nursing emergencies or with a pass issued by the main office, guidance office, or college and career office.
- Students must sign up for Ls in order to leave home seminar and must report to their assigned Ls on time.

Student Procedures

- Students must have their Ls for both their current and upcoming seminar selected before they may travel during the current seminar.
- Student sign up windows open 5 days prior to each seminar and close at midnight the night before seminar. In a typical week, these days are
 - Monday Seminar: Wednesday at 12:01 a.m. - Sunday at 11:59 p.m.
 - Thursday Seminar: Saturday at 12:01 a.m. - Wednesday at 11:59 p.m.
- Students should be purposeful in their selection of seminars. If students need assistance, they should seek the support of their home seminar teacher.

Seminar Schedule

Time	Length	Location	Purpose
9:05-9:25 a.m.	20 minutes	Home Lab	<ul style="list-style-type: none">• Arrive at 9:05• Listen to Announcements• Login to Infinite Campus to show your current and upcoming seminar schedule to your home lab teacher.
9:25-9:30 a.m.	5 minutes	Travel	<ul style="list-style-type: none">• Travel to scheduled Lab #1 destination or remain in your home lab.• Arrive on time and check in for attendance.
9:30-9:50 a.m.	20 minutes	L1	<ul style="list-style-type: none">• Arrive at 9:30 a.m. and remain for 20 minutes in your scheduled lab.
9:50-9:55 a.m.	5 minutes	Travel	<ul style="list-style-type: none">• Travel to Lab #2 destination or remain in your home lab.• Arrive on time and check in for attendance.
9:55-10:40 a.m.	45 minutes	L2	<ul style="list-style-type: none">• Arrive at 9:55 a.m. and remain for 45 minutes in your scheduled lab.
10:40 a.m.	5 minutes	Travel	<ul style="list-style-type: none">• Travel to your 5th hour class or A lunch.

Telephones

Students are not to make calls on the main office telephones unless given permission by school personnel. Telephone calls made from the main office are to be limited to school business or matters of extreme emergency and are to be limited to five minutes. Students may not receive calls in the office. Only emergency messages from parents will be delivered to students. Students who make false 911 calls are subject to disciplinary action and referral to legal authorities.

Cell Phones

In an effort to maintain a positive learning environment that is safe and free from distractions, **cell phones may not be used during class.** At the start of every class period, students will silence cell phones and place them in a designated area where they will remain until the end of class. If students need to leave a classroom during class time, their cell phones must remain in the classroom. Cell phones may be used before school, during passing periods, during lunch, and after school. Cell phones should be put away during Seminar. See Board policies [JFCF](#) and [KKB](#).

Cell Phone Violations and Consequences

- **1st Offense**: Student loses phone privileges for the remainder of the school day. It will be stored in the front office and may be picked up at dismissal.
- **2nd Offense**: Student loses phone privileges for the remainder of the school day and one day after the violation.
- **3rd Offense**: Student loses phone privileges for the remainder of the school day and an additional three days following the violation. In addition, a parent/guardian meeting is scheduled with the grade-level principal to outline a behavior plan.
- Subsequent violations will result in additional consequences including suspension from school.

Note: If a student is seen with a phone at an unauthorized time, they are to surrender their phone to the staff member without incident. Students who receive consequences for cell phone violations and who disregard the terms of their consequence will be subject to additional discipline.

Testing Policy

Students who have three or more exams in one day may elect to take the additional exams on a different day. It is the responsibility of the student to request an alternate date at least twenty-four hours prior to the exam. Should this option be chosen, the student must understand the following:

1. The teacher may elect to give an alternate exam other than the one given on that date to protect test integrity. However, the alternate exam will be identical in terms of skills and content covered.
2. The student may be expected to stay after school or utilize their Seminar to take the exams.
3. Exams must be completed within three school days following the day of the exam.

Textbooks

Textbooks are issued to students during the school year for specified periods of time. Textbooks are expected to last a minimum of five to seven years and students are expected to protect them from theft, inappropriate abuse, and damage and to return the same books issued to them.

Students who fail to return an issued book, return the wrong book, or return a book with excessive damage will be charged a replacement or damage fee. Unless missing textbooks are returned or fees and fines are paid, students will not be able to participate in school dances, receive a parking permit, or participate in the graduation ceremony.

Students are sometimes assigned to read books other than textbooks. These books may be purchased at a local bookstore or checked out from a local library. The high school library has a limited number of copies of these books that are checked out on a first-come, first-served basis. Teachers will indicate to students the value of owning their own books to write in or underline special passages.

Visitors

All visitors to LHWHS will first report to the front office and sign in using our Raptor Technologies system, this requires a state-issued ID. Visitors will obtain a visitor's badge and inform the receptionist of the reason for their visit. Unplanned/unexpected visitors will be asked to schedule an appointment. The purpose of this policy is to ensure a safe school as well as to prevent disruption to the teaching/learning process at LHWHS.

Student visitors to LHWHS are welcome as long as the visit is educational in nature (such as a student visit prior to enrolling and/or a student attending classes as part of an exchange program). In order for a student to observe classes, a Visitor's Form must be completed and submitted to the main office at least 72 hours in advance of the visit. A Visitor's Form is available in the counseling office. If students have non-LHWHS students pick them up from school, those people should remain in their cars and not come into the school.

Guest Information Form

The completion and filing of a Guest Information Form is required for any LHWHS student desiring to bring a non-LHWHS student to a school dance. The completed form must be filed with the office by the deadline on the form. No middle school guests are allowed at high school dances. Homecoming guests must be under the age of 21.

Activities & Athletics

After-School Activity Procedures

LHWHS provides numerous after-school activities for students, and all students are encouraged to take advantage of these curricular and extracurricular opportunities. These activities include

- receiving help from a teacher or counselor;
- taking part in club or organization meetings;
- attending music or theatre rehearsals;
- attending athletic practices; and
- working out.

For detailed information about LHWHS activities and sports, visit our activities website: <https://ladueactivities.com>

Student Responsibilities

In order to provide our students and staff with a safe, secure, and orderly school environment, students are permitted in the school building after 2:30 p.m. only if they are involved in an extracurricular activity supervised by a staff member. Any student in the building after school must follow LHWHS's Student Code of Conduct and adhere to the requests of any staff member. After dismissal, students must report to their assigned location and sign in with their sponsor/coach by 2:45 p.m.

- Students wanting to attend a game/event must leave campus until the game/event starts;
- Students waiting for a ride must remain in the cafeteria;
- Athletes must wait in the cafeteria until practice starts.

Failure to follow these after-school procedures will result in loss of the privilege of staying after school.

Ineligible Students

Students on the ineligible list for the semester must leave school by 2:45 p.m. unless they have obtained permission in advance from their principal to remain at school to receive help from a teacher or counselor.

Activity Buses

The school provides activity buses and buses for athletes who are attending practice. Students who are allowed to stay after school may ride the activity bus. Activity buses arrive at 4:00 p.m. to pick up students and athletic buses arrive at 5:30 p.m. to pick up in-season athletes. Students who leave campus after school may not return and ride the late activity buses.

Student Organizations

Student Activities and Clubs

In order to qualify as a school organization, a specific club must have a faculty sponsor and file a LHWHS Club Charter. The name of the club sponsor and charter forms may be obtained from the activity director's office or website.

A list of all Clubs and Organizations can be found on the high school website: <https://ladueactivities.com>.

Student Council (STUCO)

STUCO provides a forum for student expression, plans social affairs, organizes special programs, and seeks to open channels of communication and improve school and community relations. The STUCO Constitution is on file in the main office at the high school and is available upon request. All class officers and STUCO officers and representatives must meet standard LHWHS eligibility requirements.

National Honor Society

Membership in the National Honor Society is honorary and is granted to those students selected by the National Honor Society Faculty Council according to the following procedures.

Each year after the first semester grade point average has been determined, the names of all sophomores (who are not already a member) who have a 3.8 or better cumulative grade point average will be compiled on a list, and the names of all juniors (who are not already a member) who have a 3.8 or better cumulative grade point average will be compiled on a list. These students will be notified that they are scholastically eligible for selection to the Ladue Chapter of the National Honor Society. For further consideration for membership, eligible students must complete a Student Activity Form and turn it in to the National Honor Society sponsor by a designated date. On the Student Activity Form, students provide information that the NHS Faculty Council uses to judge the applicants in the areas of service, leadership, and character, qualities that students must also demonstrate, in addition to the grade point average, in order to qualify for acceptance into the Society.

To meet the service requirement, a student must be active in service projects in the school and in the community. A service project shall be defined as a project that is primarily beneficial to the well being of a person or people other than the participant. School activities, such as 6th Grade Homework Club, Elements, or Hunger Outreach Project (HOP), qualify as school service projects. A student's leadership qualities will be judged on their participation and promotion of school and community activities, or their exercise of a positive influence on peers in upholding school ideals in the classroom, at work, or in school activities.

A student's character is measured in terms of integrity, behavior, ethics, cooperation with both students and faculty, and compliance with school regulations and rules.

A list of eligible candidates will be submitted to the entire faculty for their recommendation on the service, leadership, and character qualities. A scale of one to five will be used to evaluate the students, with five being the highest rating. The faculty recommendation will be totaled and averaged. The resulting score is advisory for the NHS Faculty Council, but is in no way binding. The faculty total will be reviewed by the NHS Faculty Council, a group of teachers appointed by the principal, along with the Student Activity Forms. Following this review, each NHS Faculty Council member will vote on the applicants. Students chosen for membership by the NHS Council will be notified by mail of their selection by the first week in April.

Parent Organizations

LHWHS Parent Association

The Parent Association is committed to developing innovative ways to improve the experience of students, staff, and parents at LHWHS. We assist the LHWHS community in maintaining the highest standards of education, by working closely with the administration and staff to enhance learning opportunities for all students, and by providing additional resources as needed. Volunteering is a wonderful way to get involved and serve our school.

The Parent Association raises money annually for the Ladue Scholarship Fund, all of which is awarded to graduating seniors. Also, we have a "Staff Appreciation Grant Program," which provides monetary grants to the Parent Association was able to award to faculty in the English, math, science, and social studies departments, as well as grants for clubs and athletics. We have impacted each and every student and teacher at the high school. We host teacher conference dinners, quarterly staff appreciation breakfasts, and an annual staff appreciation luncheon. We have a beautification committee helping care for the high school grounds, sponsor post prom and after graduation celebrations, provide a communication network/website, parent educational programs, and so much more. The LHWHSPA is a 501(c)3 organization as of 2010.

Parent District Council

The Ladue School District has a need for an effective communication vehicle among parent organizations, the district, the superintendent, and the Board. To facilitate this communication need, the district created a Parent District Council representing each school parent community. This group serves as a key communicator group for the district. The Parent District Council is organized as follows:

- The mission of the Parent District Council shall be to foster communication among the schools' parent communities, the Board, and the superintendent through monthly meetings during the school year.
- The president of each school's parent organization(s) will serve, or select individuals in a manner appropriate to the organization to serve, on the Parent District Council for each academic school year. The selection should include a minimum of one primary and one alternate person to serve on the council. Expectations and responsibilities of school representatives will be discussed each year at the September meeting.
- The district will provide meeting notes as a primary tool to serve as a basis for sharing information back to the school's parent community.
- In the event that the primary and the alternate member cannot attend a meeting, an organizational representative should be sent to the regular monthly meeting.
- Members are encouraged to express their parent community's opinions on any matter brought up by either the administration or a council representative.
- The Parent District Council serves a role in creating an opportunity to dialogue about district issues. Meetings are not a forum for personal or individual personnel issues.
- The district expects the information obtained at the Parent District Council to be shared with the school community through whatever vehicles are available and appropriate in each school organization.
- Parent District Council meetings will be held on the first Thursday of each month, September through May, from 11:30 a.m. to 1:00 p.m.

LHWHS Dads Club

The Dads Club is a registered non-profit organization that was started in 1955, the first year the school was opened. It provides financial support for a variety of student programs, clubs, events, and teams throughout the school. The group recognizes leadership, scholarship, and the value of participating in extra-curricular activities.

Several scholarships are provided each spring to the graduating senior class, including the Dads Club Scholarship. The annual winners have their portraits hanging in the main hallway. Dads Club also works with other parent groups to assist with the Senior After Grad Party, Post Prom Party, academic needs, organizations, clubs, athletic teams, orchestra & band, and many other LHWHS activities.

Contributions to the Dads Club may be tax deductible, and you can sample our BBQ at many school events and home football games, where our funds go back to students' needs. The Dads club periodically has fundraisers such as a poker event and a golf tournament. For more information, visit www.laduedadsclub.com.

Student Conduct & Discipline

Academic Code of Conduct

The faculty and staff of LHWHS expect the highest standards of honesty, ethical behavior, responsibility, and self-discipline from all students.

To promote these values, to protect everyone's right to a fair education, to maintain the integrity of the LHWHS academic program, and to specify behaviors contrary to these standards, this Academic Code of Conduct has been established.

Honor Code

"A Ladue Horton Watkins High School student does not lie, cheat, or steal, or tolerate the behavior of those who do."

Code of Ethics

Approved by the Board of Education, May 28, 2003.

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 their 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 in 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.

Academic Dishonesty

Cheating

Behaviors that are considered cheating include, but are not limited to, the following:

1. Looking at or copying from another student's work or allowing another student to look at or copy from one's work during testing.
2. Using any kind of written, mechanical, electronic, or other unauthorized aids in cheating including use of artificial intelligence applications or sites.
3. Copying work (homework or class work) assigned to be done independently, or letting others copy one's work.
4. Submitting the same assignment, or different versions of what is substantially the same assignment, in other courses or in subsequent attempts to pass a course.
5. Providing others with test information, or receiving test information from someone else.
6. Plagiarism (see below).

Note: "tests" or "testing" includes tests, exams, quizzes, or any other form of teacher assessment of student work.

Plagiarism

Plagiarism is defined as misrepresenting the work of others as one's own. This includes, but is not limited to, the following: writings, research, ideas, opinions, experimental data, and creative works. When a student wishes to make use of such materials, the student must give full credit to that source. This can be accomplished by means of a reference or attribution in the body of the text or speech, according to instructions provided by the teacher. The following guidelines should be used in complying with this code:

1. All quotations of exact words must be enclosed in quotation marks, and the exact source from which they were copied must be indicated.
2. The source of all summaries or paraphrases must be acknowledged. The sources of factual material beyond common knowledge must be indicated.
3. Any assistance given to the student writer through books, films, lectures, Internet sources, computer programs, or direct interviews should be properly and clearly credited.
4. Students should assume that all written assignments are to be completed independently unless the teacher's instructions explicitly permit collaboration.

Unauthorized Possession of School Materials

The theft, possession, or unauthorized use of the following school materials are serious violations of the Academic Code of Conduct:

1. Exams, tests, quizzes, answer keys, or any other materials utilized by teachers or other staff to assess student performance;
2. Standardized Tests (ACT, SAT, PSAT, Advanced Placement, etc.);
3. Computer access codes of other students, teachers, or staff;
4. Accessing student grades or other teacher records, both print and computer-based, without authorization.

Consequences for All Forms of Academic Dishonesty:

Consequences for 1st Offense:

- Required redo of assignment/assessment (or alternate assessment) with a 50% grade reduction (maximum score student could earn is 50%; if not completed, student will receive a zero), citizenship grade lowered, teacher calls parent, referral to grade-level principal.

Consequences for 2nd Offense:

- Required redo of assignment/assessment (or alternate assessment) with a 50% grade reduction (maximum score student could earn is 50%; if not completed, student will receive a zero), citizenship grade lowered, teacher calls parent, referral to grade-level principal. 10% semester grade reduction, National Honor Society: probation (current NHS members) or removal from consideration (prospective NHS members) for that school year.

Consequences for 3rd offense

- Required redo of assignment/assessment (or alternate assessment) with a 50% grade reduction (maximum score student could earn is 50%; if not completed, student will receive a zero); citizenship grade lowered; administration notifies parent; required attendance at Honor Council meeting with family, student, and other members of the faculty and administration; behavior contract; National Honor Society: permanent exclusion/removal; 20% semester grade reduction.

Consequences for 4+ offenses

- Out-of-school suspension with referral to Superintendent of Schools, automatic failure in the course in which the most recent offense occurred, and placement into Study Hall.

These are cumulative, meaning this record travels with the student for their high school academic career.

Note: Any student who engages in academic dishonesty will not be allowed to transfer into another section (virtual or otherwise) during that same semester. The grade earned will be the grade transcribed regardless of the time in the semester in which the academic dishonesty occurred.

Referral of Incidents of Academic Dishonesty

- Students who are aware of incidents of academic dishonesty have a responsibility to report such incidents to a teacher or administrator. Confidentiality and anonymity will be protected.
- Teachers and staff will refer incidents of academic dishonesty to the appropriate grade-level principal.

Dress Code

Dress and grooming are generally acceptable for school as long as they do not jeopardize anyone's health or safety, do not disrupt the teaching/ learning process, do not create school disorder, and are not immodest.

- Dress and grooming will be clean and in keeping with sanitary and safety requirements.
- All students must wear shoes, boots, or another type of footwear.
- Dress and grooming will not cause undue attention to an individual student.
- Students are discouraged from wearing hats or other headgear during the school day but may do so provided the headgear does not obscure the person's identity. Teachers have the option of not allowing student to wear hats or other headgear in their classrooms. Students must comply with all the classroom rules.
- Students may not wear clothing or accessories that display words or images advertising directly or indirectly alcohol, tobacco, drugs, or related products.
- Students may not wear clothing or accessories that are profane, obscene, or sexually suggestive, or that promote violence or hate groups.
- Activities that present a concern for student safety may require the student to adjust hair and/or clothing in the interest of maintaining safety.
- Additional dress regulations may be imposed for students participating in certain extracurricular activities.

***Note that students who are not dress-code compliant will be asked to change clothes or wear an article of clothing provided by the school.**

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. (See the district's website at www.ladueschools.net > About Us > Policies.) No procedure will impose dress and grooming rules based on gender in violation of Title IX.

E-HallPass

LHWHS is implementing the E-Hallpass system as a building universal in order to do the following:

1. Create a consistent pass system for the building.
2. Increase communication among faculty, staff, students, and parents related to student engagement and access to building resources.
3. Improve classroom management and engagement.
4. Ensure a safer environment for all students, faculty, and staff.

Students traveling to restrooms, water fountains, nurse, counseling office, main office, library, early dismissals, and IEP/504 plan-related breaks will use E-Hallpass. There is NO EXCEPTION for students to leave class without the use of E-Hallpass.

Hall Procedures During Lunch

During lunch, students may be in the cafeteria/multipurpose space, courtyards, or the Commons. Students are not to be in other parts of the building or elsewhere on school grounds. The Student Code of Conduct will be enforced during lunch.

Student Code of Conduct

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 [JGF](#).

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, 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. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

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 their residence.
4. If a student violates the prohibitions in this section, they 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 Schools 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 their 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.

Corporal Punishment

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the district shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion and restraint is not a violation of this policy.

* * * * *

LADUE SCHOOL DISTRICT POLICY

DATE ADOPTED: 8/27/2012

LAST REVISED: 8/29/2022

FILE: JGA-2

Search and Seizure

School officials have the authority to search students' property (including purses, backpacks, gym bags, etc.), provided that the search is justified at its inception and reasonable under all the circumstances. School officials will exercise discretion to perform searches as they deem necessary to maintain the safety and welfare of students and staff, to prevent violations of discipline policies, or to prevent interference with the educational process. School officials will NOT conduct strip searches under any circumstances. Lockers and desks assigned to students remain the property of the Ladue School District and may be searched by school officials with or without notice. Vehicles driven by students to school are likewise subject to search by school officials.

School officials will also call in law enforcement officials (including School Resource Officers) when they deem it necessary or appropriate or otherwise required by law. Those law enforcement officials may conduct searches and take other appropriate action pursuant to their authority as law enforcement officials.

Procedures for the Use of Breathalyzers at LHWHS

LHWHS is committed to the promotion of healthful living and to the safety and well-being of its students. In keeping with this commitment, the administration believes that the use of breathalyzers during school-sponsored events, on or off school grounds, and during the school day is an acceptable deterrent to the use of alcohol by underage drinkers.

The use of a Breathalyzer will be governed by the following practices:

- Only students about whom there is a reasonable suspicion of consumption of alcohol will be requested to submit to a breathalyzer test.
- The breathalyzer will not be used to conduct random testing of students.
- If a student admits to the consumption of alcohol, no breathalyzer test will be administered. Parents will be called and disciplinary action will be administered.
- All breathalyzer tests will be conducted in secure locations, to the extent possible, away from other students.
- All breathalyzer tests shall be administered by a LHWHS certified staff member trained in using the instrument.
- Results of any breathalyzer testing will be treated as confidential student information.

The determination of reasonable suspicion will be based on, but not limited to, any one or more of the following indicators:

- Flushed face;
- Red, watery, glassy, or bloodshot eyes;
- Odor of alcohol on breath, clothing, or person;
- Strong odor of mouthwash, mouth spray, or excessive gum-chewing;
- Slurred speech/unable to follow instructions/failure to comprehend questions;
- Impaired motor skills (i.e., unsteady feet, swaying, etc.);
- Being combative, argumentative, or inordinately jovial;
- Lack of awareness in regard to time and place;
- Vomiting;
- Found in possession of product containing alcohol; and/or
- Exiting a vehicle (limo, party bus, car) in which containers of alcohol are observed.

If an administrator has reason to believe that a student has consumed alcohol, based on one or more of the above indicators or other reasonable indicators, the administrator shall request the student to submit to a breathalyzer test, following the practices outlined above.

If the student tests positive, their parents or guardians will be called to pick up the student. Under no circumstances will a student be allowed to transport him or herself from the event. No refunds will be provided to these students or their guests. Additional disciplinary action will follow, including suspension from school.

Should the student refuse to take a Breathalyzer test, it will be deemed that the suspicion of the administrator is confirmed and the procedures listed in the preceding paragraph will be followed including suspension from school.

Any student who tests negative with the breathalyzer will be allowed to continue to participate in the event/activity providing the supervisor does not suspect the use of other drugs, or unless other disciplinary rules apply to the student's behavior.

Note: Breathalyzers test for alcohol consumption and have no bearing on determining whether a student is under the influence of prescription or illegal drugs.

Note: Emergency help will be called if the student is assessed to be at risk for alcohol poisoning or in need of medical assistance.

Note: If a student believes the test is providing a false positive, the student may request a second test. The student will be monitored for 15 minutes, without placing anything in their mouth before the second test is given.

Prohibited Conduct

Weapons or Objectionable Items

Students shall not be in possession of objectionable items, which are

1. Weapons, which shall mean a firearm, as defined under 18 U.S. C. §§ 921 and the following items, as defined in section 571.010, RSMo: a black jack, a concealable firearm, an explosive weapon, a firearm, a firearm silencer, a gas gun, a knife, knuckles, a machine gun, a projectile weapon, a rifle, a shotgun, a spring gun or a switchblade knife, and any other items the Board includes as weapons.
2. An object capable of causing physical injury that a student uses or threatens to use for that purpose.
3. Other items whose presence causes a disruption to the educational process or that is being used in a manner that jeopardizes the safety and welfare of another person.

A student is in possession of an objectionable item if it

1. is on their person
2. is in anything that the student is carrying (backpack, purse, book, etc.)
3. is in any locker assigned to the student,
4. is found anywhere on school premises, including vehicles, and is determined to belong to the student, except in those instances when the student demonstrates to the satisfaction of the school administrator that they are not responsible for its presence at school. School personnel may take possession of and retain objectionable items. Objectionable items shall be returned upon parental request unless they were turned over to the police.

Assault

Assault involves using physical force, such as hitting, striking, or pushing to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree. Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree is prohibited.

Drugs and Alcohol

District policy prohibits any student involvement with alcohol, drugs, or controlled substances of any kind in school or at school-related environments. This includes the purchase, possession, use, dispensing, selling or transfer of alcohol, unauthorized medication, drugs or other controlled substances, “look-alike” or imitation drugs, substances represented to be drugs, or drug paraphernalia. For purposes of this policy, the term “controlled substances” shall include alcohol, narcotics, depressants, stimulants, hallucinogens, and all substances described in Section 195.017 of the Revised Statutes of Missouri. For purposes of this policy, the term “drug paraphernalia” means all equipment, products, and materials described in Section 195.010(17) of the Revised Statutes of Missouri. All students and employees of the district are expected to bring to the immediate attention of the school principal any knowledge of, or any observation of, the purchase, possession, use, dispensing, sale, or transfer of alcohol, unauthorized medication, drugs, other controlled substances, or associated drug paraphernalia occurring on school property, school buses, or at school-sponsored activities wherever it occurs.

It shall not be a violation of this policy for a student to possess or use prescription or non-prescription medication when abiding by the school district’s medication policy.

Verbal and Physical Misconduct

Actions prescribed herein include, but are not limited to, the following: bodily harm, threat of harm, extortion, insubordination, coercion, fighting, sexual harassment or abuse, obscene language, obscene communication or gestures, theft, swearing, deceit, disrespect for others, vandalism, and actions that are felonies or would be felonies if committed by

an adult under state and/or federal laws.

Use or Possession of Tobacco or Tobacco-Related Products

Smoking and the use of tobacco products, including electronic cigarettes, vaporizers, or other nicotine-delivery products, by students is prohibited in all school buildings and on all school district property at all times. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy [JHCD](#).

Nuisance Items

Items that fall outside the purview of “objectionable items” may be confiscated and later returned if their presence or use creates a disturbance to the maintenance of an atmosphere for orderly learning. Items herein include, but are not limited to, the following: portable media players, devices that can be used as digital/electronic recorders, tape recorders, all types of cards, magazines, skateboards, water pistols, laser pointers, and other toys and items that may distract from or interfere with the school program.

Sexual Misconduct

For the purposes of this policy, “sexual misconduct” is defined as “actual or simulated conduct, including but not limited to, indecent exposure or the engagement in any heterosexual or homosexual act on school property, on a school bus, during school functions or at school-sponsored activities.”

Sexual Harassment

Every student and staff member has the right to attend school and work in an environment free of sexual harassment, offensive use of sex-oriented jokes, or epithets. Such conduct is improper, contrary to school district policy and unlawful and, therefore, prohibited for all students and employees of the district. For the purposes of this handbook, “sexual harassment” is defined as “unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of interfering with an individual’s work/school performance or creating an intimidating, hostile, or offensive educational environment.” This definition includes, but is not limited to, both overt and subtle types of harassment such as uninvited letters, telephone calls, looks, gestures, touching, teasing jokes, remarks, pictures, and questions of a sexual nature, as well as other verbal or physical conduct of a sexual nature. Whether a student voluntarily submits to sexual advances or requests is irrelevant.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor, or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint.

Employees who witness sexual harassment against students shall immediately notify the designated administrator or the next level administrator who is not the subject of the complaint.

There will be no adverse action taken against a person for reporting an incident or participating in or cooperating with an investigation. The appropriate administrator shall provide for an investigation of the incident and shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. Students who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

The Director of Student Services is to receive reports of student sexual harassment.

Harassment

Harassment is defined under § 565.090 RSMo. as any action that communicates a threat to commit any felony to another person and in so doing, frightens, intimidates, or causes emotional distress to such other person; the use of coarse language offensive to a person of average sensibility and that results in a reasonable apprehension of offensive physical contact or harm from such language; frightening, intimidating, or causing emotional distress to another person by anonymously

making a telephone call or any electronic communication; or knowingly communicating with another person who is, or purports to be, 17 years of age or younger, and in so doing and without good cause recklessly frightening, intimidating, or causing emotional distress to such other person; knowingly making repeated unwanted communication with another person; or without good cause, engaging in any other act with the purpose of frightening, intimidating, or causing emotional distress to another person.

Senior Pranks

Seniors who engage in destructive, disrespectful, disruptive, and/or dangerous activities that detract from the good order and discipline of the school may be subject to any or all of the following consequences:

- suspension or expulsion;
- not being allowed to attend or participate in the commencement ceremonies; and/or
- not being allowed to attend the post-commencement party or other special events planned for seniors.

Failure to Care for or Return District Property

Respect for district property is expected. Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment is not acceptable.

Technology Misconduct

Technology misconduct includes attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to 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 district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

Students also will not use, display or turn on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

Students may not use audio or visual recording equipment in violation of Board policy [KKB](#).

Bullying and Cyberbullying

Intimidation or harassment of a student or multiple students perpetuated by individuals or groups will not be tolerated. Bullying includes, but is not limited to the following,: intentional exclusion and/or isolation; physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide, or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

Gangs and Gang Behavior

Students are prohibited from participating in or promoting any gang-related behavior. This includes the use of gang signs, writing, graffiti, paraphernalia, colors, or clothing. For purposes of this policy and the disciplinary guidelines, “gang” is defined as an association or group of two or more individuals, whether formal or informal, having one of its primary activities the commission of any criminal acts, including violence, drug use or distribution, and acts of intimidation.

Disciplinary Consequences

Because there are significant differences in the maturity and responsibility of students at the elementary, middle, and senior high schools, the Board has adopted the following guidelines to assist the principals and the superintendent in administering the discipline policy. Misconduct may, however, result in a suspension by the superintendent for additional school days or expulsion by the Board.

The Board recognizes that significant differences in the understanding and acceptance of the necessity for standards of conduct and in the seriousness of infractions by elementary students generally makes suspension from school at that level unusual, except in the case of serious or continued misconduct.

The Board has included guidelines so that those cases will be dealt with in a uniform manner. In each case of misconduct, the principal and/or superintendent shall consider the student's prior conduct and mitigating and other relevant circumstances in determining whether a more or less serious disciplinary measure than the one suggested in the guidelines should be invoked. In the case of an act of misconduct not listed in the guidelines, the disciplinary action taken shall be reasonable and consistent with disciplinary measures suggested in the guidelines. If a suspension is invoked, every effort will be made to contact the parents/guardians to inform them of their student's suspension before the student is sent home. If, at the end of the school day, the parents have not been notified, the student will be dismissed at the regular school time and administrators will continue to attempt to contact the parents/guardians until contact is made.

Disciplinary measures shall be invoked in a nondiscriminatory manner.

Disciplinary Guidelines for High School

These guidelines are for general reference. Disciplinary actions, including lengths of suspensions, may vary depending on whether it is a first offense or a subsequent offense, the severity of the incident, or other individual circumstances.

Misconduct	Maximum Period of Suspension
Drugs, drug paraphernalia, “look-alikes,”– possession, use, sale or transfer; being under the influence of drugs or alcohol while at school or any school-related activity	Up to 10 days, plus referral to the superintendent and legal authorities
Assault on school personnel	Up to 10 days, plus possible referral to the superintendent and legal authorities
Assault on another person	Up to 10 days, plus possible referral to superintendent and legal authorities
Vandalism (intentional destruction of property)	Up to 10 days, plus restitution
Weapons and/or objectionable items	Up to 10 days, plus possible referral to the superintendent and legal authorities
Hazing or intimidation (action that is intimidating, demeaning, humiliating or endangers another student’s safety)	Up to 10 days
Theft of exams, tests, quizzes or answer keys; unauthorized possession/use of school keys or computer access codes	Up to 10 days
Academic misconduct: buying or unauthorized possession or distribution of exams, tests, quizzes, or answer keys; having another student take an exam, test or quiz; taking an exam, test or quiz for another student; cheating/plagiarism	Up to 10 days
Sexual misconduct	Up to 10 days, plus possible referral to the superintendent and legal authorities
Theft, possession of stolen property, or extortion	Up to 10 days, plus restitution
Threats directed toward a staff member	Up to 10 days
False emergency call or report	Up to 10 days
Insubordinate, defiant, disrespectful behavior or language toward school personnel (refusal to comply with a directive, arguing, providing false information to school personnel)	Up to 5 days

Misconduct	Maximum Period of Suspension
Fighting	Up to 10 days
Gambling	Up to 3 days
Use or possession of tobacco or tobacco-related products, including e-cigarettes, vaporizers, or other nicotine-delivery products	Up to 10 days
Gang activity and gang behavior (use of gang signs, writing, graffiti, paraphernalia, colors or clothing)	Up to 3 days
Failure to care for or return district property	Up to 1 day, plus restitution
Technology misconduct; violation of district network and internet use policy; unauthorized possession of computer access codes	Up to 10 days, plus possible referral to superintendent and legal authorities, restitution
Forgery	Up to 1 day
Bullying and cyberbullying	Up to 10 days
Sexual Harassment	Up to 5 days
Inappropriate or abusive language directed towards school personnel	Up to 5 days
Harassment and/or threats directed at another student	Up to 10 days
Roughhousing or acts that endanger other's safety	Up to 2 days
Possession of or use of nuisance items	Up to 1 day
Instigating a fight	Up to 1 day
Leaving school grounds without permission	Up to 1 day
Being in an unauthorized location without permission	Up to 1 day
Being on campus or at a schools special event while on suspension	Up to 1 day

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Policies & Procedures

Attendance

Because a well-educated citizenry is a goal of democratic society, Missouri statutes (RSMo 167.031, 167.061) mandate school attendance and compel school officials to monitor compliance.

Student Attendance Policy

Philosophy: Regular attendance is vital to the success of students. LHWHS values attendance and punctuality. Students are expected to attend classes daily and to arrive on time. Students should maintain a good attendance record because a direct relationship exists between school attendance and grades, citizenship, and overall success in school. Students and parents should understand that absences, whether excused or unexcused, negatively impact student learning and the student's grade in class. Furthermore, the regular interaction of students with one another in the classroom and their participation in well-planned learning activities are necessary parts of the learning process. Absence from school may be necessary under certain conditions, especially for certain chronic illnesses. The school has a compelling interest to ensure that students attend class.

- School hours are 7:30 a.m. to 2:30 p.m.
- Students are expected to arrive at school and to all classes on time.

The Missouri Department of Elementary & Secondary Education (DESE) defines a student as chronically absent if they miss more than 10% (excused or unexcused) of a school year. High school families will be receiving biweekly communication outlining your child's overall attendance percentage, tardies, and unexcused absences. Please view our [school calendar](#) to consider scheduling necessary appointments during dates and times that will not conflict with school.

Attendance Procedures for Student Sign-In

All students must enter school through the front office while school is in session. **It is strictly prohibited for students to open doors for anyone (including other students) during the school day.** Students arriving late to school or returning while school is still in session must sign in at the Attendance Office and receive an E-Hallpass to class.

Procedures for a Parent Signing-In a Student: If a parent/guardian is dropping off a student after school has begun for the day, they should come into the office with their student. The parent will complete an online sign-in form, and the secretary will give the student a pass to class.

Procedures for a Student Signing-In Without a Parent/Guardian: If a student arrives to school after the day has begun without a parent, the student will report to the attendance office and complete the electronic sign-in form. The student will then be given an E-Hallpass to class. If the parent wishes to excuse this tardy, the parent/guardian must email or call the attendance office within 48 hours to do so.

Attendance Procedures for Student Sign-Out

Students may not leave campus during school hours without checking out through the Attendance Office.

- **Student Early Dismissal:** Any person requesting release of a student must present proper identification prior to release of the student. *
- **Pre-Arranged Early Dismissal:** Should a student need to leave school early for a pre-arranged reason, such as an appointment, the parent/guardian can send an email or handwritten note, indicating the student's name and dismissal time, to the attendance office at least 24 hours prior to the scheduled early dismissal. A pass will be delivered to the student on the morning of the early dismissal so that they can leave class at the appropriate time and be waiting in the office for their parent's arrival. The parent/guardian must come into the office, present proper identification, and sign out their student on the electronic form.
- **Regular Early Dismissal:** If a last-minute need arises for an early dismissal, the parent/guardian must come into the attendance office, present proper identification, and complete the electronic sign-out form. The student will be brought down to the office as quickly as possible; however, please note that, depending on the time of day, this may take as long as 10-20 minutes. If the student is in lunch or Seminar, the wait time may be significantly longer.

- **Early Dismissal During Final Exams:** In an effort to maintain a secure testing environment free of disruptions, students will not be called out of class during final exams. Students may be excused prior to the start of final exams and during passing periods from one final to the next.

Note: Students will not be released to come to the attendance office for an early dismissal unless they have an E-Hallpass from the attendance office. If they do not have this, they will have to wait until their parent arrives in the building, signs them out, and a staff member brings them to the office. Parents should not text/call their student, asking them to leave class and meet them in the office. Teachers are not permitted to send students to the office for dismissal without an attendance office dismissal pass.

- **Early Dismissal of Students Who Drive to School:** LHWHS requires double verification of early dismissal for any student who will be leaving campus by driving on their own*. The parent/guardian must email or send a written note to the attendance office AND must call the attendance office to confirm the early dismissal request. Once this double verification has taken place, an E-Hallpass will be sent to the student so that they may come sign out in the office at the required time. Please note: Students may not come to the office to sign out for an early dismissal unless they have a pass from the attendance office.

**Parents who would prefer to bypass the double verification can come in person to the office for a double verification bypass form that indicates only a single method is required to excuse their student for an early dismissal.*

**It is LHWHS procedure to contact parents by phone or email to notify them of their student leaving campus.*

Tardiness

- A student is considered tardy when they enter the class after the bell has rung. Individual teachers may establish further requirements (e.g., being seated, having materials ready, etc.).
- Arriving to class more than 40 minutes late on a Blue or White day or 20 minutes late on a Ram day without a pass will be considered an unexcused absence.
- A student who has three (3) tardies to class in a grading period may receive an “I” citizenship grade, and parents will be notified. A fourth tardy may result in a “U” citizenship grade, parent contact, and/or student conferences. *
- Students with a parking permit that accumulate more than 7 excused or unexcused tardies in a nine-week grading period will lose their parking permit for the following nine-week grading period.

**Regular and punctual patterns of attendance will be expected of each student enrolled in the Ladue School District.*

Excusing an Absence or Tardy

If the parent/guardian did not excuse an absence in person as part of the sign in/out procedure, the parent/guardian is responsible for sending a written message or email to the Attendance Office, lhwsattendance@ladueschools.net, within 48 hours to excuse the absence or tardy. The attendance office voicemail (314-993-4540) is also available to receive messages 24 hours a day if a parent/guardian is unable to send an [email](mailto:lhwsattendance@ladueschools.net). Any absence not verified by the parent/guardian within 48 hours after the student returns to school will count as an unexcused absence. If an absence was recorded in error, it is the responsibility of the student to check and clear any discrepancies with the teacher who marked their attendance the next day. Parents/Guardians may also check daily attendance on Infinite Campus; information on enrollment is available in the school office.

Unexcused Absences

Absences not properly excused using the procedures above will remain unexcused. In situations in which the unexcused absence is due to truancy, more formal penalties may be assigned to discourage future truant behavior.

Excessive Absences (excused or unexcused)

High school families will be receiving biweekly communication outlining your child's overall attendance percentage, tardies, and unexcused absences.

- After the tenth absence from a class in a single semester, an administrator will notify the parents/guardians through a letter explaining the school's attendance policy unless the parent/guardian has previously notified the school of acceptable extenuating circumstances. Further contact to discuss the nature of the absences may be warranted.
- Absences beyond the tenth may require additional documentation (doctor's note, etc.).

- This policy does not apply to pre-arranged absences, absences for religious holidays or bereavements, college visits, field trips, or other education-related absences.
- If a student accrues 10 or more unexcused absences during a single semester, the building administrator may refer the student's record to the Director of Student Services to determine whether a referral to Family Court is necessary.

Make-Up Policies

Make-Up Policy (excused): Students who are absent are expected to make up all missed schoolwork. Students who have an excused absence will have full make-up privileges within the reasonable guidelines set by the teacher. Homework assignments may be requested by the parent/guardian through the Counseling Office if the student is going to be absent three or more days. When a parent request is made, a 24-hour period is needed to send out notification to teachers and obtain all responses. For absences of shorter duration, a student should check Google Classroom and contact classmates or their teachers directly to obtain assignments.

Make-Up Policy (unexcused): A student who misses a class and is unexcused is expected to make up all missed work but will not receive credit. Out-of-school suspensions are not considered unexcused absences. Students assigned an out-of-school suspension are expected to make up all work for credit.

Pre-Arranged Absences

- A student who knows in advance that they will be absent on a given date or dates must complete a Pre-Arranged Absence Form prior to the date. The form can be picked up from the Attendance Office. The completed form (including teacher signatures that indicate that make-up arrangements have been made with the teacher) must then be signed by the parent and appropriate principal. The form will then be filed with the Attendance Office.
- Examples of Pre-Arranged Absences include college visits, religious observances, family obligations, and/or vacations.

Extended Absences for Medical Reasons

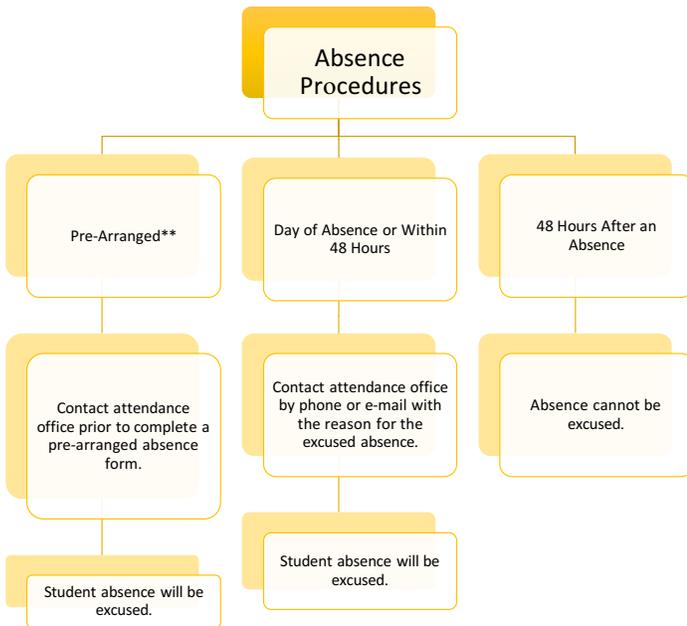
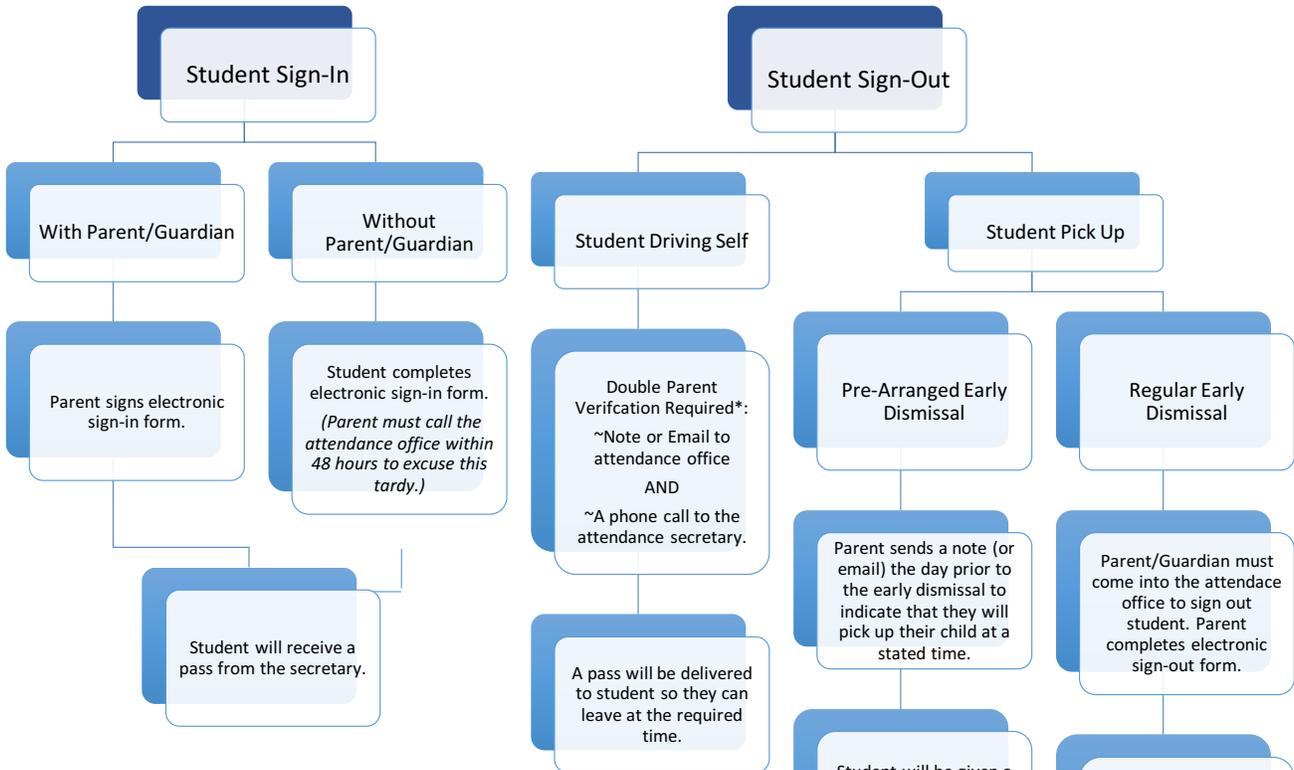
1. Surgery/Hospitalization

- The parent/guardian needs to do the following: i. Notify the attendance office of student's anticipated absence(s). ii. Notify student's school counselor of the date of the surgery and/or hospital admission and the expected number of days out of school. iii. Notify the counselor if the student will have restrictions or additional needs upon their return (i.e., crutches, boot, wheelchair, etc.) iv. Determine with the counselor if homebound services are needed for the student.
- The school counselor will do the following: i. Notify the school nurse, grade-level principal, and current teachers. ii. Notify the counseling office secretary who will request homework from the student's teachers. iii. Notify the nurse if an elevator key is needed. iv. Complete a homebound application, as needed. v. Meet with the student upon their return to school, as needed.

2. Out-Patient or In-Patient Care

- The parent needs to do the following: i. Notify the attendance office of student's anticipated absence(s). ii. Notify the student's school counselor of the treatment program/facility and the expected number of days out of school. iii. Inform the counselor as to whether or not they have signed a Release of Information through the particular agency.
- The school counselor will do the following: i. Notify the school nurse, grade level principal, and current teachers. ii. Notify the counseling office secretary who will request homework from the child's teachers. iii. Determine, with the parent, if an educational support plan is needed. If an educational support plan is needed, the school counselor will take the following steps: 1. Create the plan. 2. Obtain signatures from the student and parent(s)/guardians(s). 3. Share the plan with the school nurse, grade-level principal, and current teachers. 4. Provide a copy of the plan to the administrative assistant assigned to substitute teachers. iv. Await contact from the facility's educational consultant in order to determine the student's needs as they relate to the therapeutic placement v. Meet with the student upon their return to school.

Ladue Horton Watkins High School Student Attendance Procedures



**Parents that would prefer to bypass the double verification, can provide an email "standing pass" to the attendance office that indicates that only a phone call is required to excuse their child.
 **pre-arranged absences include doctor's appointments, college visits, religious observances, family obligations, and/or vacations.*

Attendance Line: (314) 993-4540
 Attendance E-mail: lhwsattendance@ladueschools.net

Audio and Visual Recording

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

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

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

Outside Entity: Any individual, group, organization or corporation other than the administration, officers, staff, or students of the Ladue School District or individuals authorized to act for the district.

Recording by Outside Entities

The Ladue School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to

1. Performances or activities to which the general public is invited such as athletic competitions, concerts, and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Ladue School District Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Recording by Students

The Ladue School District prohibits the use of video or audio recording equipment on district property or at district activities by students except

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts, and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

REFER TO LADUE SCHOOL DISTRICT POLICY: [KKB](#) AUDIO AND VISUAL RECORDINGS.

LAST REVISED: 01/10/2022

Recording of Meetings

The Board of Education prohibits the use of audio, video, or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

LADUE SCHOOL DISTRICT POLICY

DATE ADOPTED: 1/10/2022

FILE: [KKB](#)

Posters

All posters must have the prior approval of the activities coordinator, Greg Kendall. Persons responsible for hanging posters are also responsible for their removal immediately after the event. Posters for non-school-sponsored activities must have the prior approval of Director of Communications at the Administrative Center.

Student Publications

Guidelines

Students may distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expressions which

1. Are obscene to minors;
2. Are libelous;
3. Are pervasively indecent or vulgar;
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); and
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of materials in categories 1 through 6 to any student is prohibited.

Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the principal or their secretary 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request.
2. Date(s) and time(s) of day of intended display or distribution.
3. Location where material will be displayed or distributed.
4. The grade(s) of students to whom the display or distribution is intended. Within 24 hours of submission, the principal (or their designee) will render a decision whether the material violates the guidelines section above or the time, place, and manner of distribution section of this policy. In the event that permission to distribute the material is denied, the person submitting the material is denied, the person submitting the request shall be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place, and manner of distribution section of this policy.

If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or their secretary. If the person does not receive a response within three days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the superintendent of schools to verify that the lack of response is not due to an inability to locate the person.

If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place, and manner of distribution section of this policy.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Time, Place, and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as follows:

1. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
2. Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school.
3. When 10 or more copies are to be distributed, time and place of distribution will be established by the administrative staff.

Definitions

The following definitions apply to the following terms as used in this policy:

1. “Obscene to minors” is defined as

- a. The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested.
 - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals.
 - c. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. “Minor” means any person under the age of 18.
 3. “Material and substantial disruption” of a normal school activity is defined as follows:
 - a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption that interferes with or impedes the implementation of that program.
 - b. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), “material and substantial disruption” is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
 - i. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
 4. “School activities” means any activity of students sponsored by the school and includes – by way of example, and not by way of limitation – classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
 5. “Unofficial” written material includes all written material except school publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards, and underground newspapers, whether written by students or others.
 6. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation, or to lower him or her in the esteem of the community.
 7. “Distribution” means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale, and accepting donations for copies. It includes displaying written materials in areas of the school, which are generally frequented by students.

Disciplinary Action

Distribution by a student of unofficial written material prohibited in the guidelines section or in violation of time, place, and manner of distribution section of this policy will be treated as a violation of public decency and good order, as provided in district policies.

Notice of Policy to Students

A copy of this policy will be published in student handbooks.

Technology Usage

Any purchases of technology equipment and/or related accessory items that connect to the district network must be approved by the Director of Technology and processed by the Technology Department. Please refer to the [Technology Student Guidebook](#) for the latest updates.

Student Users

All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Employee Users

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users

Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, and procedures.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purposes of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying, or modifying district files or data without authorization is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes, or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support, or oppose any ballot measure or candidate for public office is prohibited.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The district will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. Accessing, viewing, or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view, or disseminate information that constitutes insulting or threatening 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); presents a clear and present likelihood that, 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 district policies and procedures. acts, or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy, or use of leave protected by the Family and Medical Leave Act (FMLA).
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools, or other disruptive or destructive programs into a district computer, network, or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies, and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is responsible for all e-mail and other electronic messages originating from the user’s e-mail or other electronic messaging accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy, or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than ten addresses per message per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations, and procedures and adhere to the same standards expected in the classroom.

Communication Devices

Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district’s resources or examine and delete data stored on district computers as allowed by the district’s retention policy.

Waiver

Any user who believes they have a legitimate educational purpose for using the district’s technology in a manner that may violate any of the district’s policies, regulations, or procedures may request a waiver from the building principal, superintendent, or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Notice of Nondiscrimination

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 anyone 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.

COMPLIANCE COORDINATORS

Personnel and Other Adults: Dr. Julie Helm, Assistant Superintendent for Human Resources
9703 Conway Road | St. Louis, MO 63124 | 314-994-7080
Email: jhelm@ladueschools.net

Students: Dr. Derrick Wallace, Assistant Superintendent for Student & Community Services
9703 Conway Road | St. Louis, MO 63124 | 314-994-7080
Email: dwallace@ladueschools.net

Dr. Tiffany Taylor-Johnson, Director of Student Services
9703 Conway Road | St. Louis, MO 63124 | 314-994-7080
Email: ttaylor@ladueschools.net