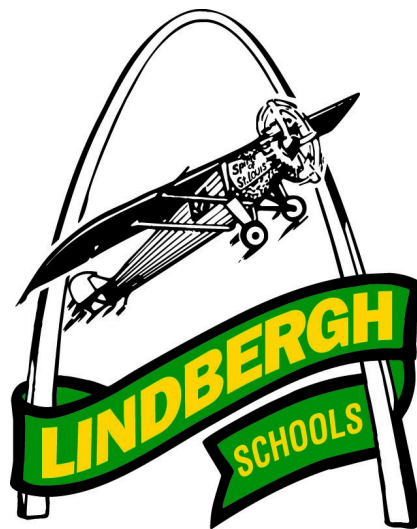


**Flyers Club**  
**School-Age Care**  
**Grades K-5**



**Family Handbook**

**Lindbergh**Schools

Welcome Families,

We are so excited to have your child soar with us in Flyers Club! Our Flyers Club before and after school-age care program provides students in grades K-5 with a fun, safe, and engaging program during the hours before and after school. Programs are located at all Lindbergh elementary schools, providing a familiar and convenient setting. The staff-student ratio for Flyers Club is 1:16. Student interests direct the activities in Flyers Club. Activities may include art, drama, literacy, math games, science, music and reading. Exploration of ideas and friendships with peers are encouraged by our caring Flyers Club staff team. Participation is limited to attending students only. Please note that enrollment options and changes are subject to availability. Our school-age care team is readily available to answer any questions you may have.

We also offer Camp Flyers Club during the Summer. Policy and Procedures in this handbook also apply to our Summer program. Any differences that may apply due to the nature of a summer camp setting will be noted in the Summer Camp Guide on our website.

We look forward to sharing a wonderful experience with your student.

Sincerely,

Your Flyers Club School-Age Care Team

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## Program Philosophy

Flyers Club is a part of the Lindbergh Community Education and Recreation department. We offer lifelong learning and recreation opportunities to all residents and community members. We offer a broad range of programs and services including school-age care for Lindbergh K-5 students through our Flyers Club programs. Our programs strive to develop an atmosphere that emphasizes learning, teamwork, sportsmanship, resiliency, and enthusiasm!

An educated citizen is the foundation of a democratic society in which respect and responsibility determine strength of character. We believe Character Education must be an integral part of extracurricular activities. As a part of Lindbergh Schools, we are committed to develop students of character who exemplify personal responsibility, respect for others, ethical actions, acceptance of cultural diversity, confidence in an ability to achieve goals and pride in work, appearance, and action.

## Purpose

Learn, inspire, and influence. Together we aspire to:

- Inspire inquiry, creativity and achievement
- Foster integrity, compassion and respect
- Promote lifelong learning in a safe and caring environment

We believe:

- In the dignity and worth of each individual
- In encouraging children to make choices and actively explore their own environment
- In committing ourselves in a cooperative effort with families, staff and children to maximize self-esteem, self-worth, self-respect and self-control

## Contact Information

Email: [communityed.rec@lindberghschools.ws](mailto:communityed.rec@lindberghschools.ws)

Phone: 314-729-2400

Website: [www.lindberghschools.ws/community/comm-ed](http://www.lindberghschools.ws/community/comm-ed)

*District offices are closed on Fridays during the summer*

## Meet Our Team

**Program Manager:** Jennifer Bergman\* [jenniferbergman@lindberghschools.ws](mailto:jenniferbergman@lindberghschools.ws) 314-729-2400 x 4944

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**Flyers Club Supervisor:** Heather Burris\* [heatherburris@lindberghschools.ws](mailto:heatherburris@lindberghschools.ws) 314-729-2400 x4943

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**Program Administrative Assistant:** Karen Becker\* [karenbecker@lindberghschools.ws](mailto:karenbecker@lindberghschools.ws) 314-729-2400 x4942

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**Billing Administrative Assistant:** Amy Wohlstadter\* [amywohlstadter@lindberghschools.ws](mailto:amywohlstadter@lindberghschools.ws) 314-729-2400 x4941

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### Our Flyers Club Site Supervisors:

Concord: Jasmeena Beckmann\* [jasmeenabeckmann@lindberghschools.ws](mailto:jasmeenabeckmann@lindberghschools.ws) 314-305-1658

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Crestwood: Sandy Trokey\* [sandytrokey@lindberghschools.ws](mailto:sandytrokey@lindberghschools.ws) 314-358-0473

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Dressel: Barb Quayle\* [barbaraquayle@lindberghschools.ws](mailto:barbaraquayle@lindberghschools.ws) 314-571-8231

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Kennerly: Emily Gray\* [emilygray@lindberghschools.ws](mailto:emilygray@lindberghschools.ws) 314-358-0472

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Long: Ethan Downey\* [ethandowney@lindberghschools.ws](mailto:ethandowney@lindberghschools.ws) 314-299-0194

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Sappington: Brenda Bourbon [brendabourbon@lindberghschools.ws](mailto:brendabourbon@lindberghschools.ws) 314-536-5037

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\*Denotes staff that are also part of our Camp Flyers Club Summer Team

**Please refer to the [Eleyo Parent Guide](#) for help in navigating your account in our Eleyo platform.**

## Enrolling Your Child

Enrollment is on a first-come, first-served basis and is contingent on staffing availability. All enrollment applications are placed on a waiting list pending approval. We have a rolling admission system with a 1:16 staff-to-student ratio. As we continue to confirm staff throughout the school year, we will move families off the waitlist and into the school-year program in order of registration. **Please note that prior account balances in Flyers Club or Community Ed must be paid in full for enrollment to be finalized. You will receive an email notification once your enrollment contract is approved.**

## Registration Process for the School Year

All Flyers Club enrollments and payments use Eleyo- a convenient, online platform to register and manage your account from your laptop, PC, or tablet. Below are some tips for creating your account and registering in our program. **Please note that there is a nonrefundable \$50 registration fee per child, with a \$100 per-family maximum.**

We open registration for current families one week before opening it to the general community.

Current families include:

- Families of students who are enrolled in the current school year's Flyers Club Before and After Care program
- Families of students who had approved child care contracts for the prior Summer Camp Flyers Club

New families include:

- Families who are new to our child care programs
- Families who may have had child care contracts in previous years, but are not enrolled in the current school year's Flyers Club Before and After Care program.
- Families who may have had approved child care contracts for Summer Camp Flyers Club in previous summers, but not in the immediate prior summer.

It is important to note that Eleyo and the Lindbergh Schools' District portal, Infinite Campus, ParentSquare, and Pikmykid are completely different platforms, and they do **not** "talk" to each other. Flyers Club staff do **not** have access to Infinite Campus or Pikmykid. It is *imperative* that **all** contact information, including emergency contacts, those authorized to pick up, food allergies, important medical information, special needs, etc., be current and complete in your Eleyo Flyers Club account.

**For RETURNING FAMILIES:** You do not need to create a new Eleyo account profile or add your children again if they are already listed on your Eleyo account.

**For NEW FAMILIES**, please follow the steps below to create your Eleyo account profile:

- Visit: [lindberghschools.ce.eleyo.com](https://lindberghschools.ce.eleyo.com)
- Create your profile by selecting Sign In (top, right corner).
- To create a new profile, log in with Facebook or Google, or select Create One Now.
- When creating an account, you will be required to enter your basic contact information, including an email address (used for logging in) and a password.
- On the left, under the Manage Family Members section, use the Add Emergency Contacts button to add new emergency contacts.
  - Use the Edit Emergency Contacts button to update that information. To prevent duplicate users in the system, when adding an emergency contact who is already on your profile, please search for the name and select the existing user from the list.
- Please refer to the [Eleyo Parent Guide](#) for help in navigating your account in our Eleyo platform.
- *An email will be sent from Eleyo with a link to verify your account. You will now be able to log in and proceed with submitting your enrollment form for the Flyers Club. Submission of your registration form does not guarantee placement in the program.*

## **Payment and Fees: (visit our [webpage](#) for the most current rates)**

Before- and After-Care program fees are assessed on a monthly flat rate. The fee amount is **not contingent upon the number of days services are provided** or upon **a student's attendance**. The monthly tuition draft schedule is 10 months (August-May). Please note that monthly rates are not based on the number of days in each month; they are evenly distributed over the entire regular school-year term. Fees are due and payable **regardless of attendance or absence**. To qualify for the before and after care combination rate, all days must be the exact same.

### **Payment Terms**

- **Draft on the 1st of the Month:**  
Payments processed on the 1st of each month constitute an advance payment for services rendered from the 1st through the last day of that same month.
- **Draft on the 15th of the Month:**  
Payments processed on the 15th of each month constitute an **arrears payment** for services rendered from the 1st through the 15th and from the 16th through the end of the month.

All fees are due as scheduled. Failure to remit payment in accordance with these terms may result in suspension or termination of program participation.

To pay online, go to: <https://lindberghschools.ce.eleyo.com>.

## Payment Processing Fees

### NEW - Effective May 25, 2026

Beginning **May 25, 2026**, all **electronic payments will include a Program Payment Fee in addition to the payment amount.**

- The Program Fee is **withheld before funds are deposited** into the school's bank account.
- Program Fees are **non-refundable**. Even if a refund is issued.
- If a refund occurs, only the applicable program charges will be refunded - not the Program Fee.
- This pricing model may change at any time due to card brand rule updates or government regulations.

#### Accepted electronic payment methods include;

Visa, MasterCard, Discover, American Express, eCheck (ACH)

#### Avoiding Program Payment Fees

To avoid Program Payment Fees, families may pay by check made payable to Lindbergh Schools.

Attention: Amy Wohlstadter, 9350 Sappington Rd., St. Louis, MO 63126.

Checks must arrive on or before the date due.

## Credits and Withdrawals

Credits, prorations, or refunds **will not be issued for:**

- Mid-month withdrawals
- Student absences
- Holidays
- School closures

The full monthly fee remains due in full regardless of a student's participation or withdrawal date.

## Late or Failed Payments

- Families will be notified electronically of late or failed payments.
- Payments must be resolved within 5 business days of the due date.
- On the 6th day past due, a \$25 late fee will be automatically charged to the student account.
- Child care may be suspended or terminated if payment is not brought current.

## Schedule Changes/Withdrawals for the School Year

Requests to change or withdraw from a program must be made through your **Eleyo account at least 14 days in advance.**

- A schedule change or withdrawal request *must* be submitted through your Eleyo account by the family at least 14 days in advance.
- Approved changes will be effective on the **first day of the following month.**
- Please note that your invoice date is the week prior to your chosen draft date. Once you are invoiced, our automated system no longer lets you choose the date for change or withdrawal for that tuition cycle.
- Once you have been invoiced for the upcoming month, no changes can be made for that billing cycle.
- All monthly tuition is **non-refundable and non-transferable.**
- If you are unsure if your request meets the advanced notice requirement, the Eleyo platform will only allow you to select available tuition cycles for modification.
- Please refer to the Camp Flyers Club Summer Guide for specific policies that pertain to our summer program only.

### Beginning-of- School-Year Schedule Change Freeze

To ensure the safety of all students and maintain clear communication among all staff (Flyers Club, teachers, and transportation) **during the busy start of the school year, we do not approve any schedule changes or withdrawals during August.**

This freeze allows us to maintain consistent and accurate rosters. The processing of any contract changes may not resume until September or October. Any requests for changes submitted before that time will be declined.

**Whether you are new to Flyers Club or a returning family, when you register for enrollment into a program, make a schedule change, or submit a withdrawal request, your request will be considered “pending” until you receive a confirmation email stating your child has been accepted into the program or that any changes have been approved.**

## Discounts

The **Lindbergh Schools Flyers Club, is a proprietary, fee-based program** that operates independently from the K–12 instructional program. While these programs are offered through the district, they are not part of the academic school day. They are designed to function in a businesslike manner with separate financial tracking.

Established discounts follow (Note: Only one discount can be applied)

- Free/reduced lunch qualification 50% (form for current year must be on file with food service)

- Families with multiple children enrolled in the same program for the same number of days and time will receive 10% off the monthly tuition for the 2nd and 3rd child.
  - This cannot be combined with any other discount. If two or more children in the same family have different fees, the discount applies to the lower fee(s).

### **Enrichment class and camps discount/rebate for current Flyers Club families**

If your child is enrolled in Flyers Club and also enrolls in a Community Ed & Rec enrichment class that takes place at the same school and during Flyers Club time, you may qualify for a 20% refund/credit for your child's enrichment course.

- To qualify, your child must be enrolled in an enrichment class that meets during before and after school Flyers Club time or during Flyers Club Summer Camp time. Please note that your child must be enrolled in Flyers Club on the same day(s) as the enrichment class.
- Upon completion of the enrichment class/activity, it is the family's responsibility to email a receipt or enrollment confirmation of that class to [communityed.rec@lindberghschools.ws](mailto:communityed.rec@lindberghschools.ws).
- Once confirmed by our administrative staff, a 20% refund/credit for the class will be issued to your payment method on file. Past classes include: Chess, Bricks 4 Kidz, Mad Science, Crayola Art, and more.

## **Pick Up Policies**

### **Authorized Pick up**

We recognize that families may have unique routines and schedules that require multiple people to be available for pickup and drop-off. You may authorize as many adults as you need to be "authorized pickups" by adding them to your **Eleyo** pickup list. You may add or remove people when necessary. Any person picking up **MUST** be on the authorized pick up list in Eleyo as well as providing a picture ID at the time of pick up.

### **Late Pickup Policy**

Please make every effort to ensure your child is picked up by 6:00 p.m. We understand that emergencies do sometimes occur. Please notify our office immediately if an emergency or unexpected situation arises that may prevent your child from being picked up on time. Late pickups may incur a \$1 per-minute charge to your account. Persistent tardiness will result in your child's dismissal from the program.

If there has been no contact with the late family by 6:30 pm, the Program Supervisor and Program Director are notified. If there has been no contact with the late family by 7:00 pm, the St. Louis County Police will be notified. The Program Director reserves the right to terminate enrollment if late pickups are excessive.

### **Inclement Weather Days**

Please listen for Lindbergh Schools closure status messages on Parent Square, automated text and

phone messages, as well as on local media. For up-to-date school status, please visit the District website, <https://www.lindberghschools.ws/>. If there is no school due to inclement weather, there will not be a Flyers Club that day.

If there is an early release due to inclement weather, a determination will be made in coordination with district administration on if there will be Flyers Club or not that day. If Flyers Club is open on an early-release day, please pick up your student as soon as possible.

There are no refunds for cancellations due to inclement weather.

## Special Days

### Early Release Days

Flyers Club offers programming on days when elementary schools have half days, at no additional cost to students enrolled in aftercare. Students who are contracted for aftercare on that day may attend at their regular elementary school location from dismissal time to 6 pm. Students must bring a water bottle and a sack lunch. Students and Flyers Club staff team plan together for extended activity time and special events.

### School's Out Camp

Flyers Club may offer programming on select days when schools are closed for an additional fee. This is a separate enrollment from the regular Flyers Club Before & After Care. Students will need to bring a water bottle, sack lunch, an AM snack, and a PM snack. Staff plan for extended activity time and special events. This program may be held at a different elementary school that is not your student's regular home school. Camp is contingent upon reaching the minimum required enrollment and securing adequate staffing. Program hours will vary based on staff and facility availability.

### Summer Camp Overview

Camp Flyers Club offers an engaging, active summer program for elementary students. This program offers a variety of field trips, guest speakers, swimming, and special activities. This program is for students who have completed grades K-5. **More detailed information will be available in the [Camp Flyers Club Summer Guide 2026](#).**

## Medical Information and Practices

**Please note:** during Flyers Club hours, the nurses' office is closed and Flyers Club staff do *not* have access outside of the regular school hours. You may also be asked to fill out a care plan for your child.

**If you have a child who will need to take medication during Flyers Club hours, please read the following information.** All required medications and paperwork must be given to Flyers Club personnel at the time you drop off your child. Medications cannot be left in the child's possession or backpack. This includes daily medications, inhalers, Epi-Pens, and similar items. Please contact the Flyers Club office if you have any questions or concerns regarding our policies and procedures. A Medication Administration Record form can be found [here](#) to print out for your convenience.

The Medication Authorization Form should include:

- The child's full name
- Medication name
- The dosage and times to be given
- The reason the medication is being given
- Signature of parent or guardian

Physician's authorization is required for the administration of all medications. For prescriptions, the pharmacy label on the original container is your authorization. Medication must be in the original container and labeled with the child's name. When having a prescription filled, we suggest asking the pharmacist for an extra labeled bottle or container to divide the medicine for home and school use, so you do not have to remember to bring it every day. For over-the-counter medications, you may place a call to your pediatrician's office to send us a note.

Please note that absolutely no medications can be left with your child or in a backpack.

### Child with Health Conditions

If your child has a life-threatening condition (examples: allergy requiring an Epi-Pen, asthma requiring a rescue inhaler or nebulizer or a seizure disorder with medication), please have emergency medication with your site supervisor. **Please note:** during Flyers Club hours, the nurses' office is closed and Flyers Club staff do *not* have access outside of the regular school hours. You may also be asked to fill out a care plan for your child.

### Emergency Medical Care Authorization

Family or guardians will be notified in the event a child has an emergency illness or accident. In a true medical emergency, our first priority will be to call 911. The policy for first responders with 911 is to dispatch the ambulance available at the time; hospital selection is at the ambulance's discretion.

### Illness or Injury

When a child has more than a minor injury or becomes ill, we will notify a parent or guardian. Examples include, but are not limited to, fever over 100 degrees Fahrenheit, vomiting, severe

coughing, diarrhea, pink eye, difficulty in breathing, unusual spots/rashes, or lice. Families may be asked to keep their child home for more than 24 hours, depending on the type of illness. Please consult with the school nurse in these situations. The child should have a temperature of 100°F or lower without fever-reducing medication for 24 hours.

### Contacting Families in a Medical Emergency

It is extremely important that you keep the following items updated:

- Cell phone number for parent or guardian
- Work phone number for parent or guardian
- Home phone number, if applicable
- Emergency telephone number of person or persons to call if the parent or guardian cannot be reached

### Additional Health and Safety Policies

#### Outdoor Play

Provided the temperature and air quality guidelines are met, we may go outside. To ensure your child is protected from cold, heat, sun, and insect-borne diseases, please send climate-appropriate clothing. Sunscreen and insect repellent may be applied by students under supervision.

We use district guidelines for outdoor activities. For a wind chill of 20 or below and a heat index of 99 or above, there is no outside play time. Time limitations may be used in certain situations.

#### Photos/Videos

Photos or videos of our children may be taken during program hours for promotional and marketing purposes. At times, a photo may appear in a newsletter, catalog, or on a website. **If you prefer that no photos/videos of your child be used, please email or write to our office to let us know.** Since our programs take place outside the school day, we need a separate notice from your school building form. Please note that any activities or events that take place and are in an area available to the public are exempt from removal. However, we will still make every effort to accommodate your preference. If you approve of your child's photo being taken for promotional or marketing purposes by the district, then no action is necessary.

#### Animal Policy

To protect students from potential allergens and bacteria from pets, we do not allow pets on campus. We allow animals to visit occasionally when they meet the school district's criteria, which include a stringent hand-washing procedure. Families who wish to allow their family pet to visit should obtain approval from the Principal in advance. Your pet's shot records will be required. Service animals are allowed.

## **Birthday/Party Treats**

Lindbergh Schools will no longer permit students and families to bring outside food to school for personal celebrations. This applies to birthdays and other special occasions when food items are brought to school to share with classmates and staff. Treat bags that contain non-food items are permitted. These changes will make it easier for the Lindbergh staff to ensure that snacks are safe for all students.

## **Procedure for Staff and Families to Negotiate Differences and Difficulties**

We encourage families to keep us informed of any concerns or issues that do not meet their needs. To address differences and difficulties, we believe that interpersonal relationship issues involving staff and families should be handled confidentially through an orderly, well-defined procedure. Interaction should be handled without bringing the individual families together. This should begin as informally as possible. If the family prefers a translator, one can be arranged at their request.

## **Confidentiality**

Confidentiality is practiced at all times. Information about children will not be discussed among staff, other families, or in classrooms in front of children. Transmitting information about children, families and other staff members is to be done in a private, professional manner.

## **Additional Support for Students**

During registration, families are asked to disclose social, emotional, cognitive, physical, or medical needs that may require special accommodations (e.g., allergies, diagnoses, behavior plans, IEPs, health plans, etc.). This disclosure is necessary to ensure the program is prepared to support each child's success. Enrollment will not be considered final until all requirements have been met and reviewed.

## ***Community Education and Recreation/Flyers Club Program Accommodation Statement***

The Lindbergh Schools **Community Education and Recreation Program**, including **Flyers Club**, is a **proprietary, fee-based program** that operates independently from the K–12 instructional program. While these programs are offered through the district, they are not part of the academic school day. They are designed to function in a businesslike manner with separate financial tracking.

We are committed to fostering an **inclusive and welcoming environment** for all participants, including students with **Individualized Education Programs (IEPs), 504 Plans, or medical health concerns**.

While we make every effort to accommodate diverse needs, our programs operate within specific **resources and staffing limitations**. We will make **reasonable efforts** to provide appropriate support; however, some specialized accommodations or modifications that are available in a school setting may not be feasible in this program.

## Guidance

Our goal in guidance and discipline is to help children develop inner controls that lead to self-discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach responsibility, and help make thoughtful choices. Effective guidance and discipline focus on the development of the child and also preserve a child's self-esteem and dignity. Actions that acknowledge the child's efforts and progress, no matter how slow or small, are likely to encourage healthy development. We use positive guidance to empower children to form positive relationships, resolve conflicts, and show respect for others. There are many positive actions that we can take to help prevent misbehavior and support each child.

- Set clear, consistent rules.
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities.
- Provide appropriate and engaging playthings.
- Encourage self-control by providing meaningful choices.
- Build children's images of themselves as trustworthy, responsible, and cooperative.
- Give clear directions, one at a time.
- Take action before a situation gets out of control.
- Encourage children often and generously.
- Set a good example.
- Help children see how their actions affect others.

## Actions for Intervention

Appropriate behavior should not go unrecognized, nor should inappropriate behavior be ignored. When a behavior is disruptive or hurtful, we take into consideration the following circumstances:

- The child's age and developmental level
- Circumstances occurring in the child's life
- The child's past behaviors and patterns of behavior
- The seriousness of the difficulty/problem/harm

We monitor behaviors through various documentation channels, including incident reports. This provides information that enables us to support a child using positive behavior strategies. When assessing a child's behavior, we will consider the following interventions. These interventions are not listed in any particular order.

- **Informal Talk**
  - The school official will speak with the child about their behavior.
- **Informal Family Contact**
  - The school official will consult with the family to gather and discuss information regarding concerns.
- **Family Conference**
  - A conference will be held with the families, and appropriate school officials will be present. The purpose of the conference is to identify steps and strategies to support the child's success.

- **Confiscation**  
Items not allowed in school or items that are being used inappropriately will be taken. Items may be returned based on the nature of the item.
- **Referral to Counselor**  
Families may be encouraged to seek counseling for the child or the family to assist in resolution or treatment for the behaviors.
- **Temporary Removal from Program**
  - A student may be removed from the program depending on their behavior.
- **Short Term Suspension (1-5 days)**
  - Depending on the behavior, a child may be suspended for 1-5 days. A short-term suspension typically precedes a long-term suspension and may follow a temporary removal.
- **Long-Term Suspension (5-10 days)**
  - A long-term suspension typically follows a serious disciplinary offense or a series of short-term suspensions. When a child has reached this point and interventions have not proven successful, then removal from our program is the next step.
- **Removal from Program**
  - This action is taken when a child's behavior puts other children and staff at risk. This is generally considered after a long-term suspension, when all attempted interventions have proven unsuccessful.
  - Removal from the program may occur before a one-time suspension if conduct is deemed unsafe or disruptive to others and would be detrimental to continued participation.

## Definitions of Behaviors

- **Bullying/Harassment/Intimidation**
  - Bullying/harassment/intimidation is considered to be words and/or actions directed toward an individual or group of individuals which intimidates, bullies, degrades or fails to respect another person's dignity. This includes, but is not limited to, references made to a person or groups based upon a person's age, sex, race, religion, or ethnic origin.
- **Chronic Disciplinary Violations**
  - Chronic disciplinary violations occur when a student has a series of serious disciplinary violations across different categories.
- **Destruction of Property/Vandalism**
  - Students responsible for the destruction, misuse, or damage to school district property will be required to make restitution for the damage.
- **Disrespect**
  - Any student who displays a lack of cooperation, whether by words or actions, toward school personnel, visitors to the school, or other students will be considered disrespectful.
- **Disorderly Conduct**
  - The disruption of the program or causing disturbances will be considered disorderly conduct. Disorderly conduct includes, but is not limited to, running, pushing, shoving or engaging in horseplay.
- **Extortion**
  - Obtaining or attempting to obtain an item or money by threats or force is considered extortion.

- **Fireworks and/or Explosive Devices**
  - The possession or use of fireworks or explosive devices is forbidden.
- **Fighting**
  - Fighting is defined as physical contact and/or verbal abuse or other acts of violence where all parties have contributed to the conflict either verbally or physically.
- **Lying**
  - The presentation of false information or the withholding of accurate information that leads students or school personnel to erroneous conclusions constitutes lying and is unacceptable behavior.
- **Inappropriate Language**
  - Any offensive comment, obscene gesture, cursing, whether verbal or written, is considered inappropriate language.
- **Insubordination**
  - Failure by students to comply with direct requests from teachers, administrators, or other school personnel constitutes insubordination.
- **Sexual Misconduct**
  - A student shall not intentionally touch another person's body and/or clothing in a way that constitutes sexual contact. Indecent exposure or sexual gestures constitute sexual misconduct.
- **Theft**
  - Theft is the unauthorized acceptance, possession, purchase, taking, or transfer of property belonging to another.
- **Threats**
  - Threatening gestures, verbal comments, pictorial or written statements, made to harm an individual's life, family, physical well-being, emotional well-being, and/or personal property are prohibited.
- **Weapons**
  - Students are not to bring any type of weapon to school, real, imitation, or toys.
  - This includes any items that could be construed as a weapon.

## **Lindbergh Schools Policies**

### **Non-discrimination Policy**

Lindbergh Schools do not discriminate on the basis of disability, race, or sex, and provide access to treatment or employment in its programs and activities. The district does comply with Section 504, Title IX, and Title VI regulations.

Dr. Tara Sparks, Assistant Superintendent for Curriculum and Instruction, coordinates the district's efforts for students, and Dr. Brian McKinney, Assistant Superintendent for Personnel, coordinates the district's efforts for staff to comply with Section 504, Title IX, and Title VI regulations. If further information is needed, please contact either person at 314-729-2480.

### **Employee Background Check**

All employees undergo an FBI fingerprint background check upon employment to ensure the safety of your child. Employees are also screened through the Missouri Department of Health and Senior Services Family Care Safety Registry.

### **Equal Opportunity Employment**

Lindbergh Schools is an equal opportunity employer. The school complies with the provisions of Title IX, Title VI, and Section 504 and does not discriminate on the basis of age, race, sex, national origin, or disabling conditions with respect to employment, services, or programs. Inquiries regarding compliance with provisions should be directed to the school's Business Office.

### **File: JO, Critical, Student Records**

To provide students with appropriate instruction and educational services, the district must maintain extensive, and sometimes personal, information about students and families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardians, or the student in accordance with law, and yet be treated as confidential information.

The Board of Education shall, upon the superintendent's recommendation, adopt a plan to ensure that all pertinent student information is recorded and adequately safeguarded.

It will be the responsibility of the superintendent to ensure the proper administration of student records in accordance with state law and federal requirements, and to standardize procedures for the collection and transmission of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, ensure the maintenance and security of the records in his or her building, and formulate a plan for documenting all students' school activities.

A parent, including a parent without custody, will have the right to inspect and receive copies of his or her child's records as allowed by law.

School districts may report or disclose education records to law enforcement or juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

Information received by the district regarding a student from the juvenile divisions of the circuit courts and the state Departments of Social Services, Mental Health, Elementary and Secondary Education, and Health will be kept strictly confidential. The district will be subject to the same confidential requirements as are imposed on the departments that originally collected the information.

State Law requires that the juvenile officer, sheriff, chief of police, or other appropriate law enforcement authority notify the superintendent of the superintendent's designee in writing when a petition is filed in juvenile court alleging that a student has committed one of the crimes listed in §167.115, RSMo. Further, the juvenile office, the prosecuting attorney, or their designee will send a second written notification to the superintendent, providing the case disposition. The district will retain these notifications, and upon the student's transfer, the district will forward them to the superintendent of the new school district in which the student has enrolled.

State law requires the juvenile officer or an employee of the Children's Division of the Department of Social Services to notify the superintendent or his/her designee in writing, in some instances, when a currently enrolled student or a student seeking enrollment has been taken into judicial custody. The information shall not be part of the student's permanent record.

**The form below will be completed online during the enrollment process.**

**WAIVER, RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT**

I am the parent or legal guardian of the aforementioned student/player who has enrolled in a Lindbergh Schools Community Education Program.

In return for the Minor being accepted into a program being offered by Lindbergh Schools (the Program), I:

1. Acknowledge that I understand the nature of the Program, and believe that Minor is qualified and in proper physical condition to participate in the Program. I further agree that if at any time, I believe conditions to be unsafe with respect to Minor's physical condition, the equipment, or facilities, it shall be Minor's responsibility to, and Minor will, immediately discontinue participation in the Program.
2. Further acknowledge that the program involves the risk of serious bodily injury (including the possibility of permanent disability, paralysis, or death), which may be caused by (a) Minor's own actions or inactions, (b) the actions or inactions of others participating in the Program, (c) the condition of the equipment and/or facilities at which the Program is located, or (d) the actions or inactions of the entities and persons identified below; and I fully accept and assume all such risk and all responsibility for losses, costs, and damages Minor may incur as a result of Minor's participation in the Program.
3. Acknowledge that this is a program sponsored by Lindbergh Schools and as such, all applicable District regulations, policies, procedures and consequences as defined in the student handbook will apply during the Minor's participation in this program.
4. Accordingly, I hereby release Lindbergh Schools, together with its Board of Education, directors, officers, employees, volunteers, and agents from all liability, claims, demands, losses, or damages arising out of Minor's participation in the Program; and I further agree that if, despite this release and waiver of liability agreement I, the Minor, or anyone on behalf of Minor or myself, makes a claim released in this agreement, I will indemnify and hold harmless each entity and person released herein from any and all litigation expenses, attorney fees, loss, liability, damage, or cost they may incur as the result of such claim.
5. Agree that in an emergency, any Lindbergh Schools representative may transport or authorize the transportation of my child to a hospital/medical facility and I authorize any physician or other medical personnel to carry out any diagnostic procedures or emergency care deemed necessary. I understand that the cost of medical attention and ambulance is my responsibility.
6. Acknowledge that information about my child provided in this registration may be used by a Lindbergh Schools representative or any individual or organization identified by Lindbergh as needed in order to effectively execute this program.
7. Acknowledge that from time to time, a Lindbergh representative may photograph or videotape my child while he/she is involved in any Lindbergh Community Education program or activity. These photographs or videos will be used solely by Lindbergh Schools for the promotion and marketing of district programs and activities and will not be sold. I understand that it is my responsibility to notify Lindbergh Schools Community Ed department in writing, if I do not wish to have my child photographed or videotaped.

I have read this agreement as well as all District regulations, policies, procedures and consequences as defined in the student handbook, fully understand its terms, and have voluntarily entered into this agreement of my own free will based only upon the terms and conditions included herein.