



2023–2024 Start-Up Guide

Yucaipa Blvd. Campus (YBC)

INLAND LEADERS CHARTER SCHOOL

"Beyond the Limits"

34784 Yucaipa Blvd., Yucaipa, CA 92399

909-446-1100

www.inlandleaders.com

Introducing Our ILCS Board of Education

Dr. Jay Jimenez, President

Bonnie Mitchell, Member

Michael Casavan, Member

Eli Gillespie, Member

Jake Rosario, Member

Welcome to *Inland Leaders Charter School*. The information provided in this packet will help families prepare for the new school year. Thank you for your commitment to our school! If you have any questions you may always contact the offices at 909-446-1100.

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Our YBC Staff

Message from Mr. Gordon – ILCS Executive Director:

I am excited for the 2023–2024 school year as we continue to work hard for student success and train our students to be leaders. Our partnerships with parents and the community have never been stronger and I know that the hours we *spend at school* and the *hours you work with your students at home* will result in amazing results in the years to come. Welcome back and thank you for entrusting ILCS with your precious children.

Message from Dr. Urrea – YBC/BSC Principal:

I am so excited to be a part of our first year at our Yucaipa Blvd Campus (YBC). You will be our very first families to join us here. Since this is our first year, we have a lot of new things to share and learn. Please make sure you carefully read this **Start Up Guide** as it has IMPORTANT information regarding drop off, pick up, parking etc. Our team has worked hard to ensure that we have policy and procedures in place so that we have a safe and fun year.

Key staff members @ Yucaipa Blvd. Campus (YBC)

Principal: Dr. Lisa Urrea lurrea@inlandleaders.com

Coordinator of Student Services: Steve Perry sperry@inlandleaders.com

Front Office Staff

Ronica Hochreiter– ext. 202 (Attendance, Registrar, & Health Tech)
rhochreiter@inlandleaders.com

Office Support

Candace Olsen
JodyLynn Mitcham

Medical Team

New Nurse (YBC Nurse) **Coming Soon**

Leadership Coach

Cathy Coate – ccoate@inlandleaders.com
LaRae Gastel – lgastel@inlandleaders.com

Teaching Staff

TK Team: Ms. Mullin & Mrs. Kingsley

Kindergarten Team: Mrs. Bess, Mrs. Grana McCullough, Mrs. Marion, & Mrs. Song


Our new support staff members are:

Intervention Teacher: Mrs. Williams

Leadership Teacher: Mrs. Gastel, Mrs. Thuilliez, & Coach Coate

Student Coaches: Mrs. Nevarez, Mrs. Pashman, & Mrs. Bentley
Speech: Mrs. Haddad,

2023-2024 School Calendar

 INLAND LEADERS CHARTER SCHOOL						
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- School Closed
- First and Last Day of School
- Teacher work day (no school for students)

- 1st Trimester- August 10- November 3
- 2nd Trimester- November 6- February 23
- 3rd Trimester- February 26- June 5

Link to:

[**Events Calendar**](#)

Communication

ParentSquare

ILCS utilizes a user-friendly online program & phone app called *ParentSquare* to send and receive information with families. If you don't know what *ParentSquare* is, need help signing up, or just have questions, *please* contact Ronica Hochreiter (909-446-1100 ext. 202) so that we can get you up and running. Downloading the **free** app to your iPhone or Android phone is *most* helpful and convenient.

Website

The school website (www.inlandleaders.com) has all of our latest updates and events, as well as a parent calendar to refer to. You will also find a number of resources on the "More for Parents" section, and other important information. Inland Leaders provides the required state parent notifications on our website under the "About Us" menu. The school board agenda & policies can also be accessed on the school's site as well.

Campus Procedures & Policies

Volunteers & Visitors

When visiting any of the Yucaipa Blvd., Bryant Street, or California Street campuses, please remember to bring your license or ID in order to sign in and receive a badge at the school office. You will only need to provide your license one time a year, but will need to receive a badge each time you visit.

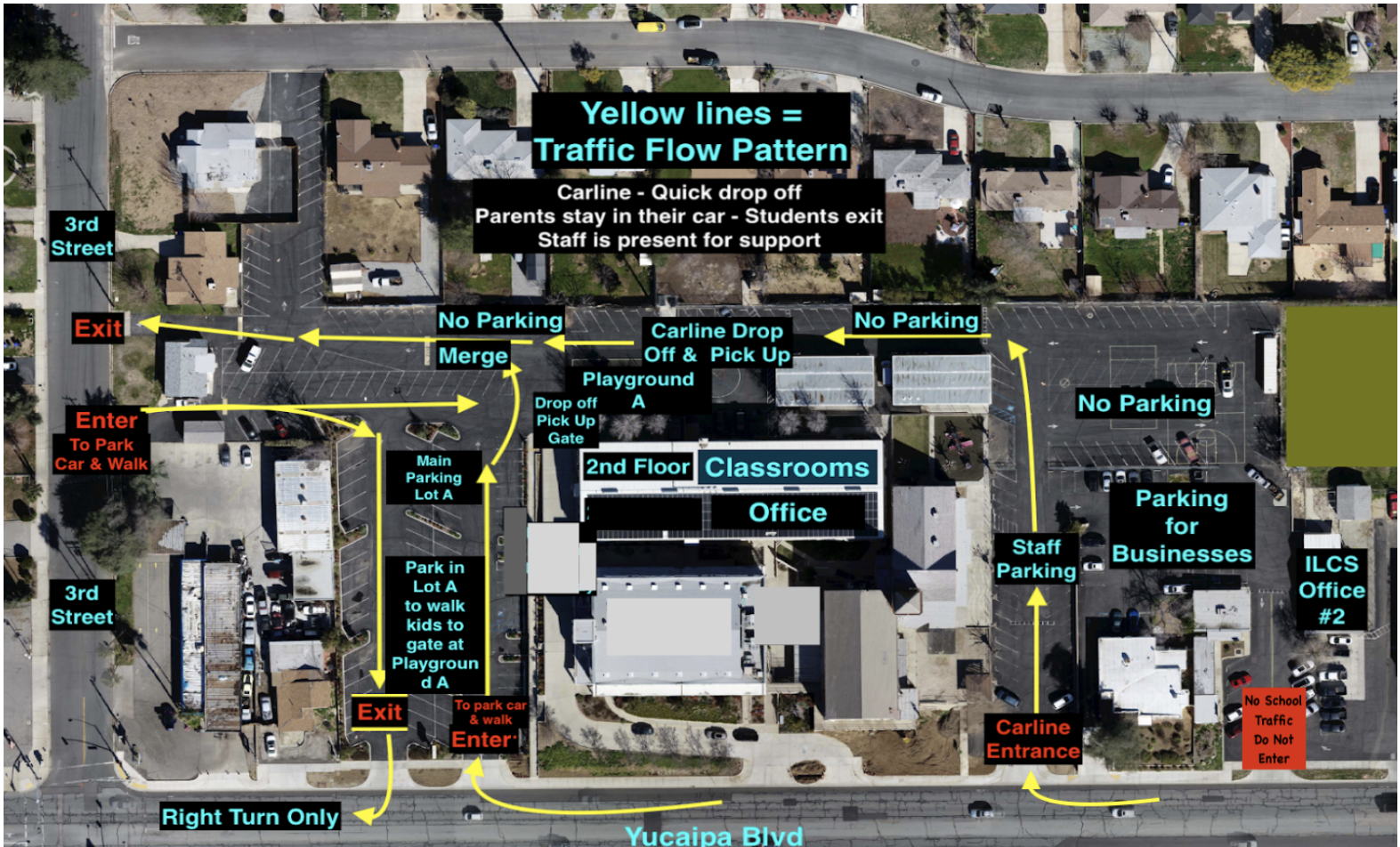
Late Check-In/Early Release

In the event that you are tardy (*late in getting to school*) or simply need to get your student out early, ALL FAMILIES MUST STOP IN at the office to get a tardy slip, or to sign your child in/out.

Parking Lot Procedures: (See map below)

- Please follow all signs in the parking lot. Remember that it is filled with our families. Move slowly and use extreme caution while in our parking lot. Running late? Please still follow the "go slow rule".
- When parking and walking across the parking lot, **follow all signs** for your safety.
- **Please avoid making left turns into any parking lot entrance from Yucaipa Blvd.**
- Drivers, please look at the map for traffic flow and follow all signs.
- Using the carline: we have **one** entrance and **one** exit. The entrance is on Yucaipa Blvd., at the easternmost driveway to the facility, between the church and Dr. Miller's office (Parking Lot B - Staff parking only). Carline will wrap to the left around the back of the modular buildings. All cars will exit straight out onto **3rd street**. See attached map.
- If you need assistance with parking and have the appropriate handicap placard, please let the staff know so accommodations can be made.
- During **drop off time** in the morning, our **drop off zone carline** is meant to be a quick drop off area. Please have your child ready for school to exit your vehicle in the morning (i.e., jackets and shoes on, backpacks, lunchboxes, and water bottles in hand, and breakfast finished, etc.).
- If you need extra time please drive around and re-enter, or park and walk with your student.
- **Drop off/carline is for Kinder students only.** TK families, please park and walk with your student to the designated area.
- During **pick up time**, our **pick-up zone** is also meant to be quick. Please stay with your car. There have been many times when parents have exited their car and the line is not able to move forward.
- **Kindergarten will only use carline for pick up.**

PARKING LOT MAP



Before School Drop Off Times

- **TK AM Cubs** - Drop off as early as **7:30 a.m.** Park in Lot A (*westside parking lot*) and walk your student to **the Quad Area** (see map below). All gates will close and lock promptly at 7:45 a.m. as this is when the TK, AM Cubs class begins. Please exit out the office entrance gate near the top of the ramp/stairs. For those arriving, *tardy, at 7:45 a.m.,* or after, families must park in Lot A and **walk up to the office area entrance gate** and sign in at the office for a tardy slip.
 - Student(s) must be in their seats at 7:45 a.m. for he/she to be considered "on time" to school. The teacher will be taking attendance first thing in the morning.
- **TK PM Cubs** - Drop off as early as **10:45 a.m.** (*See the TK PM Cubs Tuesday variation in the schedules below*). Park in Lot A (*westside parking lot*) and walk your student to **the Quad Area** (see map below). All gates will close and lock promptly at 11:05 a.m. as this is when the TK, PM Cubs class begins. Please exit out the office entrance gate near the top of the ramp/stairs. For those arriving, *tardy, at 11:05 a.m.,* or after, families must park in Lot A and **walk up to the office area entrance gate** and sign in at the office for a tardy slip.
 - Student(s) must be in their seats at 11:05 a.m. for he/she to be considered "on time" to school. The teacher will be taking attendance first thing in the morning.
- **Kinder** - Drop off as early as 7:45 a.m. Gates (car line/drop off gate) and Playground A are open at **7:45 a.m.** ***NOTE: Our TK families will be entering from 7:30 - 7:45 a.m. so Kinder families must wait to enter until 7:45 a.m.** Car line and drop off will close promptly at 8:25 a.m. as this is when the Kinder classes begin. For those arriving, *tardy, at 8:25 a.m.,* or after, families must park in Lot A and **walk up to the office area entrance gate** and sign in at the office for a tardy slip. **Do not send your student alone to the office from the parking lot.**
 - Student(s) must be in their seats at 8:25 a.m. for he/she to be considered "on time" to school. The teacher will be taking attendance first thing in the morning.
 - For our Kindergarten families, you may either use the car line, or park and walk your student down to the Quad Area. If choosing to park and walk your student, please exit out the office entrance gate near the top of the ramp/stairs.

School Start Time

- **TK – AM CUBS:** May arrive as early as 7:30 a.m. Students will be picked up by the teacher from the Quad at **7:40 a.m.** – Walk to class by **7:45 a.m.** (students in their seats at 7:45 a.m.)
- **TK – PM CUBS:** May arrive as early as 10:45 a.m (Mon., Wed., Thurs., & Fri). Students will be picked up by the teacher from the Quad at **11:00 a.m.** Class begins at **11:05 a.m.** – Walk to class by **11:05 a.m.** (students in their seats at 11:05 a.m.)
 - **TUESDAY – TK PM CUBS LEADERSHIP DAY** – students may arrive as early as 9:45 a.m. Students will be picked up by the teacher from the Quad at **9:55 a.m.** Class begins at **10:00 a.m.** – Walk to class by **10:00 a.m.** (students in their seats at 10:00 a.m.)
- **Kinder** – Arrive as early as 7:45 a.m. Students will be picked up by the teacher from the Quad at **8:20 a.m.** – Walk to class by **8:25 a.m.** (students in their seats at 8:25 a.m.)

School End Time/Pick Up

- **TK – AM CUBS:** students will get out at **11:15 a.m.**
- **TK – PM CUBS:** students will get out at **2:35 p.m. (Mon, Wed, Thurs, & Fri)**
 - **TUESDAY – TK PM CUBS LEADERSHIP DAY** – students will get out at **1:30 p.m. (Tuesday only)**
- **TK parents:** Parents must park in Lot A and walk to Playground A gate.
 - Students will be lined up on Playground A. Teachers will not release a student until the parent is seen.
- **Kindergarten parents:** students will get out at **12:55 p.m.**
- Kinder parents must use the car line only for pick up. The teacher will *not* release your child without ensuring someone is here to pick him/her up from the carline.

Here's What to Expect – Before School Drop Off Protocols

Routines and procedures have been established for your child's safety.

- Due to safety, parents will only be allowed to drop their child(ren) off at the end of the tunnel, then exit to the right, up the stairs, and out the gate near the ramp and outer stairs that lead to the parking Lot A. We will have many designated staff available to support the transition from parent to school.
- When it is time to line up, our recess coaches will blow the whistle. On the blow of the whistle, students will stop playing and freeze in place. Once students stop and freeze, they will walk to the designated classroom line.

See the map below. Please notice entrances, exits, carlines, etc.

School Map



Playgrounds

- Before school, students will remain in the Quad area. Various play equipment has been purchased for this area which includes a multipurpose room (MPR).
- Playground A will be used during recess time, after eating snacks.
- Student restrooms are on the bottom level of the building attached to the Playground A. Students will be monitored.
- Playground B will only be used during structured time by the teacher.

Recess/Snack

- Please be sure to send a snack with your child to school (examples: juice box, granola bars, fruit, yogurt, cheese, fruit cups, beef sticks) along with a cold pack as the lunches are placed outside in bins.
- During snack/lunch recess, it is school policy that students do not share food due to food allergies that students may have. There is a "peanut free zone" assigned table for students with such allergies.
- Students sit at tables for a minimum of 10 minutes and will be dismissed by Student Coaches, by table, when they are done and the area is clean. This is to ensure students are eating their snack.
- If your child has an after-school elective, please make sure and pack enough food, or you may sign up for lunch online. Lunch sign ups will be sent out via parent square, weekly. (*Electives are offered to Kindergarten only*).

Lunch Time (optional)

- **Kinder Lunch** - students who chose to stay for lunch at school must stay at school to eat their lunch and can no longer take it home to eat. Staying after school for lunch is an option. A sign up system, sent out weekly through a ParentSquare post, will ensure that we have enough lunches each day.
- **TK Lunch** - lunch for TK students will be offered during *kindergarten lunch time*, which is from 12:55-1:30 p.m. **TK PM Cubs** - If a child is hungry, a lunch will be available.

Emergency Release Procedures: YBC

In the event of an emergency, ILCS families will be notified of the event details & its impact at the campus location via *Parent Square*. If the incident follows with the evacuation of students, please understand & follow the following protocols to ensure the most efficient release of students to parents or guardians.

1. Have your student's Emergency Release cards updated regularly. Students will not be released to adults who are not given release authority as indicated on the emergency cards. ID's will be requested to verify.
2. Follow the instructions given by staff. All staff are assigned & trained in various roles in the event of an emergency.
3. Parents must make a request for their student, in person, with the Student Request team located at the car line entry gate (easternmost gate of campus)
4. After receiving clearance, a staff member will retrieve your child and bring them to you at the Student Request Area.
5. In the event that danger is present on the field, the location will be changed & posted through *Parent Square*.
6. Online communication may not be reliable in catastrophic events. Look for large signs posted for directions regarding student pick-up locations.

Programs & Expectations

Dress Code (Dress for Success)

1. Collared shirts and/or ILCS blue lion logo t-shirts are required and they must fully cover the torso from the waist to the collarbone & must cover the top of the shoulder.
2. Dresses must cover the top of the shoulder with a scoop line near the collarbone & have a hemline no shorter than three inches above the knee.
3. All pants/skirts/shorts must fall at, or above, the student's natural waistline.
4. All clothing, including jackets, must be free of text & graphic (pictures/drawings) prints. Small branding logos (no larger than a credit card) such as Polo, Lacoste, Nike, etc. are acceptable. Patterns such as stripes and plaids are also acceptable.
5. Hats are not to be worn indoors but may have appropriate text or logos.
6. Shoes must be in good repair and have a heel strap. No flip-flops.
7. All clothing should be in good repair without rips, tears, holes, or fraying (either intentional or unintentional).
8. On Friday's, students may wear ILCS t-shirts that support ILCS clubs & events, and t-shirts that represent colleges and universities or military.
9. With the exception of shorts, all hemlines must be no higher than three inches above the knee. Hemlines for shorts must be no higher than four inches from the knee.
10. Athletic wear and leisurewear are *not acceptable*. This includes, but is not limited to athletic shorts or pants (sweats), yoga pants, leggings worn as pants, tee shirts, pajama pants except on school sponsored dress up days.
11. Attire including jewelry/accessories such as piercings that present a safety hazard or distraction to the educational environment are *not permissible*.
12. ILCS-sports team shirts & outerwear can be worn any day.
13. When a student is not following the Dress For Success attire, a warning notice will be sent. After a warning and the student is out of compliance, parents will be called and expected to return back to school with appropriate attire for their student to change into.

Student consequences for violations will be subject to progressive discipline as determined in the schoolwide discipline plan and initiatives.

Chronic violation of the policy constitutes a violation of the ILCS/Parent Contract and may result in further action by the ILCS Board.

School administration is provided the discretion to determine if certain attire meets the dress code that is not specifically listed in the policy above.

Success Academy Program

All Kindergarten teachers will be offering Success Academy sessions for students who need additional support in academics. Placement in Success Academy is up to each teacher's discretion based on data, & when requested, attendance in the program is required.

- Success Academy, at YBC, will be held **before school, Monday - Thursday** from **7:50 a.m. - 8:20 a.m.**
- Success Academy begins the week of **9/25/23** and always follows the electives schedule (*see dates below*).

Electives Program (optional)

YBC is proud to offer Kindergarten electives for our students. However, this is not offered to our TK students at this time.

- Parents may sign their student(s) up for electives through an online survey sent out via Parent Square. This is sent to families several weeks prior to the beginning of electives.
- YBC Electives will only be offered on **Mondays** and **Tuesdays**.
- Electives & Success Academy Dates:
 - **Session A - 8/28/23 - 12/8/23** (*Electives/Success Academy Break 11/10 - 11/24*)
 - **Session B - 1/16/24 - 5/17/24** (*Electives/Success Academy Break 3/18 - 4/8*)

Extended Learning Opportunity - Program (ELO-P)

- This is a new program that is available to students who qualify for Free/Reduced Lunch, Students in foster care, or English Learners.
- This program is offered from **7:00 a.m.-4:00 p.m.**
- To qualify for this, please fill out the application [located here](#), or a paper copy is available in the office.

Short-Term Independent Study (Schoolwork When Absent)

In the event of an extended absence for reasons of personal business, family vacation, or other such circumstances, a student must obtain an Independent Study contract from the office at least 3 days **prior** to the absence.

- The length of the *absence* must be between 2 days and 3 weeks to be eligible.
- Students are allotted only up to 14 days of short-term independent study.
- Parents will come to the office to sign the contract.
- Parents will request and pick up the schoolwork from the teacher.
- All student work must be returned to the **teacher** within 7 days of *returning to school*.

Educational Services

Special Education is a set of services designed to support students with disabilities in accessing their learning. Special Education is regulated at both state and federal levels. Inland Leaders employs a variety of individuals with different specialties, including specialized academic instruction, speech and language, mental health services, along with many other areas.

At different times in childhood and adolescence, life can bring challenges that require additional support, particularly emotional support. Inland Leaders Charter School has a school counselor available for students presenting with emotional challenges that are impacting their learning. Additionally, ILCS provides support in assisting in screening for wellbeing and continued care. If you have concerns about your child or another, please contact the school directly at 909-446-1100.

In addition to resources located at our school there are many community resources available. Below are a few crisis hot-line phone numbers and other web-based resources:

- *National Suicide Prevention Lifeline* - 1-800-273-8255
- *Crisis Text Line* - Text TALK to 741741
- *Web-based Crisis [Chat service](https://didihirsch.org/chat/)* <https://didihirsch.org/chat/>
- *State Department of Education [Resources](#)*

ROAR to Success

A team of teachers, parents, & administration in 2016 created *ROAR to Success*. *ROAR* highlights the expectations that ILCS holds for all students.

Respect Others, Self, & Property

Own Your Actions

Act Safely

Rise to Servant-Leadership

The ILCS staff celebrates when students exhibit the leader-like behavior outlined in *ROAR*. Students who fail to meet expectations are encouraged & provided support so that they may grow towards the expectation of all students. Encouragement & support is provided through data-driven interventions & consequences.

Links

1. Apply for [free lunch](#) online. Even if you don't plan on having your student eat with us, it provides thousands of dollars in extra income for the school by just being approved.

[2024 Eligibility - Income Levels](#)

2. **Donate** to our Dollar a Day program to support your student's grade level field trips, events, and technology. This is our major school-sponsored fundraiser that eliminates the need to sell cookie dough, wrapping paper or other strategies to raise funds.

3. Suggested class **supply lists**.

4. The ILCS [website](#) has many resources for families, including

- [Board Policies](#)
- [Bully Reporting Form](#)

Please read our Family Handbook which has a lot of pertinent information.

[2024 Family Handbook](#)