



2023–2024 Start-Up Guide

Bryant Street Campus (BSC)

INLAND LEADERS CHARTER SCHOOL

"Beyond the Limits"

13456 Bryant St. 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 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.

Key staff members @ Bryant Street Campus (BSC)

Principal: Dr. Lisa Urrea lurrea@inlandleaders.com

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

Front Office Staff

Shannon Aiken – ext. 201 (Attendance, Registrar & Health Tech)

saiken@inlandleaders.com

Medical Team

Andrea Avalos (BSC Nurse) asosa@inlandleaders.com

Shannon Aiken saiken@inlandleaders.com

PE/Leadership Coach

Cathy Coate ccoate@inlandleaders.com (Administration Support)

Staff Changes

The following staff changes are in place for the 2023–24 school year.

Changes to our team:

Office Staff: Ronica will be joining the YBC Team but will still be able to assist with Parent Square and Electives questions.

Our new support staff members are:

Recess Coaches: Trinity Bliss

2023-2024 School Calendar

July 2023						
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August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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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

Short-Term Independent Study

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 attendance office at least seventy-two (72) hours prior to the absence. All student work must be returned to the **teacher** within 7 days of returning to school. The length of absence must be between two days and three weeks to be eligible. Students are allotted only up to 14 days of short-term independent study.

Volunteers & Visitors

When first visiting the Bryant Street campus, please remember to bring your license or ID in order to sign in and receive a badge at the school office. Please refer to each of the campus maps for the location of the offices.

Late Check-In/Early Release

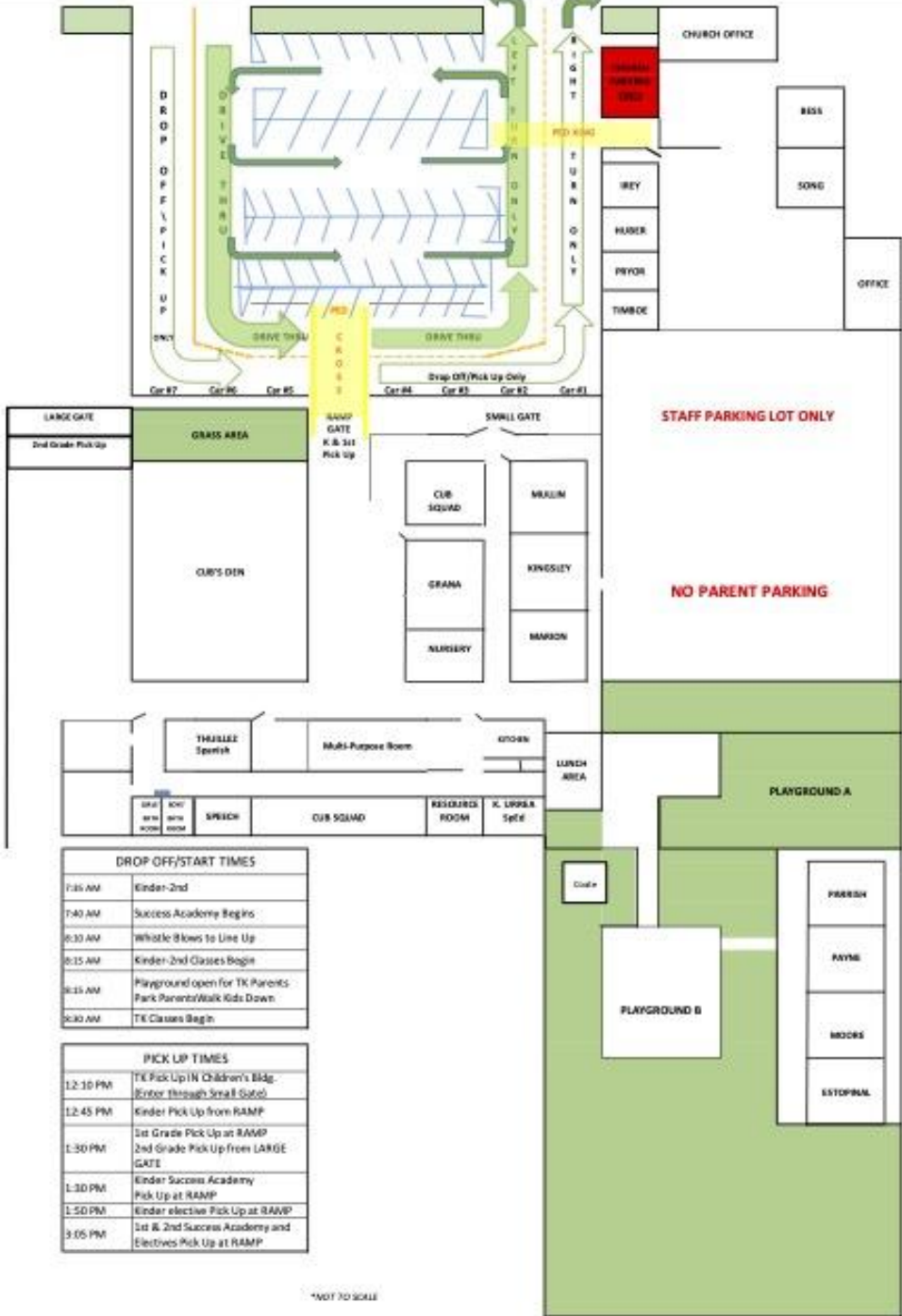
- ALL FAMILIES must stop in the office to sign in and/or out your child.

Parking Lot Procedures: (See map below)

- Please follow all signs in the parking lot and please remember the parking lot is filled with our families so please move slowly while in our parking lot. If you are running late, please still follow the “go slow rule” in our parking lot.
- When parking and walking across the parking lot, please use the crosswalk ONLY, for your safety. Please do not walk in between the cars in the car line or against traffic at ANY time.
- We have one entrance and one exit. The entrance is on the north side of the parking lot and the exit is on the south side of the parking lot.
- If you need assistance with parking and have the appropriate handicap placard please let the office know so accommodations can be made.
- The **drop off zone** is meant to be a quick drop off zone. Please have your child ready for school (i.e., jackets, shoes, breakfast, etc.) to exit your vehicle in the morning. If you need extra time please drive around and re-enter, or park and walk your student to class.
- The **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.
- You will notice a large, grassy area toward the entrance of the parking lot, with the church’s signage. Please do not park on the grass or in that area. We share the property with the Bryant Street Church and must be respectful of their property.
- Parking stalls near the church office building are also off limits for our school. Those slots are for church members only.
- Please DO NOT park in front of the dumpster area.

(This space is intentionally left blank.)

BRYANT STREET



DROP OFF/START TIMES	
7:15 AM	Kinder-2nd
7:40 AM	Success Academy Begins
8:30 AM	Whistle Blows to Line Up
8:15 AM	Kinder-2nd Classes Begin
8:15 AM	Playground open for TK Parents Park Parents/Walk Kids Down
8:30 AM	TK Classes Begin

PICK UP TIMES	
12:10 PM	TK Pick Up IN Children's Bldg. (Enter through Small Gate)
12:45 PM	Kinder Pick Up from RAMP
1:30 PM	1st Grade Pick Up at RAMP 2nd Grade Pick Up from LARGE GATE
1:30 PM	Kinder Success Academy Pick Up at RAMP
1:50 PM	Kinder election Pick Up at RAMP
3:05 PM	1st & 2nd Success Academy and Electives Pick Up at RAMP

*NOT TO SCALE

Before School Drop Off

- **1st - 2nd grades** - Gates open at **7:35 a.m.** Please note the main gate will close promptly at 8:15 a.m. However, student(s) must be in their seats at 8:15 a.m. for he/she to be considered "on time" to school. The teacher will be taking attendance first thing in the morning. Families who arrive after 8:15 a.m., will have to check in the office for a tardy slip.

School Start Time

- **1st- 2nd grades** - Arrive as early as 7:35 a.m. Students will be picked up by the teacher from the playground at **8:10 a.m.** - Walk to class by **8:15 a.m.** (students in their seats at 8:15 a.m.)

School End Time/Pick Up

- **1st & 2nd** Grade students will get out at **1:30 p.m.**
 - **First-grade students** will be picked up from **the ramp/grass area.** K-2nd grade parents may also use the car line. The teacher will *not* release your child without ensuring someone is here to pick him/her up.
 - **Second-grade students** will be picked up from **the front of the school, facing the school, to the right near the grass area.** K-2nd grade parents may also use the car line. The teacher will *not* release your child without ensuring someone is here to pick him/her up.

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 playground gate, then exit. We will have designated staff available to support the transition from parent to school.
- When it is time to line up, the 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 line.

Playgrounds

- There are 2 fields. **Field A** will be our regular area for 1st Grade
- students. **Field B** will be the field past the 2nd grade area (down below). 2nd grade students will play on this field.

Recess/Snack

- Please be sure to send a snack with your child to school (examples: juice box, granola bars, fruit, yogurt, cheese, fruit cups) along with a cold pack as the lunches are placed outside in bins.

- Students are encouraged to bring a refillable hydro flask as we have 2 new filtered water stations.
- 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.

Lunch Time

- **Lunch is Free for all students.** Students must stay at school to eat their lunch and cannot take it home to eat. If students choose not to stay for lunch, they may go home.
- A sign up system will be sent to ensure we have enough lunches each day.
- If you choose to send lunch from home, you may.

Emergency Release Procedures: BSC

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 entry gate to the playground.
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 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 longer 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.
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 (SA)

All 1st & 2nd grade 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. Session at BSC will be held before school on Tuesday-Friday from 7:40 a.m. – 8:10 a.m. *Success Academy* begins the week of **August 28th** and always follows the electives schedule.. There are **no** after school programs between Thanksgiving & Christmas, unless specifically determined & communicated by your child's teacher.

Electives (optional)

BSC is proud to offer another year of 1st – 2nd grade electives for our students. Parents sign their student(s) up for electives through an online survey sent out through a Parent Square post. This is sent to families several weeks prior to the beginning of electives. There are 2 sessions throughout the school year.. You will receive more information in the following weeks.

- **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*)

You will receive more information in the following weeks.

Extended Learning Opportunity - Program (ELO-P)

New program available to students who qualify: Free/Reduced Lunch, Student in foster care, or English Learners.

Program offered - from 7:00 a.m. - 4:00 p.m.

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-lines and other web-based resources:

- *National Suicide Prevention Lifeline* - 800-273-8255
- *Crisis Text Line* - Text TALK to 741741
- *Web-based Crisis Chat service* <https://didiirsch.org/chat/>

- *State Department of Education Resources*
<https://www.cde.ca.gov/nr/el/le/yr16ltr0901.asp>

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 as 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](#)

We hope you enjoyed your summer!

We'll see you on **THURSDAY, AUGUST 10**, for the first day of school! Also, save the date for BSC Back to School Night! See details below.

BSC Back to School Night!

Come & meet your child's teacher!

1st & 2nd Grades - Monday, August 16th

Two sessions for each grade

→ Session 1 - 5:30 p.m.

→ Session 2 - 6:15 p.m.