



Crafton Elementary School

Parent & Student Handbook | 2026–27

311 N. Wabash Ave., Redlands, CA 92374

909.794.8600 | redlandsusd.net/crafton

School Colors Blue and Yellow	Mascot Crafton Cougars
Principal Kellee Baker	Office Manager Melanie Jump
Assistant Principal Caleb Rothe	Attendance Clerk Michele Mackamul
Office Clerk Mihret Daniels	ELOP Clerk Marisol Alonzo

Drop-Off & Pick-Up

Morning Drop-Off

- Breakfast available 7:30–8:00 am; Enter through the front office
- TK–3rd grade & special ed bus riders enter Gate 2 (front) at 7:40 am
- 4th & 5th grade + general ed bus riders enter Gate 4 on Independence Ave.
- Siblings drop off at the youngest student's gate
- First bell: 7:58 am | Tardy bell: 8:00 am

Afternoon Pick-Up

Grade	Regular Day	Minimum Day
AM TK	11:40 am	11:40 am
PM TK / Kindergarten	2:00 pm	12:25 pm (K)
1st – 5th Grade	2:05 pm	12:30 pm

Please do not double-park, make U-turns, or wave children across mid-street. Always use the crosswalk and follow crossing guard directions.

Campus Safety

- Single entry point during school hours; Front Office only
- All visitors must sign in via the RAPTOR system with a photo ID
- All open gates are supervised by school staff
- All classroom doors are locked during school hours
- Campus monitored by campus safety
- Monthly safety drills are conducted per Crafton/RUSD safety plans

*Keep your student's emergency info updated in the Aeries Parent Portal:
www.redlands.asp.aeries.net. Only listed contacts may pick up your child in an emergency.*

Attendance & Tardies

Regular attendance is required by California law (Ed. Code 48260–48264). To clear an absence, a parent or guardian must contact the school within 48 hours.

Excused Absences

1. Illness (doctor's note required)
2. County/city health quarantine
3. Medical, dental, or vision appointment (doctor's note required)
4. Funeral of an immediate family member
5. Required court attendance

Absence Interventions

5 unexcused	Written notice sent home
10+ absences	Conference with SART team; possible SARB referral or transfer revocation

Tardies

- A student is tardy if they arrive after 8:00 am
- 3 tardies exceeding 30 minutes without a valid excuse = 1 unexcused absence

Independent Study (RISE)

Planning to miss 3–15 consecutive days? Contact the Attendance Office to request a RISE contract completed work counts as attendance. Long-term study (15+ days) is also available.

Health Office & Medications

- School administers first aid only; parents must arrange medical treatment

- Students must be fever-free for 24 hours before returning to school
- Injuries or illnesses from home must be treated at home before arrival

Medication at School

- Medication must be delivered by a parent/guardian; students may not carry it
- Physician and parent must complete a medication release form from the health office
- Prescription medications must be in original labeled bottles
- All medication is locked in the health office; students report there to take it

Keeping Your Info Up to Date

Please log into the Aeries Parent Portal to update phone numbers, addresses, and emergency contacts at any time. If the portal won't allow changes, contact the Attendance Office immediately.

Changed your address? Provide proof of residency to Michele Mackamul at michele_mackamul@redlands.k12.ca.us or visit the Enrollment Center.

- List at least two working phone numbers
- Only list adults who have legal permission to pick up your child
- Provide certified copies of any custody/court orders; both parents are assumed to have equal rights without one on file

School Expectations (PBIS)

Crafton Cougars are expected to Be Respectful, Be Responsible, Be Trustworthy, and Be Safe in all areas of campus.

Outside/Hallway	Inside Classroom	Playground	Cafeteria
Be friendly, use quiet voices	Whole body listening, quiet voices	Show sportsmanship & compassion	Use good manners, clean up your area

Dress Code

- Shoes must cover toes and heels
- No provocative clothing; conceal undergarments and cover the stomach
- No hats indoors
- No clothing/jewelry referencing drugs, alcohol, or illegal activity
- Items that obscure the face or present playground hazards are not permitted

Parent Volunteers & Visitors

Crafton welcomes parent involvement! All volunteers must complete the following steps through RUSD before helping in classrooms or on field trips:

1. Complete the district online volunteer application
2. Provide proof of a current TB test
3. Complete district volunteer training
4. Get fingerprinted through RUSD HR
5. Receive School Board approval

Volunteer applications must be renewed every school year. Visit: School Site Volunteer Information – Redlands Unified School District

- All visitors must sign in/out via RAPTOR with a photo ID
- Volunteers may not bring small children into classrooms
- Volunteers may not accompany students to recess or lunch

Free Breakfast & Lunch

Free breakfast and lunch are served daily. Please fill out the educational benefits survey to support the program.

Grade	Time
Breakfast (All)	7:30 – 8:00 am
AM TK	10:50 – 11:10 am
PM TK	11:15 – 11:35 am
Kindergarten	10:40 – 11:00 am
1st Grade	11:05 – 11:20 am
2nd Grade	11:25 – 11:45 am
3rd Grade	11:45 – 12:05 pm
4th Grade	12:05 – 12:20 pm
5th Grade	12:20 – 12:35 pm

Deliveries & Celebrations

To minimize disruptions to instructional time, Crafton Elementary does not permit the following deliveries during the school day:

- Food deliveries from outside vendors (e.g., UberEats, DoorDash, restaurant delivery)

- Balloons, flowers, or other gift deliveries

These items will not be delivered to classrooms and cannot be accepted at the front office for distribution to students.

Families wishing to celebrate a student's birthday may coordinate with the classroom teacher in advance to bring in a small, store-bought treat to share. Please reach out directly to the teacher to arrange timing and any classroom allergy considerations.

Homework & AVID

Homework Tips for Families

- Set a consistent, distraction-free homework spot
- Turn off TV and electronics during homework time
- Ask to see the completed work, not just 'Did you finish it?'
- Reach out to the teacher with any questions

AVID Expectations (TK–5th)

- Arrive at school on time
- Bring your binder or folder every day
- Keep your agenda/calendar updated
- Complete classwork and homework
- Follow school rules and be kind

Crafton Impact

Crafton Impact reflects our Title I Student-Parent-Teacher Compact, a shared commitment between students, families, and staff to support every child's success. Together, we agree to the following:

Student

As a Student, I realize that my education is important to me. It helps me develop tools to become a happy and productive person. I also understand my parent(s) want to help me do my very best in school. I know I am the one responsible for my own success and that I must work hard to achieve it. Therefore, I agree to:

1. Attend school every day on time and be ready to listen and learn
2. Put forth my best effort on all classroom assignments and homework
3. Complete and return assignments and homework on time
4. Behave appropriately and obey Crafton's PBIS School Expectations
5. Set aside a regular study time, limit time on electronics, and read instead
6. Be respectful to adults, classmates, my school, and myself
7. Learn Crafton's PBIS School Expectations and practice resolving conflicts in a non-violent manner

Parent/Guardian

As a Parent/Caregiver, I realize that my child's school years are very important, and I understand that my participation in my child's education will support his/her academic achievement and attitude toward learning. Therefore, I agree to:

1. Ensure my child arrives to school every day on time
2. Have high expectations for my child's learning and personal conduct
3. Express to my child the importance of education and doing his/her best work daily
4. Communicate with my child's teacher and attend set conferences
5. Reinforce Crafton's PBIS School Expectations
6. Respect school staff and the cultural differences of others
7. Limit time on electronics & encourage my child to read with me, to me, or independently each day
8. Provide a quiet place at home for my child to do homework and make sure work is done
9. Help my child learn to resolve conflicts in a non-violent manner, per Crafton's PBIS School Expectations

Teacher

As a Teacher, I understand the importance of the school experience for every student and my role as a teacher and model. Therefore, I agree to:

1. Have high expectations for myself and students
2. Provide a safe environment (physically and emotionally) for learning
3. Strive to be aware of the individual needs of each child
4. Promote social, emotional, and academic growth of all students
5. Respect the cultural differences of others
6. Work with families to support students' learning and respect the cultural differences of others
7. Prepare motivating, challenging, and interesting learning experiences for my students
8. Provide instruction in all areas determined by the State of California and Redlands USD
9. Help my students learn Crafton's PBIS School Expectations

Stay Connected

Website	www.redlandsusd.net/crafton
Twitter	@CraftonRUSD
PTA Instagram	Crafton Elementary PTA
PTA Instagram	@craftonpta
RUSD App	Download from your device's app store

Go Cougars!

Thank you for being part of the Crafton family. We look forward to a positive and productive year!