INDIAN VALLEY

ELEMENTARY SCHOOL

2025-2026
Family and Student Handbook

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School Information

4130 Indian Valley Rd NW

Radford, VA 24141

Phone: 540-745-9420

Fax: 540-745-9490

School Open for Drop-Off: 7:30 AM

Instructional Day: 7:45 AM to 2:35 PM

Office Hours: 7:30 AM to 3:00 PM

Website: https://www.floyd.k12.va.us/Domain/11

Facebook: https://www.facebook.com/IndianValleyES

Indian Valley Chiefs are Responsible, Respectful, and Kind!

Indian Valley Elementary School Faculty and Staff

Jennifer Johnson….....Principal
Abigail Hubbard.....Kindergarten Teacher
Laken Craighead.....First Grade Teacher
Angela Akers.....Second Grade Teacher
Mandie Bishop.....Third Grade Teacher
Mechelle Vaughan.....Fifth Grade Teacher
Bernadette Lachowski.....Fourth Grade Teacher
Sara Coleman.....Middle School Math & Science Teacher
Emma Hyatt.....Middle School English & History Teacher
Charity Boyd.....Special Education Teacher
Mendy Spence.....Title I Teacher
Amy Baldwin.....Media Specialist
Chelsea Gibbs.....Music/Band Teacher
Jana Bush.....Physical Education Teacher
Josh Davis.....Art Teacher
Kari Dulaney.....Learning Lab Leader
Carol U. Cox.....Guidance
Sheena Quesenberry.....Literacy Tutor
Jeannie Marshall.....Instructional Assistant
Alison Slaughter.....Instructional Assistant
Melanie Ratcliff.....Instructional Assistant
Alan Thompson.....Instructional Assistant
Kimberly Tessar.....Instructional Assistant
Annalee Owens.....Instructional Assistant
Amber Payet..... All-in-Tutor
Patsy Turman.....Secretary
Deidra DeBord.....Office Assistant
Dennis Hollandsworth.....Custodian
Shannon Midkiff.....Custodian
Lafon Galloway.....Nurse
Melissa Bond.....Cafeteria Manager
Alison Huff.....Cafeteria Staff
Lori Charles.....Cafeteria Staff/Bus Driver
Ann Boyd.....Bus Driver
Lorine Hawks.....Bus Driver
Virginia Marston.....Bus Driver
Nolan Webb.....Bus Driver
Gary Payton .....Bus Driver

General Information

FCPS Policies and Regulations

Floyd County Public Schools have established policies and regulations to ensure the safety of students and staff. The FCPS Policy Manual is available on our division website: http://www.floyd.k12.va.us

Visitors

All visitors are required to check in at the office upon arrival and check out at the office upon departure. Floyd County Schools uses a check-in computer system for student safety. All visitors must present a valid driver's license or state issued photo ID. in the office before being admitted to any other part of the school.

Blackboard Connect

Floyd County Public Schools has implemented a system called Blackboard Messenger as a tool for notification and communication from school to home. Within minutes, school officials can use Messenger to deliver a message to the student's family by telephone, cell phone, and/or email. Messenger can also be used as a notification of school closings. Contact information for Blackboard Connect can be updated through the Parent Portal. If assistance is needed, please contact the school.

Remind Communication System

If a teacher chooses to use an app to connect with families, they will be using the Remind app.

Inclement Weather Closings & Delays

Listen to the local radio and TV stations for notification of school closings and delays. A call through Blackboard Connect will be sent to notify parents/guardians that school is closed, delayed, or dismissing early. In the event that school closes early, students will be sent to their normal afternoon drop-off location unless the Main Office is notified of a change.

Emergency Drills

Indian Valley Elementary will periodically practice a variety of emergency drills. Drills include fire drills, lockdown drills, earthquake drills, and tornado drills. Emergency procedures have been established and outlined in our school crisis plan. Drills can occur anytime during the school day. The Code of Virginia requires us to notify families at least 24 hours prior to a lockdown drill. Preschool and Kindergarten students will be exempt from lockdown drills for the first 60 days of school.

Field Trips

Teachers will send home field trip forms that include a permission slip. The permission slip is required to be returned to school for the students to participate. Please turn in a permission slip so that the student will be able to participate. There may be fees to cover transportation and activity costs, which are non-refundable.

Posting Materials in Public Areas

Indian Valley Elementary School is not an open forum for the public. Any material posted in public areas must conform to specific guidelines. Copies of these guidelines are available from the district. All material needs to be sent to the School Board Office for approval.

Lockers

Lockers are provided for students in grades 4-7. Students are to use ONLY the locker assigned to them and ensure that the locker is kept in a neat condition.

Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. School authorities for any reason, however, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. (FCPS Policy JFG)

PTO

Our PTO will have regular meetings and host special events.

Attendance

Attendance is extremely important and there is a direct correlation between student success and attendance. Below you will find guidelines that will be used to determine if absences are excused or unexcused.

- When the student is absent, please notify the school.
- Please provide doctor's notes for all appointments when students are absent, tardy, or leave early.
- Any vacation/trip forms must be completed at least 2 school days prior to the trip and must be approved by the principal for the absence to be excused.
- After 3 consecutive absences, days missed will be unexcused unless a doctor's note is provided.
- Excessive absences may be reviewed at the discretion of the school administration.
- Excessive absences (excused or unexcused) may result in an attendance plan.

Students with Unexcused Absences

- Students who have five unexcused absences will be placed on an attendance plan.
- Families of students who have ten unexcused absences will be required to attend an attendance conference.
- Students who have more than 10 days of unexcused absences are subject to a court referral.

Prior Trip Approval Form

In accordance with Floyd County Schools policy (File: JED-R) parents/guardians are required to obtain approval from school administration prior to family trips taking place during the school year. Pending confirmation for excused absences, students are required to make up any assignments within three days of returning. Failure to comply with attendance protocol will result in an individual attendance plan, grade level retention, and/or court action.

Arrival and Dismissal

Morning Procedure for Bus Riders

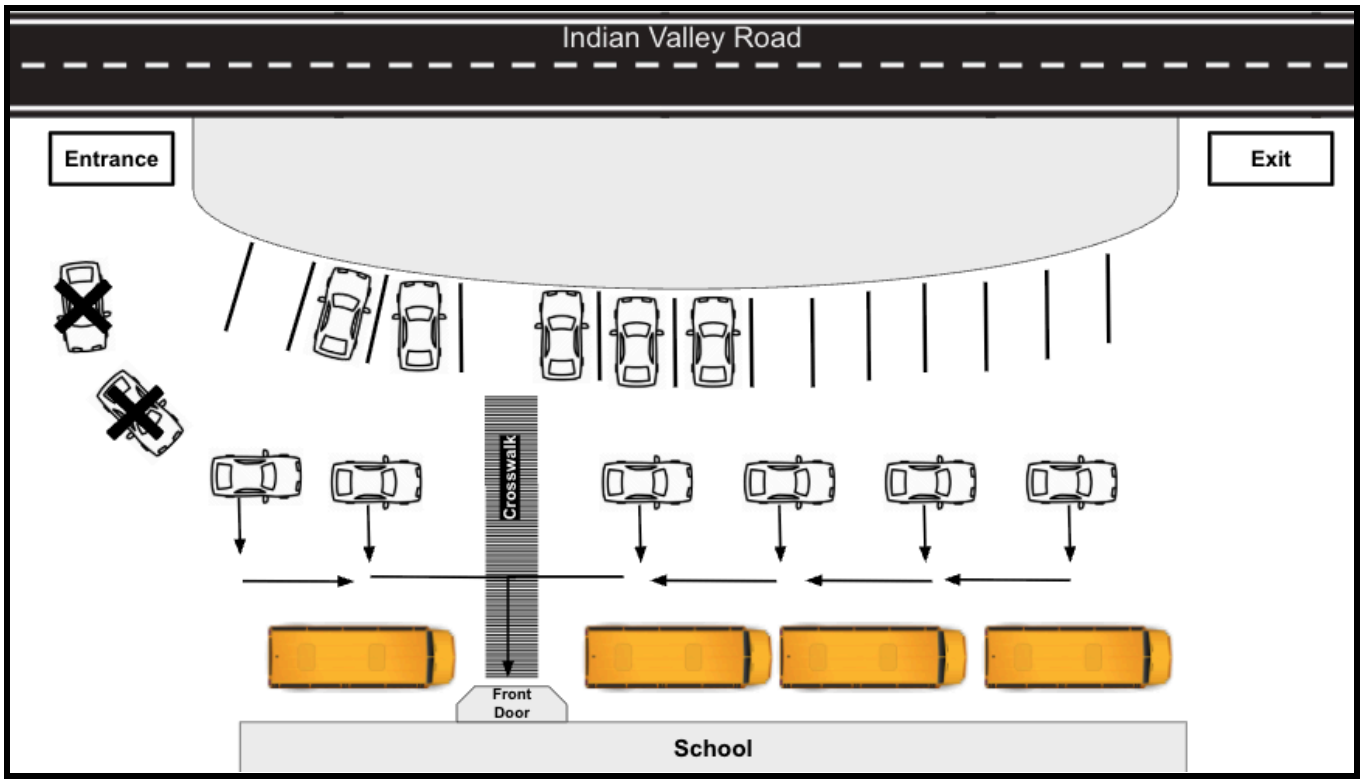
Buses arrive at approximately 7:20 a.m. (Tardy Bell – 7:45). Upon arrival, students who ride buses 10 and 19 will unload and report to the cafeteria. All other bus riders will remain on the bus until 7:30. At 7:30 all students report to their classrooms.

Morning Procedure for Car Riders - *NEW PROCEDURE*

Elementary student drop-off begins at **7:30 AM**. To avoid traffic congestion and ensure student safety, **please do not line up before 7:25 AM**, as high school drop-off is still in progress at that time.

We will be implementing a **new drop-off procedure** this year. Please carefully read and follow the steps below:

- Cars will form a **single-file line**, with the first vehicle pulling all the way to the end of the building.
- At **7:30 AM**, staff members will signal when it is safe for students to exit the vehicle.
- Students should **only exit from the passenger side** of the vehicle once a staff member gives the signal.
- **Do not allow your child to exit the vehicle until it is parallel to the school building.**
- After exiting, students must **walk directly to the crosswalk** and enter the building from there.
- For safety reasons, students must **only cross at the designated crosswalk** and **never between buses or cars**.



Afternoon Dismissal Procedures

Afternoon car riders are to follow these procedures:

- Send daily, weekly, monthly, or yearly permission for your child to be a car rider.
- Car riders will be dismissed by 2:35 p.m.
- Remain in vehicles until the student is accompanied by a school employee to the vehicle.
- Drivers are to remain in two straight lines to the left of the buses. The first cars in line will pull up adjacent to the end of the building, wait until the car rider is safely in the vehicle, pull forward, and exit the school parking lot.
- All car riders are expected to follow procedures for the safety of our children.

Buses will be dismissed after car riders have exited the parking lot.

Procedure for Late Arrival:

Students arriving at school after 7:55 AM must obtain a tardy slip from the office before being admitted to class.

Procedure for Early Pickup:

Please park in our parking lot and come to the office in order to pick your child up.

Transportation

Bus Behavior

Students are expected to be respectful and follow all bus rules to remain safe

Bus Expectations

1. Quiet voices
2. Stay seated the entire time
3. Keep hands and feet to yourself

The principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who have disciplinary problems on the bus. Parents/guardians of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety, and welfare of other riders shall be notified that their child faces the loss of school bus riding privileges and/or other disciplinary actions. (FCPS Policy JFCC-R)

Transportation Change /After-School Activity

A student needs permission from a parent/guardian to stay after school or to ride a different bus. Without the parent/guardian's permission, the student will be put on their regular bus. If the student plans to stay after school or ride another bus on a regular basis, this should be indicated by a written note turned into the office.

Parents/guardians may also call the office to request their child be allowed to ride a different bus or get off at a different stop. However, ***please do not call the school after 2:00 p.m. to make changes to bus plans unless it is an emergency.*** We need sufficient time to make your child aware of the new transportation arrangements.

Students Going Home with Another Student

If a student plans to go home with another student, a permission note from <u>both the parent/guardian of the child who is visiting and the parent/guardian of the child who is being visited must be presented.</u>

We can not take the words of students regarding transportation changes.

Food Services

Snacks

Students are allowed to bring snacks and water from home. ***Please no soda, energy drinks, or candy.***

Cafeteria Services

During this school year, all students are eligible to receive one breakfast and one lunch each day free of charge.

- A complete breakfast meal consists of an entrée, fruit or 100% fruit juice or vegetable, and milk.
- A complete lunch consists of an entrée, vegetables, fruit, and milk. A student must choose 3 of the components that make up the meal to qualify as a free meal, and one must be a fruit or vegetable.
- Students will be charged for any purchases of items that do not make up a meal or additional food items.

You can add money for extra food to your child's account through My School Bucks, www.myschoolbucks.com.

Menus

The school breakfast and lunch menu can be found online at
https://floydva.nutrislice.com/menu

Sharing Food

Please remind your child that we do not share food at school because there are many students at school with food allergies and medical conditions.

Ice Cream

Ice cream will be sold to students one day a week for $1.00.

Lunch Schedule

11:00-11:30 - 6th Grade
11:05-11:35 - 4th Grade
11:20-11:50 - 7th Grade
11:40-12:10 - 1st Grade
11:45-12:15 - 2nd Grade
11:50-12:20 - 5th Grade
12:05-12:35 - 3rd Grade
12:10-12:40 - Kindergarten

Health Services

General Information

Students must be fever free without medication and have not vomited for 24 hours before returning to school.

Medication

All medications must be delivered to the school nurse or the main office by a parent or guardian. **Students are not permitted to bring or transport medicine to and from school.** All medications should remain at school. The Authorization for Medication Administration form also needs to be completed to allow permission for administering medications. This form is found on the FCPS website under “For Parents” and in the main office. This MUST be turned in directly to the main office or school nurse (policy FCSD).

Illnesses and Injuries

If a student is injured or ill, it is to be reported immediately to his/her teacher, nurse, or the office. If an injury occurs, an accident report will be completed and a copy will be sent home. For either illness or injury, the parent/guardian will be notified of the situation.

Please make sure that the school has your most current home, work, and/or cell phone numbers, and up-to-date emergency contact information. If information changes, please inform the office.

Instruction

Overview

Indian Valley Elementary strives to provide a rich learning environment for our students. We focus on building strong relationships with our students and on developing the whole child. We believe that providing students with a strong foundation in literacy is fundamental to students' future success. Differentiated reading instruction is stressed at all grade levels. Further, it is our goal that students be engaged in their own learning. Students will participate in project-based learning which will focus on the 5C's (critical thinking, creative thinking, communication, collaboration, citizenship) in order to prepare them to meet the profile of a Virginia graduate.

Instructional Time

The school day is from 7:30 a.m. to 2:35 p.m. Instructional time must be protected to provide an environment conducive to learning. Daily routine announcements are made at 7:45 a.m. and prior to the afternoon bell. Students should remain respectfully quiet during all announcements. Other interruptions are kept to a minimum.

Attendance and prompt arrival are important. Valuable instructional time can be lost by tardiness, leaving early, or absenteeism.

Standards of Learning

Indian Valley Elementary School follows the Standards of Learning set by the Virginia Department of Education. A complete list of the standards can be found on the VDOE website, http://www.doe.virginia.gov/.

Student SOL reports will be sent home at the end of the school year. At any time the report cards may be printed and sent home at the request of a parent/guardian. School Quality Profiles are posted on the IVES website, Floyd County Public Schools website, and on the FCPS Title I website.

Reporting on School Progress

We will maintain communication with parents/guardians to inform them of their child's progress through report cards, progress reports, conferences, and the Parent Portal.

The grading system is used to evaluate students' performance in meeting instructional goals set forth by state and local standards. (FCPS Policy IKAB)

Teachers may include a variety of assessments such as tests, quizzes, class work, homework, projects, etc. to determine students' progress. Grades will not be a measure of a student's disruptive behavior or disciplinary problems. Students will be evaluated using the following scales.

Advanced Tiers Support

At Floyd County Public Schools, we are committed to ensuring that every student receives the support they need to succeed academically and behaviorally. We understand that you, as parents and guardians, play a crucial role in your child's education and well-being. If you are concerned with your child's progress this school year, please speak with your child's teacher. You may also complete the "Student Nomination Form for Request for Assistance" for the Advanced Tier team to review.

Homework Policy

Homework assignments will take into consideration the ability of students, the availability of time, the age and maturity of students, as well as the resources needed by students to complete assignments.

Technology

Chromebooks

Chromebooks are used by students for instructional purposes. Insurance is available each year for families to purchase. The insurance costs $10 per student, per year.

- Families are responsible for the full cost of repairs or replacement if they decline the insurance.
- Newly enrolled students will have 2 weeks after their start date to sign up for insurance.
- Power cords are not covered by insurance.

Insurance covers accidental damages only

Acceptable Computer Use

Students are expected to be good digital citizens. Using technology is a privilege that can be lost if a student uses his device in an inappropriate manner.

Cell phones/Communication Devices

Cell phones, smartwatches, and any other communication devices may not be used while at school. Student cell phones must be turned off and remain in the student's cubby or locker the entire school day. Making phone calls, texting, and videoing are not permitted at any time during the school day. Failure to follow these guidelines could result in the confiscation of the device. On field trips, pictures (when permitted) may be taken but pictures of other people may not be taken without their permission. Pictures should not be posted on social media without consent from all persons in the picture. Cell phones or other electronic devices are not permitted to be used on field trips to make phone calls, texts, or any form of social media.

Student Expectations

Code of Conduct

Both the state of Virginia and Floyd County Schools have adopted the model code of conduct. Families should refer to the code of conduct found on the district website for specific information. The code of conduct is a tiered support system designed to offer support to students while teaching appropriate behaviors.

Indian Valley Elementary School is a safe productive place to learn. Our faculty and staff will use positive instructional approaches to discipline to ensure that students are able to do their best daily. All faculty and staff contribute to Indian Valley's friendly, inviting environment. Students will be taught through lessons and modeling school-wide expectations. School-wide expectations for students are clear and easy to remember.

Bullying

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim. It involves a real or perceived power imbalance between the aggressor and victim. It is repeated over time and causes severe emotional trauma. Bullying does not include ordinary teasing, horseplay, arguments, or peer conflict. The Floyd County School Code of Student Conduct outlines the consequences for bullying.

Middle School Sports Participation

Students in grades 6 and 7 have the exciting opportunity to try out for middle school sports teams hosted at Floyd County High School. In order to participate, all students must have a current physical on file that is valid for the 2025–2026 school year.

Participation also requires adherence to all guidelines set forth by Floyd County High School (FCHS), Floyd County Public Schools (FCPS), and the Virginia High School League (VHSL). This includes meeting attendance requirements and consistently demonstrating appropriate conduct in accordance with school expectations.

Dress Code

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process, or creates health or safety problems. (FCPS Policy JFC-R)

Students in violation of the dress code will be required to change into proper and more appropriate clothing. If necessary, parents will be contacted to provide appropriate attire. Repeat offenders of the dress code will be subject to disciplinary action.

Toys

Students are prohibited from bringing toys or entertainment devices to school. This rule has been established because such devices may cause disruption in the classroom and interfere with the learning process.

Indian Valley Expectations Matrix

	Classroom	Hallway	Cafeteria	Playground & Gym	Restroom
Be Responsible	Be attentive and on task.	Walk on the right side.	Use indoor voices and use manners.	Practice safety at all times.	Keep it clean.
Be Respectful	Follow Classroom rules and listen to others.	Keep your hands by your side.	Keep your area clean.	Treat all equipment and materials with care.	Respect the privacy of others.
Be Kind	Appreciate and be mindful of others.	Use quiet voices and watch for others.	Include others.	Include everybody.	Wash hands.

Indian Valley Elementary Behavior Flow Chart

Classroom Managed Interventions

Examples include but not limited to:

- Proximity
- Signal/nonverbal clue
- Recognize positive behavior
- Scaffold and support
- Continue teaching, encouraging and building relationships
- Think why (function)
- Provide time for student to reset
- Provide choice option
- Conference w/ student
- Loss of privilege
- Parent conference
- Caring School Community resources

Documentation

Examples include but not limited to:

- Tally Chart
- Notebook
- Spreadsheet
- Kickboard

Classroom Managed

All non office managed behaviors such as but not limited to the following:

- Not following directions
- Not paying attention
- Off-task
- Phone/electronics on in class
- Using inappropriate language
- Talking out
- Interrupting learning
- Note-writing
- Cheating
- Physical contact that results in no injury
- Verbal conflict/arguing
- Rude/disrespectful tone
- Work Refusal
- Classroom disruption

Office Managed

- With Intent to Harm
  - Threatening-verbal and physical
  - Assault
  - Throwing Objects
  - Abusive Language
  - Spitting
  - Biting
- Self-inflicted wounds or threats of wounding
- Racial, ethnic, religious, or gender taunting
- Destruction of school property
- Possession of drugs, alcohol, tobacco
- Possession of weapon or look-alike weapon.
- Major misuse of technology
- Stealing of significant value
- Leaving school grounds without permission.
- Excessive disruptions to the learning environment (after classroom interventions attempted)

Prior to enlisting support of principal

- *Parent contact needs to be made 1st*
- *Documentation of interventions.*

Office Managed Interventions

Step 1:
Teacher contacts office via radio, phone call, or text

Step 2:
Student is escorted to the office.

Step 3:
Consequences

Step 4:
Communication is made by the administrator to families

Step 5:
Communication is made to staff involved

Kickboard referral needs to be added before the end of the day the incident occured.

School Calendar

2025-2026
School Calendar

- Teacher Workday
- No School
- Mid-Terms
- Early Release
- End of Quarter
- Report Cards

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1*	2
3	4*	5*	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23*
24*	25*	26*	27*	28*	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 4	Holiday - Independence Day
August 1-5	Flex Workdays for Teachers*
August 6-12	Teacher Workdays/PD
August 11	Open House *(Backup Date August 12)* Elementary 3-6; High School 4-7
August 13	First Day of School
September 1	Holiday - Labor Day
September 12	Mid-Term Reports
September 19	Early Release
October 16	End of First Quarter, Early Release
October 17	Teacher Workday
October 20	Fall Break
October 24	Report Cards
November 4	Election Day - Teacher Workday/PD
November 7	Mid-Term Reports
November 26-28	Thanksgiving Break
December 19	End of Second Quarter, Early Release
December 22-31	Winter Break

January 1-2	Winter Break
January 5,6	Teacher Workdays
January 7	Students Return
January 9	Report Cards
January 19	Holiday - MLK, Jr. Day
February 6	Mid-Term Reports
February 9	Teacher Workday/PD
March 12	End of Third Quarter, Early Release
March 13	Teacher Workday
March 20	Report Cards
April 2	Early Release
April 3-6	Spring Break
April 10	Mid-Term Reports
May 21	End of Fourth Quarter, Early Release
May 22	Teacher Workday
May 23-28	Flex Workdays for Teachers*
May 25	Holiday - Memorial Day
June 19	Holiday - Juneteenth

Approved by the Floyd County School Board on 02/10/25

**Teachers work a total of three Flex Days during the year.*

School Board Contact

Contact Information

Locations

Check Elementary	(540) 745-9410	6810 Floyd Hwy North, Copper Hill, VA 24079
Floyd County High	(540) 745-9450	721 Baker Street, Floyd, VA 24091
Floyd Elementary	(540) 745-9440	531 Oak Hill Drive, Floyd, VA 24091
Indian Valley Elementary	(540) 745-9420	4130 Indian Valley Rd NW, Radford, VA 24141
School Board Office	(540) 745-9400	140 Harris Hart Rd NE, Floyd, VA 24091
Technology Department	(540) 745-9439	527 Oak Hill Drive, Floyd, VA 24091
Transportation Department	(540) 745-9427	536 Oak Hill Drive, Floyd, VA 24091
Willis Elementary	(540) 745-9430	5075 Floyd Highway South, Willis, VA 24380

Floyd County School Board

Kirsten Vest	District A (Locust Grove)	vestkir@floyd.k12.va.us
James Ingram (Chairperson)	District B (Little River)	ingramj@floyd.k12.va.us
Deborah Snellings	District C (Court House)	snellingsdeb@floyd.k12.va.us
Laura H. Leroy (Vice-Chairperson)	District D (Burks Fork)	leroyl@floyd.k12.va.us
C. Gene Bishop	District E (Indian Valley)	bishopg@floyd.k12.va.us

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