

Indian Valley Elementary School

STUDENT/PARENT HANDBOOK 2025-26



551 Marshall Drive
Walnut Creek, CA 94598

Phone: 925-944-6828

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Principal: Amanda Minnich

Office Manager: Melissa Cavallo

Welcome to Indian Valley Elementary School

Dear parents/guardians,

Welcome to Indian Valley! We are a community that cultivates learning, wellness and belonging for all and we look forward to you being a part of our community for many years to come.

At Indian Valley we strive to meet the individual learning needs of each student through a rigorous and differentiated academic program. As well, we work to ensure student well-being is a priority and that all members of our community feel connected and that they belong to our school and broader community. These efforts take a partnership between our school staff and parents/guardians so I encourage you to become involved with our school in a way that best fits for you.

Please see the resources below and the information provided here in our handbook to help you get better acquainted with Indian Valley and also to learn about how you can participate and support our students, staff and families. As well, please make sure to read our school newsletter, the Hawk Happenings, each Wednesday through [ParentSquare](#) and also the weekly newsletters sent out by your child's teacher to stay up to date on important information, activities and dates.

[Indian Valley Website](#)

[Bell Schedule](#)

[Parent-Teacher Organization Website](#)

Please reach out if you ever have any questions or concerns. Thank you and go Hawks!

Sincerely,

Amanda Minnich
Principal

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ATTENDANCE

Absences: Children are expected to arrive at school on time and be in school during assigned hours each day. Academic progress is dependent on good attendance. Absences are considered excused only for reasons of illness, medical appointments, attendance at a funeral of one's immediate family or quarantine.

When your child is ill or absent for any reason, please call the school attendance line (944-6832) every day of your child's absence. If you are unable to contact the office by phone or email, a written note giving the date(s) of the absence and reason is required. For the safety of your child, it is our job to contact you if we have not heard from you. This is done with an automated message through ParentSquare, that can be addressed directly via the ParentSquare App. When a child returns to school after an absence, s/he must bring a written excusal, unless the parent has telephoned ahead.

You will receive a call from the attendance clerk if your child is absent and we have not heard from you. You may respond to the call or email us in order to clear the absence. **If your child has a fever, flu like symptoms, is vomiting and/or has diarrhea they must stay home until they are 24 hours free of symptoms.**

Tardies: If you are aware that your child will be tardy when they arrive at school, please remind them to check in at the office. Excessive and/or habitual tardiness is considered an attendance problem and parents will be notified. You may sign the student in as a late arrival and they may proceed to class. The office will be able to communicate to the teacher regarding the reason for the late arrival. Thank you for your cooperation and understanding.

Early Dismissal: Children are excused to leave the school only upon the personal request of the parent. If a child must leave school before dismissal time, they must be signed out by an authorized adult in the office. No one, other than the parents or those listed on the emergency card, may take a child out of the building without written permission from the parents or legal guardians. We reserve the right to check ID's if a person is a first timer picking up.

EMERGENCIES

Emergency Contact Information: The information added to the Aeries student information system is extremely important and enables school personnel to properly care for the child's needs while at school, including special health needs or illnesses. It also enables us to contact parents quickly. The emergency information is completed online for families during the data confirmation process. For new families, it will be completed when they register online. Every student must have parent or guardian phone numbers listed. It is important that you have additional emergency contacts in case we cannot reach you during an emergency or if your child is too ill to remain at school. **Should there be any change during the school year, please advise the school office immediately.**

First Aid: The school is equipped to render only emergency first aid. If your child is ill and needs to go home, we will contact a parent for pick up.

Medication: Staff cannot give over-the-counter or prescription medication at school

without a District form being completed by the parent and physician. These forms are available in the school office. Medication must be kept in the original container. Medications can be delivered to school by parents/guardians only. Do not give any medication, including aspirin, to a student to leave in his/her backpack or desk.

School Closure: In case of an emergency that would necessitate an immediate closure of the school, please have a contingency plan worked out with your child and another adult in case you are not home. If your child regularly goes to a place other than home after school, that address and phone number must be on file and should be updated on Aeries. In the event of a natural disaster or civil emergency a child will be released only to an authorized adult listed as an emergency contact. Notifications during any emergency will be sent via email or text message. Please ensure all contact numbers are kept current.

CONFERENCES

Parent-Teacher conferences are scheduled in the fall and serve as goal setting for the trimester/school year. If you would like additional conferences with your child's teacher, please make an appointment directly with the teacher. It is important to know if something is troubling your child. Sharing such information helps the teacher know how to help your child and act in partnership with you.

REPORT CARDS

Report cards are issued at the end of each trimester and will be made available online via the ParentSquare. They serve as a snapshot of the learning and an opportunity to receive feedback on areas such as academic and social growth and study skills, along with teacher comments on their overall progress.

HOMEWORK

Homework is meant to provide reinforcement and practice in connection to classroom instruction. It is not meant to be new learning. Homework policies are generally explained by the teacher at Back-to-School Night. Length of time for completing homework will vary between grade levels and individual students. If a child seems to be spending more time on homework than expected, parents should contact the teacher to discuss your child's needs.

HOME-SCHOOL COMMUNICATION

Frequent and meaningful communication between the home and school is a well-researched factor contributing to a successful education for the child. Every Wednesday, the school newsletter will be sent out via ParentSquare. The school principal which highlights programs and school activities on campus and in the community. The school website provides general information about our school. Teachers are expected to communicate with parents on a regular and as needed basis taking the form of regular classroom newsletters, phone calls and/or e-mail. If parents/guardians have concerns they should call for a personal or phone conference with the classroom teacher.

WEBSITE

Please visit our website at <https://www.walnutcreeksd.org/Subsite002> for additional information about our school, programming and resources for parents.

PHONE SYSTEM/ELECTRONIC DEVICES

Please be sure to set up daily plans with your child before he or she leaves for school. If you need to make contact with your child during the school day, please call the front office. Please note students are not allowed to use electronic devices (e.g., cell phones, smart watches) during the instructional day. Students with devices must have them off and kept in their backpack during the school day. If a device interferes with school activities in any way, school personnel will confiscate the device. Repeated offenses will result in progressive consequences. School personnel are not responsible for damaged or lost devices.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

We strive to meet the individual learning needs of each student through a rigorous and differentiated academic program. At times, however, some students demonstrate a need for additional support in order to meet our academic and social/behavior expectations. As a result, Indian Valley targets student learning and support through a collaborative process to help students succeed.

MTSS is a framework to provide targeted and tiered interventions to students in meeting academic and behavioral standards. MTSS uses various screening and progress monitoring tools to determine if students are meeting the standards, and provides a tiered intensity to the levels of support, starting with strong differentiated and responsive instruction for all students.

SPECIAL SERVICES AND SUPPORTS

Special Education: This program is for children who have received intervention through our MTSS framework and meet the educational eligibility criteria for having a disability that meets federal and state guidelines. Should a student require special education support, services are provided in the general education and/or special education settings on campus.

English Language Development: Non-English and Limited English speaking students are served by the general classroom teacher. Classroom teachers provide an appropriate instructional program for English Learners. In addition, students who require additional support receive that support from the English Language Development teacher during school hours.

Independent Study Contracts:

Available for up to 15 absences in a school year. If you anticipate an absence of 1-5 days, please request an Independent Study Contract on our district website, [here](#), at least 5 days prior to your departure. Completing the assignments is required to qualify the student for an excused absence and allow the District to collect state funds accordingly. Make-up assignments, however, are no substitute for the instruction received during regular classroom attendance.

School Nurses/Health Services: These services, designed to help meet the health needs of students in relation to their academic progress, include advising school personnel and parents and providing leadership in health resources. Specific services include vision screening, hearing screening, and assistance in helping families obtain community services.

Home/Hospital Teaching: This is a program for temporarily physically disabled children. A teacher visits the child's home or hospital until the child is well enough to attend school.

Technology Devices: All classrooms have access to either iPads or chromebooks. Teachers integrate technology with their instruction for learning purposes. It is expected that students take care of their device and follow the WCSD technology agreement.

Physical Education, Library, Music, Art and Science: All students are provided instruction in these subjects by specialists and general education teachers. Instrumental music instruction is offered to fourth and fifth grade students.

STUDENT BEHAVIOR - INSTRUCTION, RESTORATIVE PRACTICES AND DISCIPLINE

Students are expected to follow all school rules and expectations on their way to school, during school hours and on their way home. When student behavior interferes with safety and/or learning we respond with appropriate levels of support and action. Our school plan for providing a positive school climate, following class and school expectations, teaching appropriate learner behaviors and intervening when necessary includes, but is not limited to:

- Regular review of classroom and school wide expectations
- Implementing restorative practices schoolwide
- Providing students with direct instruction with district adopted social/emotional learning curriculum
- Daily class meetings
- School-based counseling support
- Progressive discipline that may include but is not limited to parent contact, time in the office, suspension from school and/or expulsion.

In support of these efforts, please make sure to familiarize yourself with the [WCSD Student Discipline Handbook - 2023-24](#).

UNLAWFUL HARASSMENT

We are committed to providing an educational environment free of unlawful harassment. The District maintains a strict policy prohibiting sexual harassment, unlawful discrimination and/or harassment because of race, color, ethnic group, ancestry, national origin, physical or mental condition, medical condition, and actual or perceived gender or sexual orientation, religion or any other basis protected by federal, state or local law or ordinance or regulation. Unlawful harassment is considered to have occurred if the conduct has the purpose or effect of unreasonably interfering with the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment.

TEXTBOOKS & SUPPLIES

The school provides all textbooks and supplies necessary for a child's instructional program. One to one technology devices are considered a part of the student's school materials provided by the school.

LIBRARY

Your child's class will have the opportunity to visit our library at least once a week. Books may be checked out for a one week period. Computers, reference materials, magazines and periodical subscriptions are available for use. A child who forgets to return or loses a book may have library privileges suspended until the book is returned. Students are able to reserve a book so that it is put on hold until they return the missing book.

BREAKFAST AND LUNCH PROGRAM

School breakfast and lunch is available to all students at no cost. Breakfast begins at 7:45am each day, except for late start Wednesday, when breakfast begins at 8:30am. Parents who wish to take their student off campus for lunch must sign them in and out through the school office.

DRESS STANDARDS

Students should be dressed appropriately for school so that they can fully participate in their learning without distraction. They should refrain from wearing clothing that have logos or depict drugs, alcohol or violence in any way. Shorts/dresses should be at least mid-thigh length and mid-riffs covered. Students should wear closed toed shoes for safety and sandals should have a backstrap on them. Students should wear appropriate clothing/shoes on PE days so they can have full participation.

FIELD TRIPS/TRANSPORTATION/CHAPERONES

Field trips, requiring bus or private vehicle transportation and parental permission in written form, are held at the discretion of the teacher. These trips are related to the instructional program and are designed to further the educational experiences of students. Donations may be requested to help defray the cost of a trip. Parents will be sent written permission slips in advance of each field trip.

If private vehicles are used for field trip transportation, a private car registration form must be completed by the driver and a copy of the vehicle registration form, drivers license, and insurance must be provided. The teacher will provide the forms during the planning stages of the trip.

Field trip chaperones must complete a volunteer information form and an online volunteer training module. Chaperones will be determined by the teacher as will be the duties and responsibilities. Siblings are never allowed on field trips. If chaperones drive private vehicles on a bussed field trip due to space limitations, students are required to ride on the bus. Parent drivers must go to the field trip location and return to school directly. No additional stops along the route to or from school are allowed.

AFTERCARE - RIGHT AT SCHOOL (ELO-P)

The State of California Department of Education (CDE) has developed a plan for better serving the needs of our students and families with the introduction of the Extended Learning Opportunity Program. All school districts in the state are required to offer this program by the 2024-2025 school year.

At Indian Valley, a vendor called [The Creek Youth Center](#) will provide this program, in parallel with Kids Only Club. They will provide the staffing and a daily program focused on academic support and enrichment, social-emotional wellness, and more. For more information and registration documents, see [here](#) or contact The Creek Youth Center at (925) 934-3324 or thecreekyouthcenter@gmail.com

VISITORS & VOLUNTEERS

Volunteers are encouraged and welcomed as part of the IV learning community. The many hours of assistance put in by parents, grandparents, guardians, and friends is one of the great assets we have at Indian Valley. Volunteers must complete a WCSD online module prior to volunteering at school. Volunteers that work with students outside the direct supervision of a teacher will have a background check conducted by the Department of Justice. This applies to any overnight field trips. Please contact the main office for more information. Please remember volunteering is for the benefit of the students, staff and our school as a whole. All volunteers must make prior arrangements with the appropriate teacher or staff member before arriving at school. Volunteers need to check in at the office to sign in upon arrival and sign out at departure.

Parents who wish to visit their child's classroom in a non-volunteer capacity during the school day must make arrangements by contacting the teacher. Please note that any visit must also be coordinated with the principal who will accompany visitors while on campus. Visits are limited to 30 minutes. Please understand that we cannot have visiting children coming to school during school hours.

The Board of Education bans the use of tobacco products on District property, therefore, smoking is not allowed anywhere on school grounds.

LOST AND FOUND

We recommend that you mark your child's name on each outer garment and other loose personal property. Lunch boxes and water bottles should also be labeled. Lost/misplaced items are placed in a lost and found area in the main entrance hallway. Unclaimed items are donated to a charity organization several times during the year.

CLASSROOM PARTIES

Classroom parties are held at the discretion of the classroom teacher. Simple refreshments may be served along with healthy food options. A volunteer room parent usually helps with these activities. Please be aware of any food allergies or dietary

restrictions of the students in the class.

BIRTHDAY TREATS

We know it is fun to celebrate your child's birthday at school. Please make sure any treats are healthy ones or a non-food item if you wish to bring something to school for your child(ren)'s birthday. Goodie bags that can be passed out to the students at the end of the day is a good option because it does not interfere with the daily instruction. Please coordinate any birthday treats, goodie bags, etc. with the teacher before the birthday. Please avoid items with nuts due to student allergies.

PTO

An integral part of Indian Valley School is the Parent Teachers Organization. This group is a service organization that works toward bringing the community and school together. A traditional role of the PTO has been the enrichment of school activities. Sponsoring a variety of events, PTO has provided support financially, through volunteerism, and through endorsement. Parents are invited to participate in the many activities sponsored by this group.

SCHOOL SITE COUNCIL

The role of the Indian Valley SSC is to develop and recommend to the district governing board our school's Single Plan For Student Achievement. Following approval of the plan, the Site Council has the ongoing responsibility to review with the principal, teachers, and other school personnel implementation of the plan and to assess periodically the effectiveness of the program. The Site Council is made up of parents or community members selected by parents and school staff and meets approximately 6 times a year.

THANK YOU

Thank you for taking the time to read our Student/Parent Handbook. We truly appreciate our wonderful Indian Valley students, staff and parents/guardians.