Indian Hills Elementary School
7445 SW 29th Street
Topeka, Kansas 66614
Phone (785) 339-4500
Follow us on Facebook @Indian Hills Elementary
and @Indian Hills PTO

Important Information for Indian Hills Families

Attendance

- School Hours are 8:45AM - 3:45PM.
- Please call/e-mail the office at 785-339-4500 for absences OR you can report your child's absence within the parent portal.
- Students should NOT be at school within 24 hours of having a fever of 100.4 or greater without the aid of medication, or if vomiting or diarrhea.
- Doctor notes will be required for more than 10 absences per policy.
- Students arriving after 8:45 AM are considered tardy and will need to enter through the front office to check in as doors will be locked.
- Tardies after 9:50 will be unexcused unless a note or call is provided to office secretaries.

Leaving Early

- Please call the office ahead if your student will be leaving early. This will ensure your child is ready to leave when you arrive. All students must be checked out through the office staff.

Absences & Vacations

- Any and all absences should be reported to the office secretaries and the teacher.

Breakfast and Lunch

- Breakfast and Lunch are served to students each day at a cost.
  - Breakfast and Lunch Menus
  - Breakfast cost is $2.14
  - Lunch cost is $3.34
  - Parents can deposit money into their child's account via the Parent Portal
- Students may also choose to bring lunch from home.
- All students will eat in the Cafeteria.
- Application for free and reduced lunches can be found here
- Parents may come to the school to eat lunch

IH Visitors

- All visitors including parents will need a state issued driver's license when entering the office.
- Visitors should enter through the main office at all times.

Car Riders Morning Drop Off

- Students should be dropped off in the car lane loop on the west side of the building. At 8:25 students can report directly to their classroom.
- If your child will be eating breakfast, arrive at 8:15 AM.

Car Riders Afternoon Pick-up (3:45 p.m.)

- Pull into our car lane loop on the west side of the building. Students will be released once the car has reached the yellow curb.
- Staff members will be outside to help direct traffic and supervise students to their cars.
- Cars must display the authorized car pickup tag with your family name

Walkers/Bikers

- Students can walk or bike to school using the crosswalks. We will have bike racks at school.

Bus Transportation

- If your child will be a bus rider, download the My Ride K-12 app to track bus location and pick up/drop off time and location.
- Students will scan their bus card to board and exit the bus. $5 charge to replace lost card.
- Delays can be expected in pick up and drop off. Students are not allowed to ride the bus home with friends.

Before and After School Care at Susanna Wesley

- Before and after school care is provided at Susanna Wesley located next to the school between the hours of 7:00-8:25 AM and 3:45-6:00 PM.

with their child only at the provided "Guest Table". Guests will sign out following lunch in the office.
- Caffeine/Soda is restricted for students. Food items brought in should follow USDA recommended nutritional values so that we remain in compliance.

- More info can be found here or by calling Director Raeann at 785-478-3697 or raeanne@swumc.org

Communication

- Regular communication will take place from your child's teacher and the school through e-mail and our school Facebook Page.
- Meetings with staff require an appointment.
- Teachers and administrators can be reached via email or by calling the front office.
- Our office can be reached by phone between 7:30 AM-4:15 PM.
- Student cell phones/smartwatches/devices are not allowed at school per state law.

Behavior

- Students are expected to demonstrate good behavior and respect to peers and staff members. Parents will be contacted for behavior that impedes the learning of others.
  - We use the SOAR acronym to teach our schoolwide expectations:
    - **S**afe
    - **O**wnership
    - **A**ctive Learner
    - **R**espect
- Each month a different Character Trait is taught schoolwide.

School Safety

- All exterior school doors are closed and locked at all times.
- All school visitors must check in and out in the front office.
- If you are delivering items to the school they will be left in the office for pickup.
- Visitors will wear a badge while in the building and sign out in the office when exiting the building.

School Nurse

- Students who become ill or injured will be sent to see the school nurse, Summer McCoy and parents will be notified.
- If your child will be taking medication at school please contact the Nurse at 785-339-4511.
- All student medication will be stored and dispensed by the school nurse. This includes all prescription medication and over the counter medications.

Early Release Days

On these days, students will be dismissed at 2:15 p.m. Students will arrive home via bus approximately 90 min. earlier than their normal time on these days.

September 16	January 27
October 21	February 24
November 11	April 7
December 9	May 5

Students will have access to their normal after school transportation, but if normally a car rider, families will need to make arrangements to pick their student(s) up by 2:15 pm. Any changes in transportation need to be communicated to the office.

School Events and Miscellaneous Information

- School Supply List
- Student School Calendar
- Calendar of School Events
- Elementary Handbook