



## Indian Hills Elementary School

7445 SW 29th Street

Topeka, Kansas 66614

Phone (785) 339-4500

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and @ Indian Hills PTO



### Important Information for Indian Hills Families

#### Attendance

- School Hours are 8:45AM - 3:45PM.
- Please call the office at 785-339-4500 for any and all student absences.
- 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 \$1.85
  - Lunch cost is \$2.90
  - 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 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.

#### 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 (8:25 a.m.)

- Students should be dropped off at the Main Entrance no earlier than 8:25 AM.
- If your child will be eating Breakfast, the doors will open at 8:15 for Breakfast only.

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

- Pull into our one-way parking lot and form a double lane along the north side of the island. Cars will alternate going into the curve. 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.

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

<b>School Safety Info</b>	<b>Emergency Drills</b>
<ul style="list-style-type: none"> <li>• All exterior doors are closed and locked at all times.</li> <li>• All school visitors must check in and out in the front office.</li> <li>• If you are delivering items to the school they will be left in the office for pickup.</li> <li>• Visitors will wear a badge while in the building and sign out in the office when exiting the building.</li> </ul>	<ul style="list-style-type: none"> <li>• We are mandated by the state of Kansas to perform emergency drills throughout the year, including fire drills, crisis drills, and tornado drills.</li> <li>• Teachers and Staff will use these drills as an opportunity to review emergency procedures with students in a calm and concise manner.</li> </ul>

<b>Early Release Days</b>	<b>Birthday Treats</b>								
<p>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.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">September 17</td> <td style="width: 50%;">January 14</td> </tr> <tr> <td>October 1</td> <td>February 25</td> </tr> <tr> <td>November 5</td> <td>April 14</td> </tr> <tr> <td>December 10</td> <td>May 6</td> </tr> </table> <p>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.</p>	September 17	January 14	October 1	February 25	November 5	April 14	December 10	May 6	<ul style="list-style-type: none"> <li>• Students may bring treats on their birthday to share with their class. Please check with your classroom teacher regarding any classroom allergies.</li> </ul> <p style="text-align: center;"><b>Birthday Invitations</b></p> <ul style="list-style-type: none"> <li>• Students may distribute birthday invitations at school if there is an invitation for <u>every</u> child in their class.</li> <li>• Balloons and glass vases are not allowed on the bus.</li> </ul>
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<b>Communication</b>	<b>Behavior</b>
<ul style="list-style-type: none"> <li>• Regular communication will take place from your child's teacher and the school through e-mail and our school Facebook Page.</li> <li>• Meetings with staff require an appointment.</li> <li>• Teachers and administrators can be reached via email or by calling the front office.</li> <li>• Our office can be reached by phone between 7:30 AM-4:15 PM.</li> <li>• Student cell phones must be kept in backpacks and silenced during the school day to minimize disruptions to instruction.</li> </ul>	<ul style="list-style-type: none"> <li>• We follow a framework for intervention to ensure that we are meeting the academic, behavior, and social-emotional needs of each student.</li> <li>• We follow school-wide expectations using the SOAR acronym: <ul style="list-style-type: none"> <li>○ Safe</li> <li>○ Ownership</li> <li>○ Active Learner</li> <li>○ Respect</li> </ul> </li> <li>• Each month a different Character Trait is taught schoolwide.</li> </ul>

<b>School Nurse</b>	<b>School Events</b>
<ul style="list-style-type: none"> <li>• Students who become ill or injured will be sent to see the school nurse, Mrs. McCoy.</li> <li>• If your child will be taking medication at school please contact the Nurse at 785-339-4511.</li> <li>• All student medication will be stored and dispensed by the school nurse. This includes all prescription medication and OTC medications.</li> </ul>	<ul style="list-style-type: none"> <li>• All Indian Hills Events can be found on the Indian Hills website: <a href="#">Calendar</a></li> </ul>

<b>Art Class</b>	<b><a href="#">Elementary Handbook</a></b>
<ul style="list-style-type: none"> <li>• Each child needs an oversized t-shirt for Art class.</li> </ul>	

