



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 student absence.
- 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.

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. Your child will be walked out by a staff member.

Breakfast and Lunch

- Breakfast and Lunch are served to students each day at a cost.
 - [Breakfast and Lunch Menus](#)
 - Breakfast cost is \$1.35
 - Lunch cost is \$2.40
 - 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.

School Safety Info

- All exterior doors are closed and locked at all times.
- All school visitors must check 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

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

- Download the [Ride360 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.

Susanna Wesley Before and After School Care

- 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.
- Enrollment can be completed [here](#) or by calling Director Becca Nyman at 785-478-3697

Students are not permitted to walk or bike to school due to traffic and safety concerns.

Emergency Drills

- We are mandated by the state of Kansas to perform emergency drills throughout the year, including fire drills, crisis drills, and tornado drills.

<p>and sign out in the office when exiting the building.</p>	<ul style="list-style-type: none"> Teachers and Staff will use these drills as an opportunity to review emergency procedures with students in a calm and concise manner.
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<p style="text-align: center;">Early Release Days</p> <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 13</td> <td style="width: 50%;">January 24</td> </tr> <tr> <td>October 4</td> <td>February 21</td> </tr> <tr> <td>November 8</td> <td>April 3</td> </tr> <tr> <td>December 6</td> <td>May 1</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 13	January 24	October 4	February 21	November 8	April 3	December 6	May 1	<p style="text-align: center;">Birthday Treats</p> <ul style="list-style-type: none"> Students may bring treats on their birthday to share with their class. Please check with your classroom teacher regarding any classroom allergies. <p style="text-align: center;">Birthday Invitations</p> <ul style="list-style-type: none"> Students may distribute birthday invitations at school if there is an invitation for <u>every</u> child in their class. Balloons and glass vases are not allowed on the bus.
September 13	January 24								
October 4	February 21								
November 8	April 3								
December 6	May 1								

<p style="text-align: center;">Communication</p> <ul style="list-style-type: none"> Regular communication will take place from your child’s teacher and the school through e-mail and our school Facebook Page. 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 must be kept in backpacks and silenced during the school day to minimize disruptions to instruction. 	<p style="text-align: center;">Behavior</p> <ul style="list-style-type: none"> We follow a framework for intervention to ensure that we are meeting the academic, behavior, and social-emotional needs of each student. We follow school-wide expectations using the SOAR acronym: <ul style="list-style-type: none"> ○ Safe ○ Ownership ○ Active Learner ○ Respect Each month a different “Character Trait” is taught schoolwide.
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<p style="text-align: center;">School Nurse</p> <ul style="list-style-type: none"> Students who become ill or injured will be sent to see the school nurse. If your child will be taking medication at school please contact Nurse Courtney at 785-339-4511. All student medication will be stored and dispensed by the school nurse. This includes all prescription medication and OTC medications. 	<p style="text-align: center;">School Events</p> <ul style="list-style-type: none"> All Indian Hills Events can be found on the Indian Hills website: Calendar
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<p style="text-align: center;">Art Class</p> <ul style="list-style-type: none"> Each child needs an oversized t-shirt for Art class. 	<p style="text-align: center;">Elementary Handbook</p>
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We are happy you are a part of the Indian Hills Eagle Family!

