

Pleasanton Elementary School
2014-15
Student Handbook



Blu-Jay Pride!

MISSION USD 344

The mission of Pleasanton Elementary School is to provide a safe and positive learning environment that offers the opportunity for development of life-long learning skills that enable students to become productive citizens in our changing society.

Intellectual Development

To develop the skills of perception, memory, reasoning, problem solving, creativity, and communication in such a way that the student may reach his/her potential

Social Development

To develop a healthy interaction with others, including those of different race, religion, or culture, by encouraging a positive team spirit and cooperation

Physical Development

To develop a positive attitude toward self and others which includes a love for learning, self-discipline, and appreciation of art, music, literature, and nature

Moral and Ethical Behavior

To strengthen his/her moral and ethical behavior and demonstrate good human relations

TABLE OF CONTENTS

Absences and Excuses	8
Alternative Learning Center (ALC)	14
Annual Notice of Nondiscrimination	21
Breakfast/Lunch & Cafeteria Procedures	3
Damage, Theft, or Destruction	10
Discipline Policy	11
Dress Code	13
Drugs, Alcohol, and Illegal Items Policy	18
Fire Drill Requirements & Procedures	6
Grading Scales	19
Immunization Policy	7
Internet Discipline Policy	19
Lockers	10
Medications	6
Notice of Privacy Rights Annual Notification	19
Out-of-School Suspension (OSS)	15
Perfect Attendance	8
Plagiarism	7
Promotion and Retention	19
Public Displays of Affection (PDA)	16
Recess	19
Returning to School & Make Up Work	9
SB129-School Safety	18
School Day and School Closings	3
School Insurance	6
School Visitation/Parent Conferences	6
School Violence	20
Sexual Harassment	16
Student Conduct	11
Telephone Usage/Cell phones/Electronic devices	10
Title IX Notice	21
Tornado Drill Requirements & Procedures	6
Transportation	7
Weapons	18

USD 344
Pleasanton Elementary School
2013-14

Dear Parents,

Welcome to Pleasanton Elementary School where “Blu-Jay Pride” begins! I am thrilled to be back for my third year and be your elementary principal. It will be my job to make sure your child will be offered the finest education and feel a part of something special while learning life long lessons at Pleasanton.

The teachers and staff at Pleasanton understand that **your** child is important and we will make every effort to accommodate their individual academic, social, and physical needs. The educational process at the elementary level is vital as students begin to develop a foundation of basic skills that they will build on as they progress into middle and high school, and ultimately into society. We are fully aware that this “foundation of basic skills” needs to be as strong as it can possibly be in order for your child to explore, experience, and learn at the highest level.

Success at Pleasanton schools starts at the elementary, it's that simple. And that success will be built on communication and cooperation between parents, school and community. With that concept in mind, the student handbook is intended to assist your understanding of our building and district educational goals and expectations, as well as policies and procedures. Please take the time to read through the material as there have been a few modifications.

I encourage you to be a part of your child's education. I challenge you to educate yourself and to appreciate and embrace the effort that goes into educating **every** child at Pleasanton. If you have any questions or concerns, please feel free to contact us. I am confident that we will have a great year and again, I look forward to the opportunity to be your principal.

Ray Streeter, Principal
Pleasanton Elementary School
ray.streeter@usd344.org
(913)352-8531

GENERAL INFORMATION

SCHOOL DAY: School is in session from 8:05 a.m. to 3:30 p.m. Students should not arrive before 7:40 a.m. and should leave the building at 3:35 unless special arrangements have been made. Once a student is on school grounds he/she is under the jurisdiction of the school officials and may not leave without permission from the office.

SCHOOL CLOSING: This will be announced using School Reach and “Pleasanton Schools” Facebook page.

BREAKFAST AND LUNCH PROGRAM: Breakfast and lunch are provided to help students be nutritionally prepared for the school day. Breakfast and lunch may be paid BEFORE OR AFTER school in the high school office. Office hours are 7:30 a.m. to 4:00 p.m. Students may bring their lunch, but all food must be eaten in the cafeteria. **Because we have a closed lunch period, students will not be allowed to leave school for lunch.**

BREAKFAST: Breakfast is available to students at a cost of \$1.20. The breakfast period is from 7:40 a.m. to 8:00 a.m. each day that school is in session. Students participating in the breakfast program who do not ride the bus must arrive by 7:50 a.m. and go directly to breakfast before going to their classroom. Bus riders participating in the breakfast program must go directly to breakfast upon arriving at school.

Breakfast will not be an acceptable reason for tardiness to a student’s morning class unless it involves a late bus. Only students who are eating school breakfast will be allowed to stay in the cafeteria.

LUNCH: The school lunch program provides students in grades K-6th with a hot, nutritious, well-balanced lunch for \$1.85 per meal. Lunch may be purchased through the lunch program or a sack lunch may be brought from home.

OFFER VS. SERVE AT LUNCH DEFINITION: Offer vs. serve is a federal regulation designed to reduce food waste in the lunch program by allowing students to choose only those foods which they intend to eat. Senior high school participation in the National School Lunch Program is required to implement offer vs. serve. Offer vs. serve is a local option in elementary and junior high/ middle schools.

REQUIREMENTS: The school lunch meal requirements consist of four food components:

- 1) Meat or meat alternate
- 2) Vegetable and/or fruit
- 3) Bread or bread alternate
- 4) Milk

The vegetable/fruit component must be met by providing two (or more) servings of vegetable, fruit, or a combination of both. A reimbursable lunch consists of five required food items. For a lunch to be reimbursable under offer vs. serve, all five food items must be offered (made available) to all students.

The serving size offered must be consistent with the minimum quantities specified on

Chart 1, page 4, "School Lunch Patterns."

In schools not implementing offer vs. serve, a student must take the entire five-food item lunch in the full portions offered.

In senior high school, a student must take full portions of at least three out of the five required food items.

The School Food Authority cannot decide which food item a student may or may not refuse by requiring certain food items be taken. For example, if the menu is Hamburger on Bun, Tossed Salad, Corn, Oatmeal Cookie, and Milk. A reimbursable meal would be any one of the following six:

Hamburger	Hamburger	Hamburger
Bun	Salad	Bun
Milk	Milk	Milk
Corn	Bun	Hamburger
Salad	Salad	Bun
Milk	Corn	Salad

Each food item only counts as one item, whether he/she selected one, or a dozen. The cookie does not count as one of the five items. It is considered as an extra.

In schools below the senior high school level in which the local School Food Authority has opted to implement offer vs. serve, a student must take three or four full portions of the required food items.

Lunches must be priced as a unity. This means that paying students will pay the full lunch price and students eligible for the reduced price will pay the current reduced price charge whether they take the minimum number of food items, or all five food items offered.

Students now have the opportunity to choose only those foods in which they intend to eat in the School Lunch Program. Previously, they were required to take the complete lunch. This section of the National School Lunch Program is designed to reduce food waste and will give them the opportunity to select the foods they want to eat. Each day they will be offered the complete lunch, which includes a serving of: Meat, Vegetable, Fruit, Bread, and Milk.

The servings of fruit and vegetables may be a combination of a serving of fruit and a serving of vegetables, or two servings of two different fruits, or two servings of two different vegetables. The five food items comprise the school lunch pattern and provide approximately one-third of their daily nutritional needs. If they selected at least three food items, the school is able to receive federal reimbursement to cover part of the cost of the meal. However, the price

per meal remains the same whether they select the minimum of three foods or all five. For example, if the menu is: hamburger, bun, tossed salad, corn, oatmeal cookie, milk. You could take all five-food items (hamburger, bun, tossed salad, corn, and milk) or you could select full portions of four items or a combination of any three items such as:

Hamburger	Hamburger	Hamburger	Corn	Bun	Hamburger
Bun	Tossed Salad	Bun	Tossed Salad	Tossed Salad	Bun
Milk	Milk	Corn	Milk	Corn	Tossed Salad

There are several other combinations of three, but the above items will be the most frequently chosen. The cookie, once again, does not count as one of the five food items. In the students' selection, he/she must choose three different items. For instance, they could not take two hamburgers and count them as two of the five. The hamburger, like everything else, only counts as one food item whether they selected one or a dozen.

The student should check the menu daily so they will know which items in the school lunch they want to eat. Through their careful selection of only those foods they wish to eat, they will be helping to conserve both food and money; two valuable resources. Enjoy the lunch!

FREE AND REDUCED LUNCH: USD #344 participates in the School Food Service Program in which families are welcome to apply for free or reduced price meals for their student(s). Application forms are distributed at registration and are available in the office throughout the year. The state and federal rules and regulations governing this program will determine eligibility for participation in the program. This program is audited by the Kansas State Board of Education; therefore individual applications may be audited for verification of eligibility.

Free or reduced breakfasts and lunches will be available for those who apply and qualify under federal guidelines. Guidelines and applications are available to each family. For those who want to apply for free or reduced breakfasts and lunches:

1. Only one application is needed regardless of how many children you have in any of the district's schools.
2. The application should be completed accurately, in full, and handed to the appropriate building secretary.
3. Households may apply or re-apply throughout the year if their income status changes.
4. You will be notified within 10 days from the date the school receives the application whether the application was approved or disapproved.
5. The School Food Service Program provides one meal and one carton of milk per student per meal. Additional meals and milk may be purchased by the student(s), however those meals will be treated as additional items and the student's family account must show a positive balance.
6. Recipients of free or reduced breakfasts and lunches are kept in confidence at the district level.

BREAKFAST/LUNCH FEES: The price of school lunches, extra milk, and breakfasts will be based on the following single rates:

Regular Student Lunch	\$ 1.85	Reduced Student Lunch	.40
Additional Student Lunch	\$1.85	Guest Lunch (Adult or Child)	\$3.00
Regular Breakfast	\$1.20	Reduced Breakfast	.30
Extra Milk (per half pint)	.35		

Meals are pre-billed monthly; statements will be mailed to the parents at the end of the month and around the 15th of the month. Lunch and breakfast may be purchased daily, weekly, or monthly. Students who choose not to participate in the hot lunch program will be expected to bring a sack lunch. No money will be collected in the cafeteria. Students may not exceed three charges of lunches or breakfasts. Students are asked to be courteous and mannerly at all times during lunch. Do not go to the Commons Area until ten minutes after lunch period starts and PLEASE leave your area in the cafeteria and Commons Area clean.

CAFETERIA PROCEDURE

1. Listen when lunch count is taken in your classroom each morning. Be sure of what you are ordering.
2. Students must take a milk before picking up their trays
3. Tell the lunchroom clerk your lunch ID number

SCHOOL VISITATION/PARENT CONFERENCE: Students may not bring other student visitors to school.

The success of a student can be measurably increased if his/her parents show an active interest in the student's work. Parents and grandparents are cordially invited to visit the school at any time. Parents or grandparents should plan school visits through the office. Adult lunch is available for \$3.00 please make arrangements with the office by 9:00 a.m. if you plan to eat. Should questions or misunderstandings arise, parents are urged to contact the teacher and/or the administration in order that a better understanding and cooperative solution may be reached.

EMERGENCY PROCEDURES

FIRE DRILL REQUIREMENTS & PROCEDURES

Requirements: By act of the Kansas Legislature all schools will conduct one fire drill each month that school is in session.

Procedures: Move quickly, but orderly and quietly, so that you may hear instructions if they must be given. Leave supplies, books, etc. in the room. After you are outside, a safe distance away from the building, you are not to re-enter until the 'all clear' is announced. In the event of a power failure, the bullhorn will be used instead of the regular alarm system. **The fire signal will be a continuous ringing of a horn-like sound** (as contrasted to our bell system).

Music room - Exit from the west door
Computer Lab, 3rd Grades, 5th Grades, 6th Grades- Exit from the east door
4th Grades, 1st Grades, 2nd Grades- Exit from the south door
SPED and Title Classrooms- Exit from the west door
PreK Marchiano, Kindergarten- Exit from the north door in Annex
PreK Davenport – Exit from south door of Annex
Grade School Gym - Exit from the northeast hall
Cafeteria - Exit from the west door.

TORNADO DRILL REQUIREMENTS & PROCEDURES

Requirements: By act of the Kansas Legislature, all schools will conduct a tornado drill at least three times each school year.

Procedures: All classes gather in the southeast corner of the room if there are no windows in that area. If possible, take a book or some item to protect your head against flying objects. The tornado signal will be short rings of the regular bell system. In case of power failure, we will use the bullhorn.

6th Grades, 3rd Gilbert to NE locker room; 5th Grades, 3rd Epps to NW locker room; 1st Grades, 4th Warren to SE locker room; 2nd Grades, 4th Coffman to SW locker room.
SPED/Art/Library/Title to NW locker room.
Kindergarten- go to the restrooms on the east side of the annex building.

SCHOOL INSURANCE: The Board of Education purchases insurance for school-sponsored events. This includes the bus trip to and from activities and athletic coverage. School insurance will not pay in addition to other effective policies, which may be carried by the parent or guardian. It will, however, pay scheduled amounts remaining after the parent's policy has paid. Parents/Guardians are responsible for obtaining insurance forms and mailing information to the company.

MEDICATIONS: State law prohibits us from allowing your child to take any type of medication, by mouth or by injection, while at school unless we have a written order from the child's doctor. There is a form that will need to be filled out by the child's physician. You may get this form in the elementary office. Without this form the child will not be allowed to take any medication at school unless the parent/guardian comes to school and personally witnesses the child taking the medication. NO EXCEPTIONS WILL BE MADE.

IMMUNIZATIONS:

Any pupil entering school shall be required to present, to the school authorities, certification from a licensed physician that he has received or is in the process of receiving immunization against

poliomyelitis, diphtheria, measles, rubella, pertussis, mumps, tetanus, and chicken pox, by such means of immunization as are approved by the Kansas State Board of Health.

In the way of an alternative to this requirement, a pupil may present: (A) certification from a licensed physician stating the physical condition of the child to be such the test and immunization would seriously endanger his life or health, or (B) a written statement by one parent or guardian that is an adherent of a religious denomination whose religious teachings are opposed to such test and immunization, or (C) a written statement signed by one parent or guardian that such tests or immunizations are in the process of being received and will be completed within 90 days after admission to school.

Prior to the commencement of each school year, the school shall give to all known pupils who are enrolled or who will be enrolling in the school, a copy of the act and any policy regarding implementation of the provisions of the act adopted by the school board.

Students who are not completely immunized within 90 calendar days after admission will be excluded from school until such time that they complete the series or provide a medically approved exemption or postponement.

TRANSPORTATION: Students are reminded that the bus driver is in charge at all times during the route or trip. The following guidelines will be followed in regard to bus regulations:

1. Courteous and proper conduct will be required
2. No profane language
3. Help keep the bus clean
4. Cooperate with the driver
5. No tobacco use is allowed on school buses or school grounds
6. No destruction or unusual treatment of property
7. Stay in seat while bus is in motion
8. Keep head, hands, and feet inside bus
9. Bus driver is authorized to assign seats.

Disciplinary problems will be reported to the building principal for necessary action. It is not the intent to deprive any student from bus transportation. In regard to any school-sponsored activity, **students are required to ride the school transportation to the event, NO EXCEPTIONS.**

Students may ride home from the event **ONLY** with their parent or guardian. Parent/Guardians must sign a release form each time their student does not return home on school transportation.

PLAGIARISM: Using information from a source and submitting it as your own work without properly giving credit to the originator of the article. This is unacceptable and any work submitted by a student at Pleasanton Schools will be given a zero with no opportunity provided for makeup credit.

PERFECT ATTENDANCE: Perfect Attendance means attendance with no absences from any class. An absence from any class, in any given day, in excess of 20 minutes, shall be considered as an absence. There is an exception for the funeral of immediate family members of one day per family member, (i.e. mother, father, grandfather, grandmother, brother, sister, step-mother, step-father, step-sister, step-brother, step-grandparent).

ABSENCES AND EXCUSES: The purpose of this policy is to aid in meeting the district educational goals and comply with state law and district attendance requirements.

The habit of good attendance is beneficial to a student's development and an asset in the adult world of work; therefore, consistent regular attendance is desirable behavior that students should learn.

Poor attendance disrupts the educational activities planned by the faculty and is thus, unfair to students who attend regularly.

If the student expects to gain the maximum benefit from the instructional program, regular attendance is necessary. Learning with others assists students in communicating, working together, gaining perspective, and in accepting responsibility. Educational research indicates that poor attendance is related to poor achievement, low grades, and failure.

Regular attendance requires cooperative effort and effective communication between students, parents, teachers, and school administrators.

REQUIREMENTS

1. All students enrolled in USD #344 school are required to attend all classes promptly and regularly, beginning with the official first day of school.
1. Credit toward graduation is awarded on the basis of one unit of credit for the successful completion of a course of instruction that meets daily for the year. Semester courses provide proportionate fractions of credit.
2. Law requires regular attendance for students under the age of 18. Any student under 18 years of age who is absent more than three consecutive days, or five days in any semester, or 7 days during the school year without a valid excuse acceptable to the principal, is considered truant in the legal sense of the term.
3. Regular attendance is required by district policy for all students regardless of age. Students absent from school without the expressed permission of their parent(s), guardian(s) and approval of the high school principal, are not excused.
4. Absences from class for school sponsored activities are not considered as being absent from school, but all work missed must be made up.
5. The attendance standards will also apply to special education students unless otherwise stipulated in and I.E.P. or as modified at the discretion of the Multi-Disciplinary Team.

RESPONSIBILITIES: Students and Parents: The primary responsibility for regular attendance rests with students and parents/guardians. Parents/guardians are responsible for notifying school attendance personnel **PRIOR** to planned absences, or on the **FIRST DAY** of an

unplanned absence. Planned absences must be in the best interest of the student (when being absent is more important than being in school). Written notes will be accepted from parents/guardians, who do not have phones, if the note accompanies the student **ON THE FIRST DAY OF RETURN, OR PRIOR TO PLANNED ABSENCES**. Missing class without such notice is considered to be an absence without parental/guardian and school approval. **FAKED PHONE CALLS OR NOTES WILL RESULT IN SUSPENSION.**

PHONE NUMBERS:

JH/HS Office..... 352-8701

Elementary Office.....352-8531

The Administrators are authorized to consider unusual circumstances, and resolve absences in the best interest of the students.

Students returning to school after an absence must report directly to the office. Students must coordinate make-up work for all excused absences with their teachers. Students leaving school must check out through the office. Students who check out without permission will be subject to disciplinary action.

PARENTAL/GUARDIAN ABSENCES: Students will be allowed up to four days of PARENT/GUARDIAN EXCUSED ABSENCES per semester, for each class, and make-up work will be allowed to be completed for credit. We request that Parents/guardians phone or visit the school by 8:30 a.m. in order for the student absence to be excused.

Absences other than the FOUR PARENT/GUARDIAN ABSENCES will be determined, EXCUSED OR UNEXCUSED, by the building administrator according to policy.

Class work assigned during an UNEXCUSED ABSENCE should be made up; credit will be given if done under teacher supervision outside of school day. We have a “closed” campus, and students may not leave during the noon hour unless picked up by a parent/guardian.

EXCUSED ABSENCES, which do not require notification of the building administrator by the parent/guardian, include:

1. School sponsored activities
2. In-School Suspension

All necessary medical and dental appointments should be verified with a doctor’s statement on their official stationary.

UNEXCUSED ABSENCES: Absences, which have NOT been cleared by a parent/guardian notification, a verified doctor’s statement, or reasons acceptable to the building administrator, according to school policy, will be considered UNEXCUSED.

An unexcused absence may place a student in a position of “not in good standing”. Practice or participation in any school activity may be prohibited until the student attends a full day of class and makes up all work. Work can be made up for credit if arrangements are made within 2

school days of the first day back. Time frame for completion of work will be at teacher's discretion.

EXCESSIVE ABSENTEEISM: The school principal has discretionary authority to consider each case individually. Extended illness, serious accident, or serious family problems, for example, may be excluded from this policy. Absences due to illness, which are documented by a doctor's statement, are also excluded from the policy. Visits to a dentist, ophthalmologist, etc., which are documented by a doctor's statement are also excluded from this policy. Attendance at court procedure, which is documented by a statement from the court, is excluded also.

RETURNING TO SCHOOL & MAKE-UP WORK:

Students must sign in when returning to school.

It is the responsibility of each student to make up all work missed due to excused absences. An authorized school activity or an excused absence allows the student the privilege of making up the work missed, and receiving a grade and credit, when the make-up work is completed within a reasonable amount of time. A reasonable amount of time for doing make-up work would be interpreted as the same number of days absent plus one day.

The school principal will exercise discretionary authority to consider each case individually. Extended illness, serious accident, or serious family problems for example, may be excluded from this policy. The administration reserves the right to judge the sufficiency of any claimed emergency. **All other excused absences shall have the prior approval of the administration. This prior approval should be obtained well in advance of the date when the student will be absent.**

Checkouts during the noon period are strongly discouraged and are allowed only with the permission and discretion of the principal.

A student being tardy 10 minutes or more will be counted absent. Three unexcused tardies in one class in a 9-week period will result in an unexcused absence for that hour.

TELEPHONE USAGE: If a student is ill, they will be able to use a phone in the office. Incoming messages will be delivered to students at the end of the day unless it is an emergency situation.

Cell phone usage—Cell phones must stay in a child's backpack and should be turned off during the school day.

Consequences if used during class:

1st and 2nd offense—Teacher takes phone to office for the student to pick up at the end of the day.

3rd offense—Teacher takes phone to office (Students may be required to turn their phones in to the office for a period of days to be determined by the Principal)

4th Offense—Student will lose their cell phone privileges for the remainder of the semester.

Failure to comply with any of these requests may result in ALC

Electronic Device Acceptable Use Policy (Includes but not limited to IPODS, Laptops, MP3 Players, I pads and any other electronic device)

This policy applies to any electronic device that may access USD 344 internet networks.

1. Students will follow the Pleasanton USD 344 Acceptable Use policy when accessing the internet on any electronic device.
2. Use of the laptop in class is not a right and may be restricted by the classroom teacher at any time. (Laptops will not be carried from class to class in a bag)
3. Electronic devices are not to be used for any purpose deemed inappropriate by the classroom teacher and /or the administration. (Each teacher may prohibit the use of electronic devices in class)
4. Internet access and e-mail and other media that are accessed or created, or stored, from our internet connection are the property of the school.
5. Inappropriate access to the internet regardless of the device may result in a suspension of internet access and/or assignment to ALC.
6. Students violating this policy may have their laptop use restricted and may be prohibited from bringing their personal computer or electronic device with them to school.

I Pod Usage—At Teacher's discretion. If an individual teacher doesn't want them used in his or her classroom, then the student will not use them.

DAMAGE, THEFT, OR DESTRUCTION OF PRIVATE PROPERTY: A student shall not intentionally cause or attempt to cause damage to private property, steal, or attempt to steal private property, either on school grounds, during a school activity, or an event off the school grounds. Damage or theft involving private property may be a basis for suspension or expulsion from school.

Parents and students are responsible for the care and possession of all personal property. USD #344 is not responsible for damage, theft, or destruction of personal property.

Law enforcement may be notified.

LOCKERS: These are to be used only by the person to whom they are assigned. Lock combinations are NOT to be given to others. DO NOT trade combinations. Unauthorized use or damage to lockers as a result of kicking or hitting could result in the loss of locker privileges and/or financial assessment.

STUDENT CONDUCT: It is important that all students have the opportunity to learn at school. However, this is not always possible if we do not respect this opportunity for everyone. Good student conduct is a very important part of ensuring that this opportunity exists.

It is the students' responsibility to follow all rules set forth by teachers and administration. Teachers are in charge of making sure that their classes run smoothly and they will not allow students to take learning time away from other students. Students, teachers, administrators, and parents must cooperate in this endeavor.

Inappropriate behavior in classes will not be tolerated, as it interferes with the normal educational process of all students in the classroom. The classroom teacher will handle most cases of inappropriate behavior. Teachers may choose to use conferences, detentions, etc. in an effort to correct the problem. Misbehavior of a serious nature or repeated misbehavior of a less severe nature may result in the student being sent to the office. Students who are sent to the office are to report directly to the office. All office visits by students will be documented and parents will be notified immediately.

Disciplinary action could include any one or more of the following: Alternative Learning Center, Out-of-School Suspension, Parent/Teacher Conference, or other action deemed appropriate by the administration.

Pleasanton USD344

K-12 Discipline Policy

DEFINITION OF DISCIPLINE:

A process to teach, model and reinforce the responsible behaviors that are necessary to ensure a safe and productive learning environment by changing unacceptable behavior to acceptable and respectful behavior.

BELIEF STATEMENTS:

1. Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student...
 1. Will not be allowed to interfere with the learning opportunities of another student.
 2. Will not be allowed to interfere with the teacher's responsibility to teach all students.
 3. Will not excuse the misbehaving student from successfully completing the learning objectives.
1. Changing behavior takes time.
2. Discipline is a part of the daily routine-not a disruption of the daily routine.
3. Self-discipline is the expected outcome.
4. Every discipline situation is an opportunity to teach expected behavior.
5. Teaching and modeling appropriate behavior, along with implementing consequences for inappropriate behavior, is the best way to help change unacceptable behaviors to acceptable behaviors.
6. Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the year.
7. Punishment by itself cannot change behaviors.
8. In the handling of unacceptable behaviors, the focus will be on judging the behavior of a student, not judging the student.
9. Staff members will not respond to misbehaviors as if it were a personal attack on them.

10. Staff will show respect to students and parents at all times, regardless of the students' and parents' behavior.
11. Parents have a responsibility to ensure their children's behaviors do not take away from a safe and positive learning environment for others.
12. Staff will handle all discipline situations in a professional manner.

EXPECTATIONS

1. Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment.
2. A safe and productive learning environment will be maintained for all individuals at school and at school-related activities.
3. Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
4. Students will be expected to be on task at all times while in the classroom or at other learning activities.
5. Staff will provide learning opportunities for misbehaving students with the support from parents or guardians.
6. Staff, students, and parents will assist misbehaving students to change their unacceptable behavior to acceptable behavior.

LEVELS OF UNACCEPTABLE BEHAVIORS

Level 4: Safe environment – Behaviors that are intended to cause another individual physical or mental harm and/or are illegal. Examples are:

- Weapons (possession or use of)
- Theft
- Fighting
- Assault or battery of any kind
- Intimidation /extortion / threats
- Gross disrespect toward an adult (cursing, name calling)
- Defiance
- Alcohol/drugs (possession, sale or use of)
- Sexual harassment of any kind
- Arson
- Explosive devices (possession or use of)
- Destruction or defacement of property
- Tobacco (possession or use of)
- Gambling
- Filing false emergency reports

Minimum Consequence:

Alternative Learning Center

Maximum consequence:

Expulsion for 186 school days

LEVEL 3: Orderly Environment – Behaviors that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not illegal, but do negatively affect an orderly environment.

Examples are:

- Disruptive behaviors in the hallway, cafeteria, or at school activities
- Disruptive behaviors before or after school
- Absence / skipping / tardiness / truancy
- Being in the hallway without permission
- Inappropriate use of a motor vehicle
- Solicitation (selling unauthorized items at school)
- Inappropriate literature
- Inappropriate display of affection
- Dress code violations
- Back talk
- No touch policy (pushing and shoving or any physical acts of horseplay)

Minimum Consequence:

Looking in the vicinity of the misbehavior

Maximum Consequence:

Out of School suspension

LEVEL 2: Productive Classroom Environment – Behaviors that occur in the classroom and interfere with the learning of others. Examples are:

- Failing to follow reasonable request of the teacher
- Talking out (interrupting the learning environment)
- Horseplay
- Disturbing another student in any way (Bullying)
- Being out of seat without permission
- Showing disrespect / defiance
- Improper use of equipment
- Cheating

Minimum Consequence:

Looking in the vicinity of the misbehavior

Maximum Consequence:

Alternative Learning Center

LEVEL 1: Productive Personal Environment – Behaviors that occur in the classroom but affect only the misbehaving student. Examples are:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disrupting others
- Failing to turn in homework / failing to complete assignments
- Failing to dress out for Physical Education class

Minimum Consequence:

Looking in the vicinity of the misbehavior

Maximum Consequence:

Principal – teacher – parent conference

Consequences: The following are the consequences used in this district, in order of severity from minimum to maximum.

Least severe to most severe

- Looking in the vicinity of the misbehavior
- Walking toward the area of misbehavior
- Verbal reprimand
- Informal talk
- Isolation
- Teacher-parent conference
- Behavior contract
- Detention
- Referral to principal
- Principal-teacher-parent conference
- Restitution
- Alternative Learning Center
- Removal from school bus
- Suspension from school-related activities
- Out-of-school suspension
- Referral to local agencies
- Long-term suspension
- Expulsion for the remainder of the school year
- Expulsion for 186 school days

NON-NEGOTIABLE DISTRICT RULES

VIOLENCE FREE POLICY: It is everyone’s responsibility to keep our schools free of violent acts of any kind. Students, staff, parents, and guests have the right to feel safe in all district buildings and at any school-sponsored activity. To help ensure a violence-free environment, the district has adopted a zero-tolerance stance concerning the following.

A. The Possession of a Weapon

Definition: Weapon means a firearm, loaded or unloaded, a replica firearm, knuckles, knife, chains, clubs, throwing star, incendiary or exploding device or any other article that is commonly used, or is designed, to inflict bodily harm.

Consequences: Suspension with the possibility of five (5) day suspension with a due process hearing for possible expulsion and **notification of the police**. Possession of a firearm of any kind will result in a five (5) day suspension with a due process hearing with the recommendation for expulsion and **notification of the police**.

B. The Use of a Weapon or Other Objects Used as a Weapon

Definition: The use of a weapon or other objects that are not weapons, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm is prohibited at all times on school premises before, during, or after school or at any school-sponsored activity, regardless of where held. Examples include belts, combs, pens, pencils, files, compasses, scissors, and bats.

Consequences: Five (5) days out-of-school suspension with a due process hearing for possible expulsion and possible notification of the police.

C. Involvement in a Fight

Definition: Two or more individuals engaged in any physical contact that expresses anger and which might cause physical harm.

Consequences: Out-of-school suspension for at least one (1) day with the possibility of five (5) days suspension with a due process hearing for possible expulsion and possible notification of the police.

NON-NEGOTIABLE CLASSROOM RULES

ACADEMICALLY PRODUCTIVE CLASSROOM POLICY: To ensure a positive learning environment, no student will be allowed to continue to disrupt the learning opportunity of other students or the teacher's responsibility to teach. Whenever a student is asked to stop a behavior deemed disruptive by the teacher, the student will be expected to stop such behavior immediately. The teacher will go through the following procedures when a student is disrupting the learning of others:

1. The teacher will identify the disruptive behavior and ask the student to discontinue the behavior immediately.
2. If the student stops the behavior, the teacher will continue with the learning activity.
3. If the student does not immediately respond to the teacher's request, he/she will be asked to leave the classroom. The student will be expected to go to their Behavior Intervention Support Team (BIST) location, or go to the office.
4. If the student refuses to immediately leave the room, the teacher will call the office for someone to escort the student out of the classroom. The student will be brought to the principal's office.

Minimum Consequence:

Principal-parent-teacher-student conference

Maximum Consequence:

Out-of-school suspension for 1 to 3 days

ALTERNATIVE LEARNING CENTER POLICY (ALC): The Alternative Learning Center is an extremely structured environment where students who are being disciplined may get their assignments completed. It will be supervised, and set up in a way in which there is no social interaction. Only the principal or his designee may assign students to ALC.

Students who continue to disrupt the educational environment and/or show lack of intent in pursuing their education in a positive manner could be assigned to the Alternative Learning Center for their education. Teachers are responsible in getting assignments to the person in charge of this program.

On the date(s) that a student is serving in ALC, the student will not be allowed to participate or practice for any school activity.

Following are rules and consequences placed on the student:

1. The designated area from 8:05 a.m. to 3:20 p.m. on all assigned days. The student will be expected to follow all rules and procedures.
2. The student will be expected to be on task at all times.
3. Cell phones, I pods, and head phones are a privilege that is suspended while in ALC.

Failure to comply with the above expectations will result in the following consequences:

Minimum Consequence: The student at any time will be asked to leave and will be assigned an extra day to the Alternative Learning Center.

Maximum Consequence: Out-of-School Suspension

Behavior Intervention Support Team (BIST): The BIST Model helps to bring about lasting changes in students' attitudes about themselves and those around them. They acquire the skills to be productive students in the classroom, be in control of their own behavior, and find appropriate solutions to their problems. The BIST model enables the school staff to provide safe classrooms, develop personal relationships with all students, and partner with parents to assist in the educational process.

OUT-OF-SCHOOL SUSPENSION (OSS): Extreme cases of discipline may require out-of-school suspension. Any student who is suspended may not be at school or at school activities for the period of time that he/she is suspended. All absences during this time are unexcused, and all schoolwork is expected to be made up. Students who receive an unexcused absence and/or OSS must arrange with his/her classroom teacher to receive credit for missed work. Only the superintendent, high school principal, or grade school principal may assign OSS.

DRESS CODE: The primary objective of PES is to create an atmosphere in which each student can develop to the best of his/her individual potential. Students should appear at school in a manner, which will allow them to function at the best level possible, without interfering with the learning situation.

The following is a minimum, which is expected.

1. Students are required to wear footwear.
2. 5th and 6th Grade students who desire to wear shorts, dresses, or skirts will maintain at least a fingertip length with arms held to the side. They may not be jogging or biking shorts.

3. Students will not be allowed to wear clothing which shall have lettering, patches, or drawings which are offensive or against our schools standards of excellence.
4. Students will not be allowed to wear clothing that leaves the midriff exposed and see-through or mesh shirts.
5. Students will not be allowed to wear clothing that is designed primarily to be worn as undergarments. This includes tank tops, muscle shirts or any shirt that has large armholes, which expose the chest or stomach of the student.
6. Students will not be allowed to wear hats and/or head coverings of any kind in the school building during regular school hours.
7. All organizations reserve the right to regulate the appearance of their members provided this meets the administrative approval.
8. Students will not be allowed to wear gang-related apparel. No chains shall be allowed. This does not include appropriate necklaces.
9. Students are prohibited from wearing sunglasses in school unless for medical reasons verified by a physician's note. Prescription eyewear with tinted lenses that adjust to the light level of the room is acceptable.

PUBLIC DISPLAYS OF AFFECTION (PDA): In keeping with our school philosophy, which is to educate academically, socially, morally, emotionally, and physically, it is felt that young men and women should learn that PDA in school, at any school activities, or on the school grounds is in poor taste. The school will inform parents of students who are involved in this type of activity and disciplinary action may be taken. Any PDA other than holding hands is not acceptable.

SEXUAL HARASSMENT: The board of education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district by board member, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

(3) Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. The district will promptly investigate all complaints of sexual harassment and take prompt corrective action to end the harassment.

Any student who believes that he or she has been subjected to sexual harassment should discuss the alleged harassment with the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. The building principal or district compliance coordinator shall discuss the complaint with the student to determine if it can be resolved. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable student conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may provide grounds for discipline under the code of student conduct.

An employee who witnesses an act of sexual harassment shall report the incident to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the building coordinator or district coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in a student, parent and employee handbook as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

DRUGS, ALCOHOL, AND ILLEGAL ITEMS POLICY: It is the policy of Pleasanton USD #344 that students shall not possess, use or transmit objects such as firearms, explosives, beverages containing alcohol, flammable material, dangerous weapons, narcotics or other matter prohibited by law, or any other item which may be disruptive, harmful to health or considered of no reasonable educational use to the student at school. In order to comply with state statutes, in certain directed circumstances where medication is necessary in order that the student remain in school, the school will cooperate if the family physician will send a written order to the school personnel who are to administer the medication or treatment.

If a school employee observes what appears to be illegal items possessed or being transferred from student to another, they shall immediately take the student or students and material to the principal or the person designated to handle such matters.

Any student who attends Pleasanton USD # 344, while on school grounds, or in attendance at school activities held off of the school grounds, who exhibits obvious symptoms of having consumed alcohol, or are apparently under the influence of other drugs, will face suspension and/or expulsion. While suspended or expelled, the student will be prohibited from participating in or attending school activities. Appropriate law enforcement officials will be notified of every drug/alcohol-related incident.

The 1989 Drug Free Schools and Communities Act, P.L. 102-226 require this policy. This policy, and curriculum used in conjunction with it, shall be evaluated at least every other year using criteria developed by the Southeast Kansas Regional Service Center, Superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

All district students shall be made aware of the legal social and health consequences of drug and alcohol use. Students shall be instructed of effective techniques for resisting peer pressure to use illicit drugs, alcohol, or tobacco. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol and tobacco is both wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district curriculum. The curriculum is age appropriate and developmentally based to reach students at all ages and levels of education with the district.

A student placed on suspension under this policy may be readmitted on a probationary status if the student agrees to a drug and alcohol rehabilitation-counseling program. Southeast Kansas Alcohol and Drug Abuse Resource acceptable programs are on file.

A student who is expelled from school under the terms of this policy may be re-admitted during the term of the expulsion if the student has completed an approved drug and alcohol education and rehabilitation program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes. KSA 72-8901, et.seq.

Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against a student in accordance with other policies governing student discipline. In the event a student agrees to enter into, and complete a drug education or rehabilitation programs, the cost of such program will be borne by the student and his or her parents. A list of available programs along with names and addresses of contact persons for the programs is on file. Parents or students should contact the directors of the programs to determine the cost and length of the program.

WEAPONS: A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one year (186 school days), except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis as described in board policy JDC (Probation). Students violating this policy shall be referred to the appropriate law enforcement agency (ies).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other device similar to any of these devices.

Expands definition of weapons (adds bludgeon, sand club, metal knuckles, throwing star, or knife that opens automatically). Removes exemption for hunting rifles, school superintendent may modify such expulsion on a case-by-case situation.

Students over 13 years of age (long term suspended or expelled for weapons, drugs or behavior that could injure others) will have their driver license suspended for one year. **KSA 72-89c02**

INTERNET DISCIPLINE PLAN: With Internet being available to every classroom in USD 344 it is necessary to have rules and a discipline plan in place. The rules for Internet use are on the

Internet use form that every student and parent sign at the beginning of the year. Any use of the Internet that administration deems inappropriate will also fall under the discipline plan.

1st offense

Student's Internet use will be suspended for nine weeks and the student may receive 1 day of ALC.

2nd offense

Student's Internet use will be suspended for the remainder of the year and the student may receive 3 days of ALC.

The technology committee realizes that students need Internet access for special classroom assignments. Therefore after the first offense the student may use the Internet under direct supervision. After the second offense, the student will have to find other means to use the Internet.

RECESS:

Students in Pre-School will participate in one recess period, students in grades K through 4 will participate in two recess periods, and students in grades 5 and 6 will participate one recess period. All recess periods will be under the direct supervision of a certified teacher. Students will not be excluded from recess unless:

1. Completing class work.
2. Excluded for discipline.
3. Doctor's note specified restrictions.
4. Parent note requests restrictions due to illness.

Outside recess will be monitored by the teachers daily based upon temperature and wind chill.

GRADING SCALES:

M-Mastered	A- 90-100
IP- In Progress	B- 80-89
N- Needs Improvement	C- 70-79
S-Satisfactory	D- 60-69
E- Excellent	F- 0-59

PROMOTION AND RETENTION:

A list of essential skills has been developed for each grade level in reading and in math. These are the skills that are determined necessary for success at the next grade level. Students in grades K-3 that have not mastered these skills will not be promoted to the next grade.

It is our belief that our responsibility is to ensure that the children in our charge are prepared for academic success. Students develop at differing rates for a variety of reasons. We only set a child up for failure with social promotion. Self-esteem is built through meaningful success, not false promotion. We must ensure that our kids have the essential skills in place before taking on greater academic challenges.

SCHOOL VIOLENCE: There is now a statewide safety hotline staffed by Kansas Highway Patrol. The purpose of this hotline is to give students an opportunity to report “impending school violence.” The toll free number is 1-877-626-8203

**NOTICE ON PRIVACY RIGHTS –
ANNUAL NOTIFICATION ***

Parent(s), Guardian, and/or *Eligible Student

This notice informs parents and eligible students (those 18 and older) of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of education records, the provisions for filing a complaint with HEW. These rights are spelled out in Public Law 98-380 as amended by Public Law 93-568, and in regulations published by the Department of Health, Education and Welfare in the June 17, 1976 Federal Register.

The law, and regulations published by the Department of Health, Education, and Welfare, require education institutions to:

*Provide parents and eligible students the opportunity to inspect student educational records. That can be done by contacting the school principal.

*Provide parents opportunities for a hearing to challenge the contents of the student’s education record when they believe it contains information that is inaccurate, misleading, or in violation of the student’s right to privacy. (Grades are NOT subject to challenge.)

*Limit disclosure of information from the student’s record to those who have the consent of the parent or eligible student, or to officials specifically permitted within the law such as local school officials, those of other schools in which the student seeks to enroll, and under certain conditions and for specific purposes, local, state, and federal officials.

1. Parents of dependent students will have access to the educational record. This agency will assume that the student is dependent on their parent(s) (claim as tax exemption) until we are otherwise notified.

2. This agency may publish directory information, collective, or individually, unless a parent/eligible student within ten days after this notice notified the privacy officer in writing that any or all of the categories listed below should not be released without prior written consent.

* Information will be given to military recruiters. If you as a parent do not want your student’s information given out you must document that request with a letter to the school.

DIRECTORY INFORMATION

1. Name and address
2. Telephone Listing
3. Date and Place of Birth
4. Major Field of Study

5. Participation in Officially Recognized Activities
 6. Student's Picture
 7. Student's parent or Guardian Name
 8. Weight, Height, Participation in and Eligibility for Officially Recognized Activities and Sports
 9. Date of Attendance
 10. Degrees
 11. Awards Received
1. Policy Available: Copies of district policy and implementation procedures are upon request from the superintendent.
 2. Parents or eligible students may file a complaint with HEW, if they believe their rights under this law have been violated and efforts to resolve the situation through appeal channels have not proved satisfactory. Complaints should be addressed to:

F.E.R.P.A., HEW
 Room 514 E
 200 Independence Ave., SW
 Washington, D.C. 20201

*Eligible Student means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.

TITLE IX NOTICE: The following is the adopted policy of the Pleasanton Unified School District No. 344.

Students, their parents, and employees of USD 344 are hereby notified that this school district does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Any person having inquiries concerning USD 344's Compliance with Title IX is directed to contact: Superintendent, USD 344 has been designated by USD 344 to coordinate the school districts efforts to comply with Title IX.

The Pleasanton Board of Education has adopted the following grievance procedures:

Parents, Students, Certified and Classified Employees: All grievances should first be directed to the building principal responsible for the student, activity, etc. If the grievance is not resolved, a written grievance should be filed with the district coordinator for Title IX. The statement must contain the nature of the grievance. If the district coordinator does not resolve the grievance, the grievance shall then be filed with the Board of Education for resolution. The district coordinator for Title IX will make the necessary arrangements for the complainant's appearance before the Board of Education, if such is needed or desired.

ANNUAL NOTICE OF NONDISCRIMINATION: In accordance with federal and state law, it is the policy of USD #344 that no student, applicant, employee, or other person will be discriminated against or harassed on the basis of race, color, religion, sex, national origin,

ancestry, age, or disability. This policy covers all aspects of admission, access, treatment, and employment in all school district programs and activities. USD #344 has procedures regarding the referral, evaluation, and placement of individuals with disabilities who are eligible for services under federal law.

The person responsible for coordinating school compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act Education Amendments of 1973, Title 6 of the Civil Rights Act Of 1964, and Title 9 of the Education Amendments of 1972 is: Superintendent, P.O. Box 480, Pleasanton, KS 66075 (913) 352-8534. Contact this person if you have questions about equal opportunity and nondiscrimination, or contact the Kansas State Board of Education, 120 SE 10th Ave., Topeka, KS 66612 (785)-296-3202, or Region 7 Office of Civil Rights, 10220 N. Executive Hills Dr., 8th Floor, Kansas City, MO 64153-1367 (816)-891-8026: TDD: (816)-374-6461. Persons with impaired hearing or speech may also contact the above parties through the Kansas Relay Center at 800-766-3777.