

2017-18 ELEMENTARY HANDBOOK TABLE OF CONTENTS

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NOTICE OF NONDISCRIMINATION

Bancroft-Rosalie Community School does not discriminate on the basis of race, color national origin, sex, disability, marital status, or age in admission or access to, or treatment of employment in, its programs or activities.

It is the intent of Bancroft-Rosalie Community School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Bancroft-Rosalie Community School

Inquires regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting Superintendent Jon Cerny, Box 129, Bancroft, NE 68004 or call 402-648-3336.

BANCROFT-ROSALIE MISSION STATEMENT & BELIEFS

"Striving For Student Growth and Excellence"

- All students can learn
- Students learn best in a positive, safe environment
- Students must be prepared to compete and excel in a digital age
- Student's individual needs must be met
- Students need relevant skills in diverse opportunities

SCHOOL HOURS

School begins at 8:15 a.m. PARENTS PLEASE NOTE--- Pre-School & K-12 students from Rosalie are not to arrive at the Rosalie building before 7:40 a.m. The bus will leave for Bancroft at 7:45 a.m. Pre-School & K-12 students from Bancroft are not to arrive at the Bancroft building until 8:00 a.m. unless they are eating breakfast, which will start at 7:45a.m. A.M.

SCHOOL OFFICE HOURS

The school office is open from 7:30 a.m. to 4:30 p.m. Parents are encouraged to call the office for an appointment if they wish to have a conference with the principal or the teacher. The Bancroft office phone number is 648-3336.

CHAIN OF COMMAND

The Superintendent is ultimately responsible for all phases of the educational program. The organization and administration is delegated to the Principal. Any problems should follow the chain of command.

Board of Education
Superintendent
Principal
Classroom Teacher
Teacher's Aide

PARENT CLASSROOM VISITATIONS

Parents are not only invited to visit school, but are strongly encouraged to do so. Parents are asked to make prior arrangements with the classroom teacher. Visits will be no longer than 2 hours on any given day.

STUDENT VISITORS FROM OTHER SCHOOL DISTRICTS

Prior arrangements through the office are needed for all student visits. Guest students are welcome to visit during noon, but will not be allowed during class time without principal permission.

PARTY INVITATIONS/GIFT EXCHANGES

If invitations for parties are to be handed out in school, all boys or girls must be included. No student Gift Exchanges will be allowed at school.

STUDENT RECORDS

SEC 79-4, 158. SCHOOL BOARD; BOARD OF EDUCATION; OFFICIAL POLICY RESPECTING PERSONNEL FILES AND STUDENTS RECORDS, RULES AND REGULATIONS; of each school district shall adopt and publish an official policy respecting personnel files and student records, which policy shall not conflict in any manner with rules and regulations of the State Records Administrator adopted pursuant to section 84 -1201 to 84-1220, Reissue Revised Statutes of Nebraska, 1943. (laws 1973)

A cumulative record will be kept for each student in Bancroft-Rosalie Community School which will include such information as: test scores, school marks, health records, work experience, high school activities, and any other information that will be meaningful. I.E.P. records are kept in a separate file.

This information will be available to the counselor and to the teachers so that each may better understand the student. NO information will be provided other school systems, agencies, prospective employers, or institutions of higher learning unless a release form for the same has been signed by the parents or a student (18 years old).

The counselor will supply an official transcript of grades from the permanent record of pupils transferring to another school or seeking admission into college upon written request.

The transcript will be sent directly to the receiving school or college. Pupils who are 18 or have graduated or their parents or guardian may review and challenge the pupils records according to law.

CHECKING IN & OUT WITH THE OFFICE

Please make sure that all students check in and out of the office when arriving late or leaving early from school. Parents must send notes explaining the student's absence or reason for leaving early.

ATTENDANCE

Regular school attendance is necessary in order for your child to make satisfactory progress. In order to account for all children each day, please call us between 7:45 and 8:15 a.m. or send word, via a brother or sister, that your child will not be in school that day. If by 9:00 a.m. we have not received a message from you, we will attempt to contact you. On the day following the absence, the school will need a note from the parent stating specific circumstances of the absence. Parents can call, send an email or fax a note. If a student fails to have a note they will be required to stay after school for 30 minutes that day. If your child needs to be dismissed before the end of the regular school day, parents are requested to call the elementary office or send a written note to school prior to the dismissal.

After five days absence from school during a semester, a letter will be sent home notifying the parents. After the seventh day absent from school during a semester for any reason the student will be assigned to stay after school for fifteen minutes of make-up time for each hour missed from school.

K-6 absences, students will stay in from morning recess the day following an absence to get caught up with missed work. One recess for each day missed.

Example - A student misses eight days of school first semester. Two hours of make-up time will be assigned because 8 hours have been missed. Doctor's excuses will not waive this procedure.

TARDINESS

All students late to school must check in at the office and get an admit slip. Students habitually arriving late will not be allowed to disrupt classes in progress and unexcused absences for that class will result. After the 5th unexcused tardy during the semester the student will be have to stay after school that day for 30 minutes. Excused tardies are Doctor or Dental appointments or for students attending funerals and they must be prearranged. A parent excusing a student to sleep in is not considered an excused tardy. Students coming in late for other reasons will count as an unexcused tardy and after the 5th one during the semester will be required to stay 30 minutes after school that day.

HOMEWORK

Elementary teachers realize that the normal, active child needs to be alone, to think, to relax, and to enjoy himself. Homework, therefore, in the elementary grades will be minimal. Homework will not be of a disciplinary nature, but just reinforce principles learned during the day. Homework assignments reflect a given lesson; provide practice for skills taught, and such that can be shared with the parents as well. Ample time will be given in school for students to complete most homework assignments. Time guidelines for homework when assigned:

Grades 1-2	10-20 minutes	Grades 3-4	20-40 minutes	Grade 5-6	30-60 minutes
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Special situations at any grade level may warrant deviations from this schedule. Remember - Homework is a joint activity between home and school.

PLAYGROUND

Rules are established for the safety of the children. Hard balls and football equipment are not allowed. Contact sports such as tackle football are not permitted. Students are discouraged from bringing personal toys and equipment to school and do so at their own risk.

Recess Rules for Playground

1. Go down the slides on your bottom, feet first, one at a time. No climbing up the sides. No jumping off the sides of the slides.
2. No jumping off the equipment.
3. No climbing on top of the railings.
4. One at a time on all the equipment.
5. Don't run under the monkey bars or the gliders.
6. No pushing or shoving on the playground or in line.
7. Football must be touch football using a soft football. Stay on your feet; no diving after the ball. No kicking the ball.
8. No kicking any ball, unless playing an organized game of kick ball.
9. Don't throw balls at other people. The exceptions are an organized dodge ball game or ball tag. Foam balls must be used for these games.
10. Don't throw wood chips or rocks.
11. No foot fighting on the monkey bars.

Recess rules for the Gyms

1. No kicking balls unless in an organized game.
2. No pushing and shoving while playing or while in line.
3. No one can be excluded from an activity.
4. No lying on the floor—stay on your feet and don't dive after balls.
5. No crack the whip or running holding hands.
6. Don't throw balls at other people. The exceptions are dodge ball and ball tag, which must be played with foam balls.
7. Only soft footballs may be used in the gym.
8. Don't touch the volleyball nets.
9. Balls may be used in the gyms only, not in the commons.
10. Jump ropes may not be used in the new gym.

ATTENDANCE AT SCHOOL ACTIVITIES

Students are required to be in school for six of the eight periods in order to be able to attend school activities that night. Elementary students will not be dismissed to attend Jr. High or High School activities during the school day.

Students may attend State Competitions as spectators with their parents as long as their absence is pre-arranged and all work is made up before the day the student is absent.

NO elementary students will be allowed in the gymnasium lobby during games without a parent. Students may go to the restrooms or concession stand between quarters or at half-time.

RECESS-OUTDOORS

No outdoor recess is held if it's raining or the cold is excessive. Please dress your child according to the weather.

PARENT-TEACHER CONFERENCES

Regular Parent-Teacher Conferences are held twice each year for students in Pre-school through 6th grade. Special conferences may be arranged by calling the school or by sending a note to your child's teacher. Conferences may not be held when the teacher is responsible for class supervision.

The teacher is the first step in any concern, question, or complaint. The principal will be available

to discuss the situation after the parent-teacher conference. The principal will attend any conference at the request of the parent or teacher. 3

TEACHER QUALIFICATIONS

Parents may request to know the qualifications of their student's teachers. Requests need to be directed to the Administration.

PHONE/ADDRESS CHANGE

The school should be notified of any change of address or home telephone number. If you are uncertain as to whether we have current information, please contact office personnel so we can update as necessary. Emergency situations often arise when this information is vital to the school. Also, please notify us of any change or plans for moving so sufficient time is given for accumulating student records. Written parental permission is needed before students' records can be transferred or requested by schools.

CONDUCT

Student responsibilities include the following:

- 1) To comply with the rules of the classroom and school.
- 2) To pursue the prescribed course of study.
- 3) To be alert and responsible to directions.
- 4) To respect and respond to the authority of teachers and other school personnel.
- 5) To be courteous to fellow students and school personnel and respect the rights and property of others.

With these responsibilities, students have the freedom and encouragement to express their individuality. That freedom cannot intrude upon or endanger the freedom of others, nor can it interfere with our teaching or other students' learning. Disobedience or open defiance of school regulations or authority shall constitute sufficient cause for disciplinary action from temporary suspension of in-school privileges or after school detention to suspension or expulsion from school.

Parents can assist in promoting good behavior by:

- 1) Supporting the school in requiring students to observe all school rules and regulations and helping students to accept responsibility for any willful misbehavior on their part.
- 2) Maintain an active interest in your child's daily work. Make it possible for students to complete assigned homework, particularly by providing suitable conditions for study at home.
- 3) Check both sides of the story before taking action.

REPORT CARDS-GRADING

Report cards are sent home the week following the close of each quarter. The parents should examine the cards and call the school if they have a question. On the occasion of Parent-Teacher Conferences, report cards are usually held until parents come for their conference. Progress reports are sent home halfway through each quarter. The report card will report on the child's achievement and citizenship. The primary purpose of grades is to communicate student achievement to students, parents, schools and others.

Markings:	A - Excels in subject area	P - Pass
	B - Exceeds basic requirements	E - Excellent
	C - Meets basic requirements	S - Satisfactory
	N - Needs Improvement	U - Unsatisfactory
	NP - Not Passing	

Instructions for accessing your students grades via the Internet.

Call the office for your password and log on at <http://br.powerschool.com>

HEALTH SERVICES

Students are to report all injuries to the office immediately. A school nurse will give each student an eye, ear, and scoliosis screening every year.

STUDENT INSURANCE

The school itself does not carry accident insurance on students in event of injury. Athletes may purchase insurance made available as a service of the school to help pay the cost of covered football injuries. There will also be insurance offered to the students for school-time, 24-hour accident and 24-hour dental accident plans.

PHYSICAL EXAMINATIONS

REQUIRED FOR: Each student entering: 1. Kindergarten
2. Seventh Grade
3. From Another State Regardless of Grade Level

A student must provide written evidence signed by a qualified physician that the student has had a physical examination within six months prior to the opening of school. The cost of the required physical examination shall be borne by the parent or guardian of each child.

Important! No student in any of the above groups (Kindergarten, Grade Seven, and any student new to the district from another state) will be permitted to enroll in school unless the school is provided with (1) evidence of a physical examination within the past six months, or (2) a parent signed waiver. Nebraska State School Law 79-444 establishes the above requirements as enacted by the legislature of the State of Nebraska.

ACCORDING TO STATE LAW ANY STUDENT WHO DOES NOT COMPLY WITH THE STATE IMMUNIZATION AND PHYSICAL EXAMINATION REQUIREMENTS SHALL NOT BE PERMITTED TO CONTINUE IN SCHOOL

ILLNESS - COMMUNICABLE DISEASES

Keep your child at home and consider calling the doctor if he/she has: nausea, sore throat, diarrhea, skin rash, enlarged glands, earache, inflamed eye, (Pink Eye for at least the first day-student must be on medication for 24 hours before coming to school) discharging ear, extreme paleness, coughing. The school reserves the right to exclude students at times of questionable health problems or conditions. The school may also require a signed physicians statement before allowing the student to return to school. If a student was sent home due to Head Lice they will need to be brought into the office by a parent and checked by school personnel before they will be allowed back into the classroom.

If your child is absent because of illness he/she should bring a note from home. Ill or injured children are not usually kept at school. The parents are contacted when this occurs so that they may come and take the child home.

First aid is administered to the students in the classroom, the office, or by the school nurse. The emergency page, which we have on file for each student, helps us to locate the parents or someone listed on the page in case we cannot locate the parents. In case of an emergency the rescue unit will take the student to the hospital if a parent cannot be reached.

IMMUNIZATION

All students in graded K through 12 must be immunized. Protection against the following diseases is required:

1) Diphtheria, Tetanus and Pertussis (Whooping Cough); 2) Polio; 3) Measles/Rubella; 4) Mumps; 5) Hepatitis B (beginning August 2000) Schools are required to have either an adequate immunization history or a parent signed waiver of immunization from every student. Adequate proof of immunization shall be a written record listing at least the month and year of each immunization.

B-R'S DISCIPLINE PROCEDURES

B-R is committed to move from negative, punitive, reactive approaches to discipline with positive, proactive, and preventive approaches through our development of PBIS (Positive Behavioral Intervention and Support). Our goal is to teach our students the expectations we want them to display and practice on a daily basis. By detailing every expected behavior and teaching students in a positive way, we will

provide a common language for everyone in our school, including students, teachers, administration and all classified staff to follow.

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CELL PHONES

Students are not allowed to use Cell Phones during class time or during study hall throughout the school day. If a student is caught making a call, texting, have it ring during class, etc...

The phone will be taken away and returned to the student at the end of the period. If this happens multiple times the phone should be turned into the office and the student will have to speak to the administration after school before it is returned to them.

If the students ask staff to use their phones during classtime staff can grant permission to do so depending on the situation.

REFERRAL FORMS (MINOR or MAJOR)

If a student is given a referral form by a teacher or the office they must serve the time on the day it is received after school. Students in after school study hall will not be allowed to use the computers unless they get permission from the after school monitor (computers may only be used for educational purposes). On the third minor referral, a student may be sent to the administration if the minor behavior has developed into a major where further disciplinary action will be determined. Students that have to stay after school will be allowed to call their parents and make arrangements for transportation.

IN-SCHOOL SUSPENSIONS

Students will get their assignments from their teachers before school the day or days of their suspensions.

SUSPENSIONS

The following behaviors deserve special attention and will result in suspension or expulsion:

1. Refusal to comply with reasonable standards of behavior established by teachers or building administrators. (In-school suspension)
2. Vandalism of property belonging to the school district, staff, students. (Pay for repair or replacement and one day in-school suspension)
3. Dangerous communicable disease transmissible through normal school contacts. (Removal from school) A Drs. note may be required before they will be admitted back in school
4. Gross disrespect for teachers, fellow students, school officials, and employees. (3-day in-school suspension or out-of-school suspension)
5. Fighting. (1-3 days in-school suspension or out of school suspension)
6. Theft. (3 days in-school suspension or out of school suspension)
Subsequent offenses for 1-6 will result in a more severe suspension or an expulsion.
7. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance, or alcoholic liquor. A student found possessing drugs, drug paraphernalia, using or under the influence of an alcoholic beverage or controlled substance at school or a school activity will be suspended from school pending review of the case by the Board of Education. This in no way shall prevent prosecution by proper authorities.
8. Tobacco; State law prohibits smoking in public buildings except where authorized. There are no authorized places in Bancroft-Rosalie Community Schools for students. This ruling has been extended to include chewing tobacco and dipping snuff. A violation of the smoking policy will result in a one-day suspension from school. If there are repeated violations expulsion from school may be the only remedy.

LONG-TERM SUSPENSIONS AND EXPULSIONS

Long-term suspensions shall mean the exclusion of a student from attendance in school within the Bancroft-Rosalie School System for a period exceeding five school days but less than twenty school days. Expulsion shall mean exclusion from attendance in school within the system for a period of time not to exceed the remainder of the semester in which it took effect. The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value.
3. Causing or attempting to cause physical injury to a school employee or any student. Physical injury caused by accident, self-defense or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance, or alcoholic liquor.
7. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
8. A repeated violation of any rules validly established pursuant to section 7 of this act if such violations constitute a substantial interference with school purposes.
9. If a student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one year. The superintendent may modify such one-year expulsion requirement on a case-by-case basis.

It shall be the policy of Bancroft-Rosalie community Schools to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness with the context of an orderly and effective educational process, prior to being subject to emergencies exclusion, short term or long term suspensions, expulsions, or mandatory reassignments.

BULLYING POLICY

One of our missions of the district is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

BULLY REPORTING FORM ON BANCROFT-ROSALIE'S WEBSITE

In an effort to stop all bullying, students, parents, and community members can now go online www.bancroft-rosalie.org and report any and all bullying behaviors.

BUSES/VANS

The bus drivers are responsible for their buses and the discipline on them. Students may be refused transportation if they do not follow the rules and regulations for behavior on the buses. All passengers in school vans must wear a seat belt.

Students may not ride any bus other than the one to which they are assigned except in an emergency and then only with special permission being given by the principal. A note or phone call from the parents must precede this permission. Riding the bus is considered a "privilege" and one that can be denied. Don't lose your riding privilege - **FOLLOW THESE RULES:**

1. For your own safety, do not distract the bus driver through misbehavior.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus, unless your bus driver or sponsor has given permission.
4. Keep the bus clean. Put papers in the trashcan.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat when the bus is moving.
8. Keep head, hands and feet inside the bus.
9. No fighting, teasing, name calling, pushing or shoving.
10. Bus driver is authorized to assign seats.
11. No Balloons will be allowed on the Buses or School Vans

The following are the usual consequences to inappropriate behavior:

1. First Offense: Verbal warning from the bus driver; Student may be assigned a seat
2. Second Offense: Written notice sent home.
3. Third Offense: Written notice and phone call to parents from principal and may lose bus riding privileges.

SCHOOL CLOSING

In the event of a severe blizzard or other emergency conditions, which would make it unsafe to transport students or to hold school, an announcement will be made as early as possible. School closings will be broadcast over KFAB in Omaha, KWPN - AM 84 in West Point, and Sioux City Radio/TV stations.

Parents are encouraged to sign up for REMIND alerts and updates from the school at

<https://www.remind.com/join/bancroft>

LIBRARY

Students are scheduled to go to the library for one period each week, but are allowed other visits as permitted by their teachers. Their privileges may be taken away if proper care of books is not maintained. Students may be assessed fines for damaged or lost books or other materials. If a student loses a book, he/she must pay for it before he/she is issued another one. Students may be charged the full price for replacing a book. Students may be also be charged for damaged or dirty books.

MONEY

When students bring money to school, it should be placed in an envelope with the student's name, grade, and purpose of the money written on the envelope. This will help prevent money from becoming lost or unidentified.

HOT LUNCH

The school lunch program is available every day for all students (1-6). Breakfast prices are \$1.60 for Elementary and Pre-School. Lunch prices are \$2.75 for Elementary and Pre-School. Extra Milk or Juice is \$.50. Free and reduced price lunches are available for families in financial need. Application forms must be completed and approved before these special prices can be given. There is a limit of \$50.00 that a family may charge. Families that exceed the 50.00 limit will receive a phone call from the school informing them that their child will not be allowed to charge any meals until negative balances are taken care of.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex,

gender identity, religion, reprisal, and where applicable, political beliefs, marital status,

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familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at

http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax [\(202\) 690-7442](tel:2026907442) or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339); or [\(800\) 845-6136](tel:8008456136) (Spanish). USDA is an equal opportunity provider and employer.

FIELD TRIPS

Various classes may take educational field trips during the school year. Such trips will be made in school buses with a teacher in charge. A permission slip will be sent home and must be signed by a parent in order for the child to attend.

FIRE AND TORNADO DRILLS

The school is required by law to have drills. Designated areas and passageways are devised for the students and posted in the rooms. Teachers will describe the procedure for their room to each of their classes.

Current Nit and Lice Protocol for Bancroft-Rosalie School

- If any student is found to have nits or live lice, they are sent home for treatment.
- Upon returning to school, after treatment, they are checked for 5 consecutive days, preferably before they go to the classroom for the day. If they are found to still have nits or live lice, they are sent back home.
- After found to be nit and lice free for five consecutive days, they are checked a week later, and then another week after that.
- Essentially, the student is followed closely for a total of three weeks from the time they were noted to have nits or lice.
- Some students who are not nit and lice free for five consecutive days are restarted at day one after they have been sent back home for any treatment of the nits or live lice. So this makes some students being followed closely for more than three weeks.
- Parents or Care givers are given information on what lice are, what they look like, what nits are and what they look like. They are given information for treatment of the hair issues. They are also given information on aiding in getting rid of the lice issues in the home. They have the opportunity to see what actual lice and nits look like as the school nurse has some taped to a piece of paper in the nurse office.

Your Written consents if required prior to school personnel providing or administering medication to a child (including over-the counter, non-prescription medications)). By signing below, you acknowledge the following:

Your child's medication will be given by school personnel deemed competent through training or supervision by the Registered School Nurse to provide medication as called for in the Nebraska Medication Aid Act.

All medications products must be sent to the school in the original container with labels in tact, including child's name, physicians name and directions for administering. Medications in bags or any other for of "Home Packaging" will not be accepted, due to safety considerations

Date _____

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

