

Lincoln Lutheran High School



Christ-Centered Preparation for College and Life

Parent/Student Handbook 2018-19

“Lincoln Lutheran exists to equip young people to be faithful disciples of Jesus Christ by providing an excellent, Christ-Centered Education.”

--Mission Statement

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General Information

2018-2019 School Theme

“Encourage One Another”

*“Encourage One Another” - “Therefore encourage one another and build one another up, just as you are doing.”
1 Thessalonians 5:11*

Mission Statement

*“Lincoln Lutheran exists to equip young people to be faithful disciples of Jesus Christ by providing an excellent, Christ-centered education.”
--(Adopted April, 2008)*

Philosophy of Education

It is the philosophy of Lincoln Lutheran Middle/High School that the education provided its students will be, above all else, Christ-centered and Christian-based. Christian education is an outgrowth of the “Great Commission”, which Christ has given to His church. Each child is a gift from God, and should be educated in a loving but disciplined Christian environment.

The Christian school serves as a partner with parents, assisting them in the Christian education of their children, a task recognized as the parent’s primary responsibility. The standard of measurement in defining our school will be the Word of God and the doctrines, teachings and practices of the Lutheran Church - Missouri Synod as drawn from that Word.

Our goal is to prepare students for both eternal life and life in this world. Recognizing that 98% of our students matriculate at either two-year or four-year colleges, Lincoln Lutheran will provide an excellent, Christ-centered college preparatory education, ensuring our students are ready for their post-high school vocation.

The Purpose of Belief Statements

Lincoln Lutheran Middle/High School is a Christian school. It was established by Lincoln-area Lutheran Church-Missouri Synod churches in an effort to provide a loving environment where the Gospel will be taught and lived in all curricular and extracurricular situations, enabling students to live the Christian life now and through eternity.

Our standards are not those of this world. They are in harmony with Scripture, and designed as a reflection of our Lord, Jesus Christ. These guidelines were designed through the direction of the Holy Spirit knowing that human reasoning and intellect will only mislead us.

The Faculty and Staff of Lincoln Lutheran

Every person who works at Lincoln Lutheran is a Christian who is dedicated to his or her Lord and Savior, Jesus Christ. The faculty and staff have a sincere desire to assist in the academic, social, emotional, and spiritual growth of each and every young person led by God to be a part of the Lincoln Lutheran ministry. Each teacher is certified by the State of Nebraska and is

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competent in his/her teaching area.

Accreditation

Lincoln Lutheran Middle/High School is accredited by the State of Nebraska through the Nebraska Department of Education (NDE). Credits earned at Lincoln Lutheran are transferable to any other school. Lincoln Lutheran is also accredited nationally through National Lutheran School Accreditation (NLSA) and AdvancED.

Funding the Lincoln Lutheran Ministry

The majority of financial support for Lincoln Lutheran Middle/High School comes from tuition charged to students. The Lincoln Lutheran School Association, an Association of eight local LCMS churches, is the governing body for the school and supplements the remaining ministry costs through annual assessments based on church membership. Association churches also provide a tuition subsidy for their member families with students at Lincoln Lutheran. Lincoln Lutheran makes every attempt to be a good steward of the resources entrusted to us and to function in a financially responsible manner. It is imperative that our families also regard this stewardship as a high priority and remain in good financial standing.

Racially Nondiscriminatory Policy

Lincoln Lutheran Middle/High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Lincoln Lutheran does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Lincoln Lutheran may give preference in admissions to members of LCMS Lutheran congregations.

Extracurricular Activities and Eligibility for Students

All activities are designed to enhance the mission of Lincoln Lutheran. Participation in extracurricular activities by students is encouraged, as research has shown that students who participate in extracurricular activities are more likely to demonstrate success in high school and post-secondary education.

Lincoln Lutheran is a part of the Nebraska School Activities Association (NSAA) and a member of the Centennial Conference for athletics, music, speech, and other activities.

Eligibility for High School

Students must meet all requirements of the NSAA to participate in extracurricular activities. To participate in varsity interscholastic competition during their first semester of attendance, students must meet the NSAA domicile requirements. The Activities Director will determine the status of each new student. Students must have successfully completed 20 credits (4 academic classes) during the previous semester to be eligible for participation under NSAA guidelines. Students must also have completed and documented their service hour requirement from the previous school year to be eligible to practice or participate in activities.

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Academic checks will be made every week beginning the 4th week of each quarter. Any student failing more than one class will be ineligible to participate in extracurricular activities until the next academic check is completed. Continued involvement with activities will be based upon a student's ability to improve his/her grade in such classes to a passing level. Students missing summative assessments may be required to complete the assessment before he/she attends practice for or participates in an extracurricular activity.

Academic Information

Curriculum Requirements

Increasing college admissions requirements makes it imperative that students give very close attention to their high school course selections. Meeting just the basic high school graduation requirements does not necessarily ensure that a student will be accepted into every college. The Guidance Director will work closely with each student to develop his/her curriculum. Students and parents should also check with admissions offices for admission requirements to specific colleges and universities.

Prior to enrolling in summer school or any other program that offers credit outside of Lincoln Lutheran, the student should meet with the Guidance Director to ensure the course will/can be accepted for credit. Seniors and qualifying underclassmen may take courses at Lincoln Public Schools or area colleges as long as these classes do not interfere with the student's Lincoln Lutheran schedule.

Transfer credits from other schools will be placed on the Lincoln Lutheran transcript using the current Lincoln Lutheran grading scale to calculate GPA and class rank. If there are questions about how a course will be recorded, the student should speak with the Guidance Director.

The responsibility for meeting all credit requirements is the student's. The Guidance Director will help wherever possible, but students are responsible for knowing where they stand at all times.

Graduation Requirements (Class of 2017 and Beyond)

English	40 Credits
Interpersonal Communications	5 credits
Math	30 Credits
Science	30 Credits
Theology	40 Credits (every semester of attendance)
Social Science	30 Credits
Government	5 credits
Foreign Language	20 Credits
Physical Education and Health	10 Credits (5 PE, 5 Health and Wellness)
Visual and Performing Arts	10 Credits
Career and Technical Education	10 Credits
Personal Finance and Careers	5 Credits
Computer Science	10 Credits

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Electives	25 Credits

Total Credits	270 Credits

Additional Graduation Requirements

Students must have a satisfactory attendance record, give evidence of Christian conduct through appropriate behavior as a member of the Lincoln Lutheran community, complete all service requirements (see Service Requirements), meet all financial obligations, and receive faculty approval prior to graduation.

Graduation Honors

Students who rank in the top 10% of the senior class are honored at graduation with gold cords worn around the neck. Students must have been in attendance for at least three semesters at Lincoln Lutheran to be eligible for graduation honors. Graduation honors are determined using student GPA data at the end of the first semester of the senior year.

Course Drop-Add Procedures

When a student registers for and enrolls in a class, they are making a commitment to be a productive member of that class. All drop/add decisions for semester-long classes must take place before the beginning of the semester. Any schedule changes after the beginning of a semester will be made only for valid educational reasons at the discretion of the Lincoln Lutheran Administration.

If a student wishes to drop a class after the beginning of the semester, the grade given will be a WF (Withdrawal-Failing). This grade would carry the same impact as the student receiving an "F" grade for a class. The only exceptions to this rule are: a) the drop is recommended by the classroom teacher because the student is unable to successfully complete the assigned work due to lack of ability in the subject matter; or b) the parent provides a documented medical reason why the student is unable to complete the class. The Lincoln Lutheran administration will make the final determination for any WF/W grading questions.

Year-long classes can only be dropped at the end of the first semester/beginning of the second semester for the two reasons stated above.

Monitoring of Academic Progress

Lincoln Lutheran will work in partnership with parents in monitoring student academic progress and addressing academic concerns. Parents are encouraged to use PowerSchool and Canvas to regularly and frequently monitor their student's academic achievement, and to work with their student as soon as academic issues might surface. Lincoln Lutheran Administration will periodically monitor student progress and address issues with students as they surface. Students not working up to their potential may be required to spend time working with teachers after school.

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Quarter Grading System

Lincoln Lutheran operates on a quarter grading system. If no semester exam is given in a class the semester grade is determined by averaging the two quarter grades, with each quarter grade counting one-half (50%) of the semester grade. If a semester exam is given the semester grade is determined by averaging the two quarter grades with the semester exam grade, with the two quarter grades counting equally toward the semester grade. The semester exam will not count more than 20% of the semester grade.

Grading Scale

93-100%	A	4.00	
90-92%	A-	3.67	
87-89%	B+	3.33	
83-86%	B	3.00	
80-82%	B-	2.67	
77-79%	C+	2.33	
73-76%	C	2.00	
70-72%	C-	1.67	
67-69%	D+	1.33	
63-66%	D	1.00	
60-62%	D-	0.67	
Under 60%	F	0.00	
Satisfactory Progress	S	1.0	Average below a 60% but is achieving to ability
Unsatisfactory Progress	X	0.0	Achieving at least two grade levels below ability

Grading Guidelines

Lincoln Lutheran has adopted Grading Guidelines that will be applied uniformly by all teachers. Please see the Grading Guidelines document for more information.

Incomplete Grades

Incomplete grades will only be given when extraordinary circumstances exist that make it impossible for a student to complete his or her work by the end of a grading period. If a student receives an incomplete ("I"), the grade will change to an "F" if the incomplete is not made up by the end of the second week after the end of the grading period in which the "I" was received. Making up the work is the student's responsibility, but teachers will assist the students in any way possible.

Pass/No Record

Junior and Senior students may choose to take a class on a Pass/No Record (P/NR) basis. See the Pass/No Record Policy for restrictions on which classes can be taken on a Pass/No Record basis and what requirements must be met to earn the Pass/No Record grade.

Semester Grade Reports

Lincoln Lutheran does not mail Quarter Report Cards unless requested by parents. Parents are encouraged to check PowerSchool on a regular, frequent basis to monitor their student's progress

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and identify any areas that need improvement. Parents will receive a grade report via email at the end of each semester. Semester grades are permanent to a student's record. If a student repeats a class the higher of the two grades will count toward the student's grade point average.

Performance Expectations and Academic Probation

Any student who has failed two or more classes in any one semester will be notified in writing they are being placed on Academic Probation. The academic progress of students placed on Academic Probation will be closely monitored during the next semester.

If a student on Academic Probation fails more than one class in the following semester, parents may be notified that the child is refused enrollment at Lincoln Lutheran for the next term. Students who are verified as learning disabled and are receiving resource assistance will be granted a "special review" if they are in danger of being placed on refused enrollment status.

Students who are placed on refused enrollment status for the next term may re-apply for enrollment at a later date and be subject to all new-student enrollment procedures, including successful academic progress at another educational institution.

Honor Roll

Honor Rolls are determined at the end of each semester. Students whose semester grade point average is between 3.50 and 3.74 qualify for the Honor Roll. Students whose semester grade point average is equal to or above 3.75 qualify for High Honor Roll.

Academic Letter

The Academic Letter has been established to recognize student academic achievement at Lincoln Lutheran High School. To earn an Academic Letter a student must maintain a grade point average of 3.6 or above for three consecutive semesters. Students can earn one academic letter every year of attendance beginning with their sophomore year. Students eligible for the Academic Letter after the first semester will receive the letter during Honors Night in the spring.

Students eligible for the Academic Letter after the second semester will receive the letter after the end of the school year. Students lettering for the first time will receive the chenille "LL" if one has not previously been awarded and an Academic Pin. Students earning a second or third Academic Letter will receive a bar to be worn under the pin.

Full-Time Student Classification

A student must intend to be a full-time student at Lincoln Lutheran to enroll. A full-time student is one who is enrolled in a credit-earning class for at least seven periods. The seven credit-earning class total can be reached by combining Lincoln Lutheran classes and coursework from other educational resources (with a minimum enrollment in five Lincoln Lutheran credit-earning classes per semester).

Enrollment in Off-Campus and Online Classes

Students are allowed to enroll in online classes or classes at other schools, such as Lincoln Public Schools or local colleges and universities. Students may take off-campus classes when

Lincoln Lutheran cannot provide the class or its equivalent and with the approval of the Lincoln

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Lutheran administration.

Alternative Schedule Privilege (ASP)

Alternative Schedule Privilege is based on grade point average determined by Lincoln Lutheran administration, progress toward graduation and behavioral maturity, and may be revoked at any time by the Lincoln Lutheran Administration. Eligible seniors may apply to participate in an alternative schedule period, allowing them to leave campus. Seniors who do not choose to leave campus during their ASP are required to remain in the Commons, Media Center, or other area designated by the Administration. Students may not loiter in the halls, parking lot, or other areas during their ASP time. Students remaining on campus during ASP are expected to follow the Electronic Devices policy.

A senior must be enrolled in a minimum of 5 credit-earning Lincoln Lutheran classes and a total of 7 credit-earning classes per semester. If a senior is taking class(es) for credit at an area high school or college, they can request permission from the Administration for one free period in addition to the number of classes they will take at an off-campus location. If taking courses at an off-campus site, the senior would be allowed, and limited to, taking their ASP during a time of the day when the off-campus class(es) meets. Academic opportunities outside the limitations of this policy may be appealed to the Lincoln Lutheran Administration.

ASP will be suspended during special school-wide mandatory assemblies (speakers, events, or special Chapels) and students are expected to be in attendance, even if the period before or after the event is “alternatively scheduled.” Any student taking class at another school during the time of the special assembly must make arrangements with the Administration regarding their obligations.

ASP is a privilege and may be suspended for reasons including, but not limited to:

1. Skipping or being tardy for a class or mandatory activity when returning from ASP.
2. Having any failing grade(s).
3. Referral to the office for disciplinary reasons.

Open Lunch

All seniors and their parents must agree to “open lunch” rules before being allowed to leave the campus during their lunch period. Open lunch is a privilege and may be suspended for reasons including, but not limited to:

1. Being tardy to class when returning from open lunch.
2. Having any failing grade(s).
3. Referral to the office for disciplinary reasons.

Attendance Policies

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Absences

Lincoln Lutheran places an emphasis on regular and consistent attendance. Research has shown that regular attendance at school promotes educational success and encourages habits that are conducive to postsecondary and career success.

Parents (or legal guardians) are asked to notify the school by phone or by email (frontdesk@lincolnlutheran.org) between 7:30 a.m. and 9:00 a.m. each day their student is absent. If notification by phone or email is impossible, a note explaining the student's absence must be sent upon the student's return to school. The call or note should include the following information: the student's name, the date(s) of the absence, the reason for the absence, and the identity of the parent notifying the school. In the case of a note, a daytime phone number for the parent should also be included so the office can verify the note, if needed.

At parent request, homework assignments will be made available at the end of the school day (3:15) for students who are absent for two or more consecutive days. Students and parents are encouraged to check Canvas sites for class schedules and assignments when absent from school.

Excused Absence

Excused absences will be issued for reasons such as personal illness, family and other types of emergencies, medical appointments, death in the family, and prearranged absences. Students are eligible to receive credit for work missed due to an excused absence. Excused absences do count toward a student's overall absence total. The Lincoln Lutheran Administration reserves the right to make the final determination whether an absence is excused or unexcused.

Prearranged Absences

Prearranged absences are excused absences that are scheduled prior to the day the student is not at school. Examples of prearranged absences include, but are not limited to: medical appointments, college visits, vacations, being absent for school activities, and mission trips.

Procedures to be followed for prearranged absences include:

1. Notification from parents as early as possible prior to the absence.
2. The student will receive a Prearranged Absence Form (blue sheet) from the office to take to teachers whose class the student will be missing.
3. Teachers will sign the blue sheet and inform students of the work they will miss during the periods they will be absent.

Class activities and assignments should be made up before the absence, or other arrangements to make up missed work should be made with the teacher prior to the absence. Failure to do so on the part of the student will result in a loss of credit for the missed class activities, assignments, and assessments.

Absences from school for school-related activities are considered pre-arranged absences. Activity sponsors or coaches will have responsibility for notifying the school office of students who will be absent. Students are still responsible for making up any missed work prior to the absence, or making arrangements with the teacher prior to the absence to make up missed work.

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Prearranged absences are counted in the “twelve general absences policy” (see Course Credit) with the exception of absences for school-related activities, which do not count toward the twelve general absences. The Lincoln Lutheran Administration reserves the right to make the final determination whether a prearranged absence is excused or unexcused.

Completion of Work Missed Due to Excused Absence

It is solely the responsibility of the student to make up any work missed during an excused absence. The student should schedule a time with his/her teacher to complete any work missed because of an excused absence, usually the day immediately following the absence or, in the case of prearranged absences, according to the arrangements specified on the blue sheet. The best time for a student to discuss arrangements for making up work with a teacher is before or after school or during the student’s Advisory Period, not during class or during passing periods. Students are encouraged to use class schedules and work checklists on his/her teacher’s Canvas site to check on class activities during days missed.

Unexcused Absences

Absences for reasons such as, but not limited to: oversleeping, missing a ride, conducting business that could be taken care of outside of school hours, staying home to study, working at a job, sleeping in because of a late school activity, and failure to provide a note/phone call are considered unexcused absences.

Lincoln Lutheran recognizes parents can request and/or give permission for their students to miss school for a variety of special reasons. Because absences affect both the individual student’s education and the classroom environment, the Lincoln Lutheran Administration reserves the right to make the final decision when classifying an absence as excused or unexcused.

A student may not receive credit for work missed due to an unexcused absence and may forfeit the opportunity to make up formative and summative assessments. Students may also face consequences according to the behavior guidelines for unexcused absences. Repeated unexcused absences can lead to suspension, and if continued, to expulsion.

Students arriving to any class more than 15 minutes late will be considered as being absent-unexcused. School time missed due to unexcused absences will be made up outside of regular school hours.

Suspension

Absences due to in-school and out-of-school suspension may be considered excused or unexcused, depending on the nature of the specific case. The Lincoln Lutheran Administration reserves the right to determine whether an absence due to suspension is excused or unexcused.

Attendance Requirement for Participation in Practices or Activities

Students who are unable to arrive at school by the beginning of 3rd Block (A Day) or 7th Block (B Day) due to illness may not participate or practice in a school activity that day. Students who leave school because of illness may not participate or practice in a school activity that day.

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Closed Campus

The Lincoln Lutheran campus is closed. This means students may not leave campus once they arrive in the morning without permission from the Lincoln Lutheran Office. Seniors may leave campus if they have an Alternative Schedule Period or during their lunch period, once Open Lunch rules have been established in the fall. Any senior student leaving campus for any other reason, and any non-senior student leaving campus for any reason must provide parent notification to the office before leaving school.

College Visits

College visits are considered pre-arranged absences. Students going on college visits should follow the guidelines for pre-arranged absences.

Course Credit

Regular attendance is expected of all Lincoln Lutheran students. Any student who misses more than 12 periods of a class in one semester may forfeit credit in that class. Absences because of school-related activities do not count toward the 12-period absence total. All other absences, excused or unexcused, will count toward the 12-period absence total. A conference will be held with the student and parent(s) when a student approaches the 12-period absence total. A student who experiences a loss of class credit due to excessive absences may petition the Lincoln Lutheran Administration to have credit restored.

Service Requirement

All Lincoln Lutheran High School students are required to fulfill a Service Requirement each year of attendance. The Service Requirement varies by grade:

- Freshman Year – Five Hours of service
- Sophomore Year – Ten hours of service
- Junior Year – 15 hours of service
- Senior Year – 20 hours of service, at least 10 of which must be from a church-related activity or activities

Up to five hours of service performed by a parent **with the student** may be used to meet the Service Requirement each year. The Service Requirement will be coordinated through the Community Outreach Team Coordinator. Students must have completed and documented their service hour requirement from the previous school year to be eligible to practice or participate in activities.

Tardies

The tardy policy at Lincoln Lutheran is designed to promote better student achievement by encouraging students to be on time to class and reducing the amount of instructional time lost to interruptions caused by students who arrive late to class. This policy reinforces the proposition that regular attendance and punctuality to class are important factors that will improve student achievement. We believe that being on time to class is an act of courtesy toward your teachers and fellow students.

A student is considered tardy to class if he/she is not in the classroom with required materials and ready to begin working when the class bell rings. Tardies may be excused or unexcused.

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Unexcused tardies are a disciplinary matter and will incur the following disciplinary consequences. Unexcused tardies will be accumulated on a semester basis.

1. Parental notification after the 4th cumulative tardy or the 2rd tardy in any one class.
2. Detention for the 5th to the 7th cumulative tardy or the 3rd tardy in any one class.
3. Double detention for the 8th or 9th cumulative tardy or the 4th tardy to any one class.
4. Saturday detention for the 10th cumulative tardy or the 5th tardy to any one class and any succeeding tardy.

Lincoln Lutheran Administration reserves the right to decide whether a first hour tardy is excused or unexcused. Students tardy to first hour must sign in at the office before going to class. A student more than 15 minutes late to class is considered absent (unexcused) for that period (see Unexcused_Absences).

Student Behavior Expectations

At Lincoln Lutheran, misbehavior is viewed as sin. Our students are expected to behave in a way that is both Christ-centered and Christ-pleasing. The Administration and staff at Lincoln Lutheran do not enjoy disciplining student misbehavior. However, in a school environment such disciplining is often necessary. Our prayer is that our students will be self-disciplined young Christians and that these guidelines will seldom be referred to.

Explanation of the Discipline System

Discipline at Lincoln Lutheran is based on a Biblical model of repentance, forgiveness, and reinstatement. Discipline is used to create faithful disciples of young Christian men and women who are learning how to live their faith in the world and to create an atmosphere conducive to learning. Individual teachers will have procedures and rules specific to his/her classroom and teaching methods that can be found on the teacher's Course Expectations and on the class Canvas site. Students are expected to follow these procedures and rules to facilitate learning in the classroom and as a way of representing Christ to the world.

If a student, by his/her actions, shows he/she is not able to function within specified procedures and rules he/she will be reminded of proper behavior. If the student is not able or is unwilling to correct their behavior, showing an unwillingness to repent, they will be removed from the classroom. The student will later have the opportunity to repent for their behavior, and will then be reinstated in the classroom, with the understanding that the student will not engage in further inappropriate behavior. Certain behaviors, and repeated misbehaviors, may result in consequences assigned by school Administration based on the information available and the judgment of the school Administration.

Consequences could include, but are not limited to:

1. Warning and advising of student
2. Parental Notification
3. Detention or assignment of school-related tasks

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4. Counselor Referral
5. Parent Conference
6. Behavioral Contract/Probation
7. Suspension
8. Expulsion

Disciplinary Actions

Detentions

The Principal may assign detentions to students for violations of school rules. Detentions are 30 minutes and are served when assigned. Detention, as much as possible, will be spent doing some type of service for the school. If a student must ask for a change of date for an assigned school detention, the request must be made no later than before school begins on the day of the assigned detention to the designated detention coordinator. Work schedules, extracurricular activities, and athletic practices are not valid reasons for requesting a change of date for detentions.

Students will be notified in advance of school-assigned detentions. Students who fail to serve an assigned detention will be given a double detention. A double detention is two separate 30-minute detentions. Failure to serve an assigned double detention or subsequent detention will result in a Saturday Detention (9 a.m. – 12 p.m.) being assigned (Fee--\$30 to pay for monitor, due upon arrival). Students will be notified when a detention is missed and given the dates of the double detention and/or Saturday Detention.

Excessive detentions during the school year may result in further school disciplinary actions including suspension or expulsion.

Behavior Contract - Probation

Students reported for consistent unacceptable behavior will have a behavioral contract created. The behavioral contract will be in effect for a specified period of time which is, in effect, a probationary period. The contract and probationary period are designed to bring about positive changes in student behavior. Periodic teacher assessment of student behavior will be requested. If a student fails to meet the expectations set forth in their behavioral contract they may face additional disciplinary action.

Suspension

Only the Principal may suspend a student. The student will be given notice of the suspension and the reasons why, and will have the opportunity to discuss the reasons for the suspension or otherwise explain their actions. Parents will be notified of the suspension verbally and in writing. Written notification will be either electronic or by letter. Students suspended from school will not be allowed to attend or participate in school-related activities or athletics while they are on suspension, whether it be in-school or out-of-school suspension.

In-School Suspension

Students assigned to In-School suspension may or may not be allowed to make up work missed, depending on the nature of the act resulting in the suspension. If the student is allowed to make up work missed and completes the work by the deadline given, the student will NOT receive a

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zero for the work. It is the responsibility of the student to obtain classroom assignments from each teacher prior to the date(s) of the in-school suspension.

Students suspended in-school are required to remain in the school suspension area. Students under in-school suspension are not allowed to attend or participate in school-related extracurricular activities on the day(s) of the in-school suspension.

Out-of-School Suspension

When a student is suspended at home, he/she is to remain at home and off the streets during school hours (8:00 a.m. to 3:15 p.m.) and is NOT to attend or participate in any activities related to school or be anywhere on or around the school grounds during the entire time of suspension. Students under out-of-school suspension may or may not be allowed to make up work missed, depending on the nature of the act resulting in the suspension.

Expulsion

Expulsion may occur at any time. Only the Principal may expel a student. The student will have the opportunity to discuss the reasons for the expulsion or otherwise explain their actions. The Principal will send the parents written notice of the intended expulsion. This notice will also include reasons for the intended expulsion.

A student who has been expelled may be considered for re-enrollment after being away from Lincoln Lutheran for the remainder of the semester of expulsion.

Before a student will be considered for re-enrollment, a satisfactory resolution to the problems that resulted in expulsion must be reached with all school personnel involved. Additional considerations for re-enrollment will include satisfactory academic work while away from Lincoln Lutheran (generally, a minimum 2.0 GPA), no involvement in major disciplinary situations, a good attendance record at the school attended, and completion of any required medical or chemical evaluations. An administrative team will review any request for re-enrollment and will make a recommendation based on the above criteria.

Right of Appeal

Students or parents have the right to appeal any disciplinary action. (See Due Process)

Listing of Misbehaviors

Examples of misbehaviors that may result in disciplinary action include, but are not limited to:

1. Classroom misbehavior
2. General misbehavior in other areas of the building, school grounds or at school-sponsored events
3. Consuming food or beverage anywhere in the building other than the Commons, between the hours of 7:45 a.m. and 3:15 p.m., unless specifically approved by the Principal for special circumstances or occasions. At the discretion of individual teachers, water may be consumed in the classroom if the water is contained in a non-breakable and sealable, clear container.
4. Chewing gum in school buildings or on school grounds
5. Inappropriate display of affection

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6. Misuse of student's/school's property
7. Violation of dress/appearance expectations
8. Lying or cheating
9. Use of vulgar language (written, spoken, or gestured) or possession/use of inappropriate materials
10. Disrespectful or insubordinate language or action, including failure to follow a directive given by any faculty or staff member
11. Use of intimidating, abusive or threatening language. Making a death threat toward student(s), faculty and/or staff. This includes threats that are made verbally, in writing and/or electronically.
12. Physical abuse, the use of physical force, physical intimidation or fighting
13. Stealing or damage/destruction of property
14. Truancy
15. Use or possession of firearms, knives, or other objects that could be construed as a weapon or dangerous substance
16. Possession, use, and/or being under the influence of alcohol, illegal drugs, look-alike drugs, or tobacco products, including electronic cigarettes
17. Misuse of prescription drugs
18. Possession of drug paraphernalia

Because student actions outside of school can affect the school environment, such actions may be subject to school disciplinary response.

NOTE: In cases of violations of numbers 11 through 18, the police may be summoned. Possession includes being found on the student's person, in a student's school locker, gym locker, car, gym bag, or bookbag. Possession of weapons, drugs, alcohol, or drug paraphernalia will be referred to the police and may result in suspension &/or expulsion.

Cheating / Plagiarism

Cheating

Cheating demonstrates a lack of integrity and character that is inconsistent with Christian values and the goals of our school. Cheating robs students of the opportunity to become competent learners and, in the end, is self-destructive.

Cheating includes, but is not limited to:

1. Copying, faxing, emailing or in any way duplicating assignments or assessments wholly or in part, that are turned in as original work.
2. Exchanging assignments or assessments with other students, either handwritten or computer generated, whether you believe they will or will not be copied.
3. Using a computer or other means to translate an assignment or assessment from one language to another and submitting it as an original translation.
4. Unauthorized giving or receiving answers on an assignment or assessment. It is the student's responsibility to secure their work to minimize the opportunity for others to copy work.
5. Taking credit for group work when you have not contributed an equal or appropriate

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share toward the final result.

6. Accessing an assignment or assessment or answers to the same in advance of its administration.
7. Text messaging or otherwise electronically sharing information, or having an electronic device out during an assignment or assessment without teacher approval.

Students referred to administration for cheating will receive a zero on the work in question and the incident will be documented. Students may be given an alternate assignment to earn some or all of the credit for the plagiarized assignment or assessment at the discretion of the teacher. Students who violate this policy a second time may be withdrawn from the class for the balance of the semester and may lose credit for the class.

Plagiarism

Plagiarism is committing literary theft. It is a form of cheating that clearly violates the student code of conduct and Biblical admonition not to steal.

If any part of an assignment is determined to have been plagiarized the student will receive a zero on the assignment and the incident will be documented. Students may be given an alternate assignment to earn some or all of the credit for the plagiarized assignment at the discretion of the teacher. Students who violate this policy a second time may be withdrawn from the class for the balance of the semester and may lose credit from that class. This policy applies to assignments and assessments given by all departments.

Teachers will instruct and guide students in the parameters of cheating and plagiarism and how to avoid engaging in them.

Harassment

Lincoln Lutheran seeks to maintain a Christ-Centered educational environment characterized by respect, compassion and love. Every student has the right to a positive educational experience and Lincoln Lutheran is committed to offering a culture free of discrimination and harassment. Harassment of any kind by administrators, teachers, school employees or students will not be tolerated. In addition, Lincoln Lutheran will protect students, to the extent possible, from reported harassment by non-employees and non-students occurring on school property or arising out of school functions and activities.

Examples of Harassment

- Harassment because of a person's race, color, age, sex, national origin, religion, marital status, ancestry or disability can be a form of unlawful discrimination. At Lincoln Lutheran, slurs, jokes and other verbal or physical conduct relating to a person's race, color, age, sex, national origin, religion, marital status, ancestry or disability constitute harassment when they interfere with the student's educational performance or create an intimidating environment.
- Unlawful harassment may also exist when non-employees such as non-students, patrons, vendors or visitors engage in such conduct and when the conduct interferes with a student's performance or creates an intimidating, hostile, or offensive environment.

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- Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature by a person of the same or opposite sex.
- “Bullying” is a form of harassment. Lincoln Lutheran’s definition of bullying is any inappropriate and repeated behavior, used intentionally as power or control over an individual. Exclusion, control, dominance, intimidation, or threats may be forms of bullying. Bullying behaviors may be expressed verbally, physically, or electronically.
- Electronic harassment may include, but is not limited to, posting any content on the internet, including sites such as Facebook, Snapchat, Instagram, Twitter, and other social media sites, or communication via text messaging or email, that is un-Christian, reflects negatively on a student or employee of Lincoln Lutheran, reflects negatively on the school, or constitutes any type of harassment as defined in this section.

If you believe you are being harassed by any Lincoln Lutheran administrator, teacher, school employee, student, patron, contractor, visitor or any other person in connection with your attendance at Lincoln Lutheran and you are unable to amend the situation in a Christian manner, you should bring the incident to the attention of the Principal. If that would prove to be uncomfortable or you are not satisfied with the Principal’s handling of the complaint, bring the matter to the attention of the Executive Director. If you still are not satisfied or would feel more comfortable reporting your complaint to someone else, you should contact the President of the Board of Directors of the Lincoln Lutheran School Association.

Lincoln Lutheran will promptly investigate all allegations of harassment in as confidential a manner as possible and take appropriate corrective and disciplinary action if warranted. Under no circumstance will any Lincoln Lutheran employee or student be allowed to threaten or retaliate against another employee or student who in good faith alleges unlawful discrimination or harassment.

Sexual Conduct

Lincoln Lutheran supports a biblical standard of sexual conduct as stated in the Sixth Commandment and LC-MS Doctrines and teachings. Students are expected to use restrooms, locker rooms, changing areas, etc., that conform to his/her biological sex. Any sexual activity outside of the marriage relationship contradicts God’s design. The school’s involvement and response to sexual misconduct will reflect the school’s overall approach to discipline (see “Explanation of the Discipline System”). Administration will balance care and concern for the student(s) involved with the need to maintain a positive educational environment and a suitable Christian climate. A determination about consequences and/or the student’s continued enrollment at Lincoln Lutheran will be based on the circumstances of the situation and response of parents and student(s) involved. The full Sexual Conduct Policy is available on request.

Student Appearance - Dress Guidelines

In keeping with the stated philosophy, we ask our parents and students to remember that our students represent Lincoln Lutheran and the Church. Dress and appearance can be a powerful witness. Cleanliness, neatness, safety, and Christian modesty and decency will always be taken into account. A dress code lends a degree of formality to the setting of formal education and supports the activity of schooling.

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We dress for the occasion, and the occasion here is organized study and learning. We will not imitate the evil of this world, nor will we accept dress or appearance simply because it is considered popular or fashionable. “Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind.” Romans 12:2

If there is any question about appropriateness of student dress, we expect parents to guide the student according to this policy. Should there still be a question, discuss the issue with the Principal. The Principal will make the final decision regarding the suitability of any article of clothing or manner of dress. Students whose clothing and/or manner of dress fall outside acceptable limits will be handled according to the following procedure.

Students with questionable appearance/attire will be addressed first by an administrator or teacher. If the student can correct the violation, they should do so immediately and not repeat the violation for the remainder of the school year. If the student cannot easily correct a violation of the dress/appearance guidelines, the staff member involved will send the student to the office and notify an Administrator immediately.

Students with uncorrectable attire will have a conference with the Principal and appropriate action will be taken. This may include the possibility of parental contact for a different set of clothes or the sending of the student home for correction of appearance/dress violation. If a parent cannot be contacted for correction arrangements, the student will remain in the office, and be recorded as absent (excused) from class until the violation is corrected, or until the end of the school day.

Specific Appearance Guidelines:

Cleanliness

- Clothing and accessories should be clean and not adversely stained or faded.
- Clothing and accessories should not be the source of offensive odors.

Neatness

- Clothing and accessories should not be tattered, frayed or have holes, slits, or other “openings” that are not normal for that type of clothing.

Safety

- Clothing or accessories should not be worn either in design or manner that restricts free, natural movement, or could be caught or entwined in equipment, on stairways or other potentially dangerous apparatus or that could cause harm to other people or damage to property.

Examples of Improper Apparel

- Footwear that is unsafe or not in proper working order
- Bedroom slippers
- Shoes with cleats

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- Wallet chains
- Heavy winter coats, trench coats, or blankets worn during class time
- “Excessive” jewelry (amount or style)
- Clothing or accessories with sharp or pointed edges (or otherwise deemed dangerous)
- Shoes that mark the floor or other surfaces
- Pant legs of a length that causes the wearer to walk on the cuff

Christian Decency/Modesty

Clothes, school bags, shoes, or other personal belongings should not contain words, drawings, pictures, emblems, or insignias that:

- Are vulgar in nature
- Represent Satanic or occult meaning
- Advertise drug, alcohol, or tobacco products
- Give negative witness of our school, our Lord, or ourselves
- Either directly or indirectly represent or insinuate non-Christian, worldly sentiment

When deciding what style of clothing to wear to school, the student should be reminded to avoid items that might draw undue attention to them or may offend others.

- No hairstyles or hair color that brings undue attention to the student by nature of the style or the tint
- Caps or hats are not to be worn in the school building
- Shorts and skirts should be no higher than five inches above the top of the knee cap
- No tank tops or spaghetti strap shirts and blouses, unless worn under or over an appropriate cover shirt. All shirt sleeves should extend past the end of the shoulder
- No skin shall be visible at the midriff (a student should be able to touch the top of their head with both hands without exposing skin)
- The neckline of blouses should be no lower than the distance measured down from the base of the neck by the width of the student’s hand and the neckline should not extend to the shoulders
- Clothing should not be excessively tight or revealing
- Clothing should be in conformance to a student’s biological sex
- No see-through shirts or blouses
- At no point should a student’s undergarments be visible
- No visible body rings or piercings. (This includes all areas of the body except the ears and non-pierced rings on fingers or toes)
- No visible tattoos.

Activities and Field Trips:

- The school dress code remains in effect any time a student or group of students is representing Lincoln Lutheran, whether or not school is in session. This includes, but is not limited to, field trips, school activities (on or off campus) and practices. Clothing that is considered “normal” attire for an activity meets the requirements of the Lincoln Lutheran dress code.

NOTE: Some brand names may not be acceptable. All slogans, messages, and symbols must be harmonious with the philosophy of Lincoln Lutheran. The Administration reserves the right to

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make discretionary judgments regarding the appropriateness of student dress and appearance not explicitly covered by the dress guidelines.

Consequences for Dress Code Violations

1 st Offense	Referral to office, correct inappropriate clothing
2 nd Offense	Referral to office, correct inappropriate clothing, detention assigned
3 rd Offense	Referral to office, correct inappropriate clothing, further disciplinary action

Electronic Devices

Electronic devices (cell phones, iPods and other mp3 players, iPads and other tablet computers, laptops, etc.) are an essential learning tool and part of the learning environment at Lincoln Lutheran. Students may use electronic devices during school hours (8:00 am – 3:15 pm) with teacher or staff approval for educational purposes. Under no circumstances should students use electronic devices during school hours for non-educational purposes with the exception of the student's lunch period and passing periods. Students may use electronic devices in the commons area during their lunch period and during passing periods without asking for teacher or staff approval. All electronic devices are brought to school at the risk of the student. The school is in no way liable for damage to or theft of electronic devices.

Students using electronic devices without teacher approval or for non-educational purposes will have the device confiscated and given to the Principal. The exception to this is during the student's lunch period and passing periods. The electronic device will be returned to the student at the end of the school day. Repeated violations of the electronic device policy may result in further disciplinary action.

It is sometimes necessary for parents to leave messages for or to contact their student during the school day. Parents should be aware that students who check messages or take phone calls from parents without teacher permission are using their electronic device improperly and may have their device confiscated for the remainder of the day. Please help us educate your student on the proper use of electronic devices and urge them to only access messages or phone calls from parents during their lunch period or with teacher permission. Parents may leave messages for students with the school office. Please contact the school office with any emergency messages, which will be delivered to students immediately.

Please refer to the Cheating/Plagiarism policy for the misuse of electronic devices during summative assessments.

Acceptable Use of Electronic Devices

Acceptable use of electronic devices (cell phones, iPods and other mp3 players, iPads and other tablet computers, laptops, etc.) is defined as using those devices during school hours (8:00 am - 3:15 pm, excluding lunch periods and passing periods) for educational purposes with the permission of school personnel.

Unacceptable use of electronic devices (cell phones, iPods and other mp3 players, iPads and

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other tablet computers, laptops, etc.) includes, but is not limited to:

- Any uses or actions that are contrary to the mission and purpose of Lincoln Lutheran Middle/High School.
- Any uses or actions that are contrary to the Christian nature of Lincoln Lutheran Middle/High School.
- Any uses or actions that are harassing or discriminatory in nature (see the Harassment section of this Handbook).
- Any actions or uses that are contrary to copyright laws.
- Any actions or uses that jeopardize the Lincoln Lutheran computer network or other computer networks.

Some items worthy of specific comment are:

Email

- Only the Lincoln Lutheran email address should be used for student email.
- Lincoln Lutheran email addresses are considered school property and any communications using those addresses is subject to monitoring. Any misuse of Lincoln Lutheran email addresses may be subject to disciplinary action.
- Use of email during school hours is prohibited unless for an educational purpose and authorized by school personnel.
- Do not forward email from another person without that person's permission.
- Students should not give out Lincoln Lutheran email address passwords to other people or access the email accounts of other students.
- School email addresses are not to be given to any websites, companies, or other third parties without the permission of school personnel.
- Class email lists (Class of 2019, for example) have been established to aid in communication with students. Class email lists should be used for official school purposes only. Misuse of Class email lists could result in the loss of technology privileges and/or other disciplinary action.

Instant Messaging/Chat Rooms

- Instant messaging/chat rooms are prohibited except as a part of an assigned, in-class activity that is supervised by school personnel.

Pictures, Video or Audio Recording

- Students should never take pictures or make a video or audio recording of another person or group without the expressed consent of that person or group.
- Any picture or audio or video recording should only be used for school purposes, such as class projects, and not shared on social networking sites or the internet in any way, except as part of the requirements for a class project.

Audio and Video Content

- Audio on electronic devices should be turned off during school hours unless required for the class activity being conducted and with the approval of school personnel.
- Listening to music during class is permitted at the discretion of school personnel.

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- The use of electronic devices to watch commercial movies or videos is not permitted during school hours.
- Streaming music or video is never permitted or acceptable except as part of an assigned, in-class activity.
- Headphones are required any time audio or video content is accessed, or other arrangements as made with the permission of school personnel.

Games

- The playing of games during school hours is not permitted except as part of an assigned, in-class activity.

Network Access

- Students may not attempt to access servers or network information that is not open to the public.

Internet Use

- Accessing any materials on the Internet that are contrary to the Christian nature of Lincoln Lutheran Middle/High School is prohibited.
- If a student accidentally accesses inappropriate material on the Internet they should notify school personnel as soon as possible.
- Students should not attempt to bypass school network security or Internet filters.
- Information obtained through the Internet should be properly cited and in compliance with copyright laws.

Searching and Confiscation of Electronic Devices

- Student electronic devices are subject to the Searching and Confiscation policies outlined in this Handbook.

Failure to Follow Policy

The use of Lincoln Lutheran's computer network and Internet access is a privilege, not a right. Misuse of the computer network and Internet access by the failure to follow the guidelines of this policy could result in having access to the network and internet revoked. Misuse of the computer network and Internet access could also result in other disciplinary action as outlined in the Disciplinary Actions section of this Handbook.

Related General Information in Regard to Behavior

Searching

Lincoln Lutheran reserves the right to conduct a search of lockers, book bags, gym bags, automobiles, electronic devices, or other personal belongings. School lockers remain the exclusive property of Lincoln Lutheran. Students are given the privilege of using these lockers within guidelines set by the school. The Principal and other staff members may conduct locker searches at any time. Any student wishing to use a lock on any school locker should use a school-issued lock.

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All searches will be conducted with care and concern for the student involved. A student's personal belongings will not be searched in public.

Confiscation

Any staff member has the right to confiscate inappropriate material from a student. This includes material that could be disruptive or distracting or is dangerous or illegal. Any confiscated material will be given to the Lincoln Lutheran Administration. Staff members are to use discretion in deciding how to handle individual situations and may consult with the Principal if they are unsure about the danger or legality of the material. The proper authorities will be notified when unlawful items or materials are confiscated.

Student Parking

Students who drive to school should register their automobiles and obtain a Lincoln Lutheran parking permit. There will be an annual fee for the Lincoln Lutheran parking permit. Parking will be on a first-come, first-served basis; parking spaces will not be assigned. Students who exhibit irresponsible or unsafe driving habits on campus may have their parking privileges revoked. The southeast area of the parking lot should be kept clear for use by Middle School students during break time.

Restitution

In cases involving theft, vandalism, or property misconduct, students are expected to return money or property taken, and to pay for the repair or replacement of property damaged.

The Principal will determine the restitution and notify the student and parents as soon as possible. Restitution will be made within a specified amount of time or additional consequences may be imposed. Alternate forms of restitution may be imposed, if appropriate, and after consultation with and approval of the parents. Failure to meet the terms of restitution may constitute grounds for suspension and/or expulsion.

Corporal Punishment

Corporal punishment involves the use or threat of physical force for punishment. Lincoln Lutheran does not allow or condone corporal punishment as a consequence of its behavior guidelines. EXCEPTION: A staff member may use reasonable force for self-defense or the protection of others.

Due Process

1. If a student or parent has a question or needs clarification about a classroom matter or any disciplinary procedures, or if they feel that due process is not being followed, contact should be made with the staff member involved.
2. If, after a conference with the staff member involved, the student or parent seeks further discussion, the matter should be addressed to the Principal.
3. If addressing the matter with the Principal does not bring resolution to the issue, the student or parent may request the matter be brought to the Executive Director.
4. If addressing the matter with the Executive Director does not bring resolution to the

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issue, the student or parent may request the matter be brought before the Board of Directors by indicating so to the Executive Director. The Executive Director and the President of the Board of Directors will make arrangements for such action.

5. The Board of Directors will render a decision in the matter that will be considered final.

Right to Privacy

Students and parents have a right to have all phases of disciplinary procedures handled as discreetly as possible. Staff members may discuss students and their behavior professionally in an effort to help the student. The Principal will use discretion in sharing pertinent information about students with school staff. A student's behavior file is considered confidential. Contents will be shared only with the student, his parents, and appropriate professionals and staff members.

Before and After School

Prior to 10 minutes before classes begin and beyond 30 minutes after school is dismissed for the day, students are asked to remain in the Commons and out of hallways and classrooms, unless they are working with a specific faculty or staff member. Families are encouraged to drop students off after 7:30 a.m. and pick students up by 3:45 p.m. Supervision beyond the school day is limited and parents are responsible for the behavior of their children. Students in grades 6-8 may be required to enroll and participate in a Lincoln Lutheran after school care program if they are not involved in an activity and cannot be picked up by 3:45 pm. There will be an additional cost to families for such a program.

Technology Use

Lincoln Lutheran Middle/High School has implemented a set of technology use guidelines intended to protect the hardware and software owned by Lincoln Lutheran and to direct faculty, staff, and student computer use in ways consistent with Christian stewardship. Each user shall act in an appropriate manner consistent with the goals and mission of our school. Each user is responsible for their use of computing resources.

Lincoln Lutheran has established policy standards regarding the use and copying of data, application software, Internet use and access, and computer security. All students who will be using the computers at school must have a Technology Use Agreement signed by both a parent and the student on file in the office. Other interested parties are encouraged to contact the Technology Coordinator or the Principal for a copy of these policies.

Media Center

- Students will be allowed to use the Media Center when a staff member is present for supervision. The student will need a pass from the appropriate teacher or permission from the Media Specialist.
- Library or media materials shall remain in the Media Center unless properly checked out.
- When receiving a pass from a teacher to be used during study hall, the pass must first be shown to the study hall supervisor. The study hall supervisor may write a pass for a student to visit the Media Center. Only individuals who desire to use media resources are allowed in the Media Center.

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- The copying machine in the Media Center may be used with permission from the Media Specialist.
- When checking out materials, students are expected to follow posted guidelines.
- After using library or media materials, students are to place them in the designated areas.
- Students who violate Media Center guidelines may receive misbehavior consequences and/or lose Media Center privileges.

Study Hall

Study hall is offered at Lincoln Lutheran Middle/High School for students who desire an opportunity during the school day for quiet study time. It is a class like any other with guidelines students are expected to follow.

The following guidelines will be used:

- Study hall is only for quiet study or reading time. Students should come to study hall with materials to study or something to read. Students arriving in study hall with nothing to do will be provided work by the study hall supervisor.
- A sign-out sheet should be used as directed by the study hall supervisor. Students should sign back into study hall prior to the end of the class period.
- Students should be seated immediately in their assigned seat.
- Students must have a pass from a teacher to go to another classroom, the library or the office.
- Study Hall is not nap time. Please nap at home.
- Talking by permission from study hall teacher only.
- Any additional guidelines developed specifically by the study hall supervisor will be shared with the students on the first day.

Music

All music played within the Lincoln Lutheran community, or used for performance purposes, will reflect our Christian principles.

Medication Policy

Students requiring medication will be identified on school medication forms. A copy of the medication form will be filed at school in the nurse's office. No prescription or non-prescription medication shall be allowed on the school premises unless in accordance with this procedure.

- Under no circumstances shall school personnel provide any medication, including aspirin or aspirin products to students unless the proper medication form has been received.
- The diagnosis, treatment of illness, or prescribing of drugs is never the responsibility of school personnel.
- School personnel shall never perform the administration of injections to students.

For information regarding specific medication procedures, please contact the school office.

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School Wellness Policy

The Board of Education of Lincoln Lutheran School Association is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

The Board of Education has established student wellness goals that are designed to promote student wellness in a manner the Administration determines to be appropriate in the following areas: Nutrition Education, Physical Education and other School Activities. The full School Wellness Policy is on file in the School office and available for review upon request.

National School Lunch Program

Lincoln Lutheran is a participant in the National School Lunch Program. All meals meet both state and federal requirements. Contact the School Nutrition Director for questions regarding the program.

The National School Lunch Program policy does not restrict what a child can bring from home in his/her lunch or what a parent can deliver for his/her own child to eat at school. Delivery of food intended for student consumption by commercial food/beverage companies is not allowed.

Families participating in the lunch program are expected to maintain a positive lunch account balance for their student(s).

Non-Discrimination Statement:

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, 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 the information requested in the form. Send your completed complaint form or letter to us by mail at U.S.

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Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or by 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; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.