



Junior Eagle Journal

Your Source for News from O'Neill Elementary School
March 2021



The Aftermath of Groundhog's Day

I'm sure most of you heard that Punxsutawney Phil popped his little head out on February 2nd, saw his shadow, and cursed us all with another six weeks of winter (allegedly). I say "allegedly" because 'ole Punxsutawney Phil's meteorological abilities are a bit of an old wive's tale.

After what seemed the like whole country went through a snowstorm and cold spell for a few weeks, I began to think that maybe I was wrong about everyone's favorite rodent meteorologist. So, I did a little research & came across a nice article on [livescience.com](https://www.livescience.com). Turns out, Phil is only right about his weather prediction 39% of the time (less than a flip of a coin!).

This realization made me feel much better about the upcoming weeks and month. Then, to top things off, the weather really started to turn! We've been seeing highs in the 40s and 50s and I'm not going to complain about that!

You might be saying to yourself right now, "Mr. York, where are you going with this? What does some groundhog in Pennsylvania have to do with me in Nebraska?" Well, I feel Punxsutawney Phil can be a bit of a metaphor for us all. There can be days you wake up, "see your shadow," and want to jump back into your hole. But, that won't do you, or anyone else in your life, any good. We have to remember there will always be snow storms in our lives, occasionally, they'll last weeks! However, we cannot forget about what comes next; the beautiful sun, melting the snow, bringing us the beginning of Spring (hopefully soon!). Before you know it, we will all be outside, smelling the roses, enjoying the hot sun, all but forgetting about that awful snowstorm.

So, the moral of the story is, don't let the shadow from one day effect the rest of your life. You never know what sunshine is right around the corner. We have made it through almost three quarters of school and it has been hard at times, but I cannot be more proud of how our students, staff, and community have responded. Thank you for always looking past the "shadow" and moving forward with all of us.

Thank you,

Mr. Jim York

Principal, O'Neill Elementary School

A Few Announcements...



- While winter is winding down, it can still be cold. That said, we have had many students show up to school without the proper winter coats or gloves. We have some extra hats, coats, and gloves. However, if your student does have a winter coat, please make sure he/she wears them to school.
- If your child is/will be gone from school, please contact the office so we can know about your child's whereabouts.
- Many of our students have been wearing sweatshirts to school on a regular basis, which is great. But, after two or three days of continuous wear, the sweatshirts can become dirty and a bit smelly. Please remember to wash those sweatshirts periodically.

Eagle Way Minute



The Eagle Way isn't just an expectation at home. It's also an expectation throughout life, including on social media & the Internet. That said, here are some tips for doing things the Eagle Way during bed time.

- Be Safe-Brush teeth EVERY NIGHT!
- Be Respectful-Pick out my clothes for tomorrow.
- Be Responsible-Go to bed at my designated bed time.
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Upcoming Dates

March 1-5---Read Across America Week

March 9th---End of 3rd Quarter

March 10th-12th---No School

March 17th---Kindergarten Sneak Peek

March 22nd---No PRESCHOOL due to Preschool Sneak Peek

March 30th---K-3rd Grade Spring Music Program @ the High School
Times TBA



READ ACROSS AMERICA WEEK @ OES

To celebrate Read Across America Week, we at OES are having different themed days. Participation is encouraged!

MONDAY, MARCH 1st--FOX IN SOX DAY (WEAR CRAZY SOCKS)

TUESDAY, MARCH 2nd--CHARACTER DAY (DRESS AS YOUR FAVORITE BOOK CHARACTER)

WEDNESDAY, MARCH 3rd--WACKY WEDNESDAY (GET SILLY, WEAR YOUR CLOTHES BACKWARDS, INSIDE OUT, OR MISMATCHED)

THURSDAY, MARCH 4th--CAPS FOR SALE DAY (WEAR YOUR FAVORITE OR CRAZIEST HAT)

FRIDAY, MARCH 5th--LLAMA LLAMA RED PAJAMA DAY (PAJAMA DAY)



The “Stroop Effect” Challenge

Look at the colors below and say the name of each color aloud. Don’t read the words—just say the names of the colors the words are printed in.

Ready? Go!

Red

Blue

Yellow

Blue

Green

Yellow

Red

Yellow

Green

That was surprisingly hard, wasn’t it? Did you make any mistakes? At the very least, it probably took you longer than you thought it would. That’s because your brain wanted to read the **word** instead of paying attention to the **color** of the font.

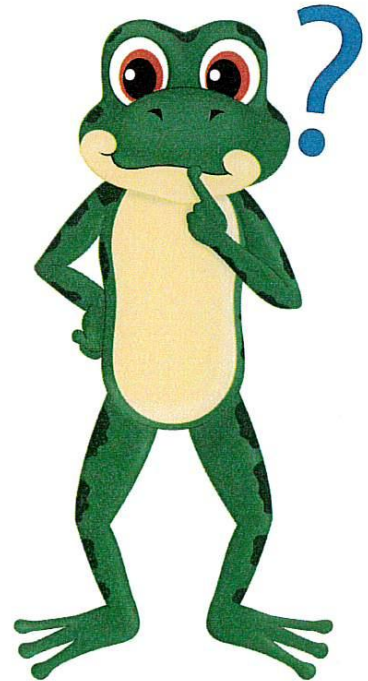
Now try it again, but this time read the **words** aloud, ignoring the color. That was much easier, right? And you probably didn’t make any mistakes.

Understanding the Stroop Effect

This little exercise is a demonstration of the Stroop effect, which is named after the researcher who came up with the study in 1935. In the study, it took most participants more than twice as long to say the font colors as it did to read the words.¹

The Stroop effect shows that, for literate adults, word recognition can be even more automatic than something as basic as color recognition. Reading the words doesn’t require conscience effort. In fact, it is difficult *not* to read the words! And that’s what we want for our students—for reading to become as effortless and unconscious as breathing!

¹ Stroop, J.R. (1935). Studies of interference in serial verbal reactions. *Journal of Experimental Psychology*, 18, 643-662.





Central
Nebraska
Economic
Development
District



February 19, 2021

Amy Shane, Superintendent
O'Neill Elementary School
1700 N. 4th Street
O'Neill, NE 68763

Dear Superintendent Shane:

Over the last year, many of your students have been required to participate in remote-learning due to the Covid-19 Pandemic. It was not uncommon for a significant number of these students to have experienced difficulties in accessing remote learning programs due to poor or no broadband connectivity. However, remote learning is not the only barrier for these students – we know that historically many of our students simply have not been able to connect to broadband to accomplish their required homework assignments from their homes.

The Central Nebraska Economic Development District (CNEDD) is working with the seven other development districts across the State to identify where those gaps and deficiencies in broadband connectivity are, and assist our counties and communities to enhance broadband services for your students and all rural citizens.

CNEDD has entered into an agreement with Geo Partners, LLC based in Minnesota to gather broadband speed test data identifying speeds (both up and down) a variety of locations are experiencing, and provide us with information about what is going on in each location in our region. This is a two-year initiative that will provide us with valuable data, and lead us to developing plans and funding that can bring faster broadband services to our students and others across our region.

What does this mean for your school and your students? We know that students in larger communities in the State have access to tremendous broadband services, that enhance their educational opportunities and prepare them for their future careers. ***CNEDD believes that Rural Nebraska students deserve the same opportunity through enhanced broadband connectivity for everyone.***

How can you help? - CNEDD would like to encourage you to ask your students (and even staff) take the enclosed Broadband Speed Worksheet home, participate in the speed test from their home location, and bring the recorded results back to school to document their involvement in the program. No personal information will be gathered as a result of participation in this speed test.

We would like it if each school could retain these sheets, so we can collect them and recognize each school for its participation in this valuable initiative (we would be glad to send a stamped envelope to return). Also, you might want to individually recognize your students for their participation in your own special way.

Lastly, we would ask your help in encouraging others in your community to participate in this initiative, by posting the enclosed flyer, or including this in your school newsletters, bulletins, etc.

The Central Nebraska Economic Development District's mission is to "enhance the quality of life in Central Nebraska through community and business development". Our District serves the following counties: Blaine, Boyd, Brown, Cherry, Custer, Garfield, Greeley, Holt, Keya Paha, Loup, Rock, Sherman, Valley and Wheeler.

Broadband connectivity is vital of your community's economic success – we thank you in advance for your help to enhance broadband connectivity services for your students and your community.

With My Sincere Thanks, Judy Petersen, Executive Director



"Speed test data can help identify areas which lack broadband so strategies and funding to connect these areas can be identified."

- Ed Tomer, CEO for the State of Nebraska Chair of the Rural Broadband Task Force

Did You Know?



According to legislation, broadband definitions are as follows -

Underserved Area - Less than 100 megabits download and 20 megabits upload per second

Unserved Area - Less than 25 megabits download and 3 megabits uploading per second

There is a **MAJOR** lack of adequate, reliable internet service in your communities and at your homes, and **WE NEED YOUR HELP!!**

Who - We believe everyone in Central Nebraska deserves reliable, high-speed internet - CNEDD is partnering with development districts across the state to gather **real-time** broadband information.

What - With employees working from home, students remote learning, business marketing, increased telehealth needs, video conferencing, and social/sports livestreams to connect to, the need for high speed, reliable internet service has **skyrocketed this last year**. While there are some good pockets of service in our district, most areas have **extremely limited broadband or are completely unserved!**

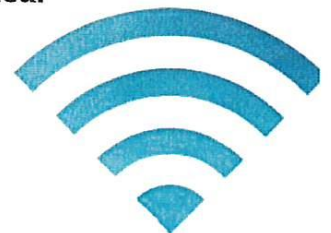
When - Starting **now**, we would like your help by participating in this free speed test. Over the next year, we will be reminding you to check your internet speeds on different devices, at different times, on different days, so we can get the **most statistically valid and diverse** data possible.

Why - This "parcel-level" data will help our region identify the **underserved and unserved areas** of broadband in the Central Nebraska region, and enable us to assist counties and communities with plans for **broadband expansion, including funding resources**.

How - Go to cnedd.org/centralbroadband and complete the speed test. Participation on multiple days and at different times is encouraged to improve the accuracy of the study. **No personal information will be collected.**



For More Information - Contact Judy Petersen, Executive Director of CNEDD, at 402-340-0106.



O'Neill Elementary School Broadband Speed Worksheet

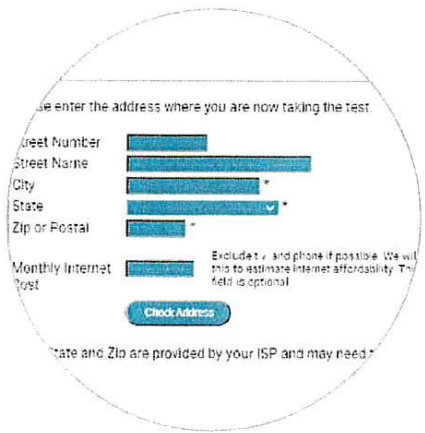
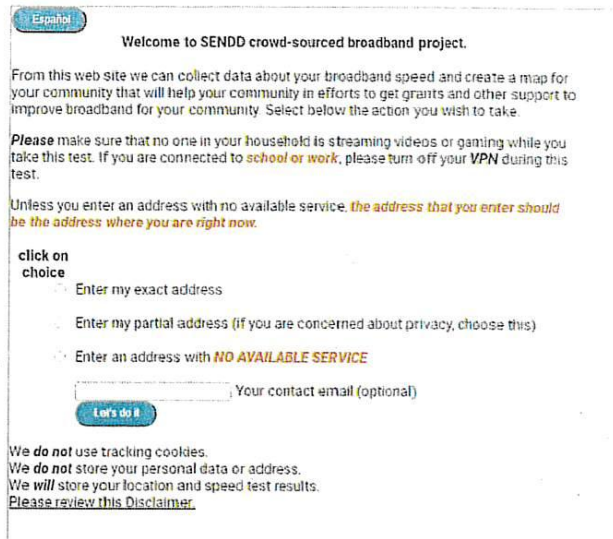
The purpose of this worksheet is to understand internet speeds in our city! Go to www.CNEDD.org/centralbroadband to complete your test

Scroll to bottom of page

Step 1: Check one of the bubbles

Step 2: Press the "Let's Do It" Button

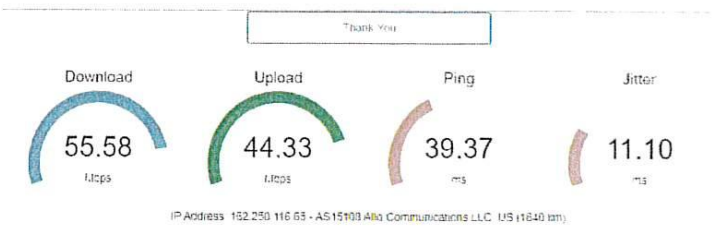
(If you do not have internet access, please write this on the sheet below.)



Step 3: Put in your address and monthly internet bill, then press the button "Check Address"

Step 4: Write down your results.

Download _____
 Upload _____
 Ping _____
 Jitter _____



Step 5: Return this worksheet to your teacher!

Name _____





GOING WILD!

Developing Eagles Summer Program is planning to be open this summer! May 24-July 23, 2021! Hours are Monday through Friday with doors opening at 7:45 a.m.-4:00 p.m.

Some of the things we will do this summer are games, gardening, crafts, field trips, swimming, outdoor adventures, and hanging with your friends.

To join us, fill out an application, turn it in to the Elementary school office or to the Developing Eagles office by May 14th to hold your spot. Applications can be picked up at the office or online at the school website under Developing Eagles. Breakfast, lunch and snack will be provided FREE to all students attending by Lunch Time Solutions.

Cost-if you qualify for free or reduced lunch, our program is FREE. All other students are \$12.00 a day or \$24.00 a day per family.

Deb Sawyer-Developing Eagles Director

debsawyer@oneillschools.org

Breakfast

2/25/2021

Print Menu | My School Menus

March 2021

O'Neill Elementary, Grades PK-6 2020-2021 Breakfast, Grades K-6

<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Egg & Cheese Taco Roll • Cereal Choices with Toast Fruit Juice Choices Sliced Peaches Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Fresh Baked Sausage Biscuit Sandwich • Cereal Choices with Toast Fruit Juice Choices Applesauce Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Chocolate Iced Long John • Cereal Choices with Toast Fruit Juice Choices Pineapple Tidbits Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Waffles with Syrup • Cereal Choices with Toast Fruit Juice Choices Sliced Pears Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Fresh Baked Cinnamon Roll • Cereal Choices with Toast Fruit Juice Choices Fresh Orange Slices Milk 1% Unflavored Milk Chocolate Skim Milk
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<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • French Toast Sticks with Syrup Dipping Sauce • Cereal Choices with Toast Fruit Juice Choices Applesauce Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Bacon & Egg Breakfast Pizza • Cereal Choices with Toast Fruit Juice Choices Mixed Fruit Cocktail Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Misc. <ul style="list-style-type: none"> • No School 	<ul style="list-style-type: none"> Misc. <ul style="list-style-type: none"> • No School 	<ul style="list-style-type: none"> Misc. <ul style="list-style-type: none"> • No School
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<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Pancake Sausage Stick • Cereal Choices with Toast Fruit Juice Choices Sliced Peaches Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Muffin Top & Yogurt • Cereal Choices with Toast Fruit Juice Choices Applesauce Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Home-style Stuffed Potato Breakfast Burrito • Cereal Choices with Toast Fruit Juice Choices Pineapple Tidbits Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Ultimate Chocolate Chip Breakfast Round • Cereal Choices with Toast Fruit Juice Choices Sliced Pears Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Fresh Baked Cinnamon Roll • Cereal Choices with Toast Fruit Juice Choices Fresh Orange Slices Milk 1% Unflavored Milk Chocolate Skim Milk
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<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Egg & Cheese Omelet with Toast • Cereal Choices with Toast Fruit Juice Choices Applesauce Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Fresh Baked Biscuits and Gravy • Cereal Choices with Toast Fruit Juice Choices Mixed Fruit Cocktail Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Waffles with Syrup • Cereal Choices with Toast Fruit Juice Choices Fresh Orange Slices Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Sausage Breakfast Pizza • Cereal Choices with Toast Fruit Juice Choices Sliced Peaches Milk 1% Unflavored Milk Chocolate Skim Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Fresh Baked Cinnamon Roll • Cereal Choices with Toast Fruit Juice Choices Pineapple Tidbits Milk 1% Unflavored Milk Chocolate Skim Milk
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<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Iced Long John • Cereal Choices with Toast Fruit Juice Choices Sliced Peaches Milk 1% Unflavored Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Fresh Baked Sausage Biscuit Sandwich • Cereal Choices with Toast Fruit Juice Choices Applesauce Milk 1% Unflavored Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Strawberry Stuffed French Toast • Cereal Choices with Toast Fruit Juice Choices Pineapple Tidbits Milk 1% Unflavored Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Strawberry Stuffed French Toast • Cereal Choices with Toast Fruit Juice Choices Pineapple Tidbits Milk 1% Unflavored Milk 	<ul style="list-style-type: none"> Entree <ul style="list-style-type: none"> • Strawberry Stuffed French Toast • Cereal Choices with Toast Fruit Juice Choices Pineapple Tidbits Milk 1% Unflavored Milk
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March 2021

O'Neill Elementary, Grades PK-6 20-21 Lunch, Grades K-5

01	02	03	04	05
Entree <ul style="list-style-type: none"> • Ham & Cheese Deli Round • Original Beef Goulash • Grilled Chicken Sandwich Vegetables <ul style="list-style-type: none"> • Fresh Baby Carrots • Golden Corn Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Entree <ul style="list-style-type: none"> • Combo Deli Round • Chicken Ranch Pasta • Cheeseburger Vegetables <ul style="list-style-type: none"> • Fresh Broccoli Florets • Steamed Carrots Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Entree <ul style="list-style-type: none"> • Turkey & Cheese Deli Round • Italian Melt • Oven-Roasted Hot Dog Vegetables <ul style="list-style-type: none"> • Fresh Baby Carrots • Steamed Broccoli Florets Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Entree <ul style="list-style-type: none"> • Ham & Cheese Deli Round • Popcorn Chicken Bites • BBQ Rib Sandwich Vegetables <ul style="list-style-type: none"> • Fresh Broccoli Florets • Baked Beans Fruit <ul style="list-style-type: none"> • Fruit of the Day Desserts <ul style="list-style-type: none"> • Fresh Baked Cinnamon Bun Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Entree <ul style="list-style-type: none"> • Ham & Turkey Deli Round • Cheese Pizza • Pepperoni Pizza • Cheesy Italian Pull-Apart Vegetables <ul style="list-style-type: none"> • Fresh Baby Carrots • Green Beans Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk

08	09	10	11	12
Entree <ul style="list-style-type: none"> • Ham & Cheese Deli Round • Toasted Cheese Sandwich • Crispy Chicken Sandwich Vegetables <ul style="list-style-type: none"> • Fresh Baby Carrots • Steamed Broccoli Florets Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Entree <ul style="list-style-type: none"> • Combo Deli Round • Chicken Fajita • Pork Fritter Sandwich Vegetables <ul style="list-style-type: none"> • Fresh Broccoli Florets • Refried Beans Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Misc. <ul style="list-style-type: none"> • No School 	Misc. <ul style="list-style-type: none"> • No School 	Misc. <ul style="list-style-type: none"> • No School

15	16	17	18	19
Entree <ul style="list-style-type: none"> • Ham & Cheese Deli Round • Cheeseburger Macaroni Skillet • Grilled Chicken Sandwich Vegetables <ul style="list-style-type: none"> • Fresh Baby Carrots • Mixed Vegetables Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Entree <ul style="list-style-type: none"> • Combo Deli Round • Italian Dunkers with Marinara Dipping Sauce • Cheeseburger Vegetables <ul style="list-style-type: none"> • Fresh Broccoli Florets • Golden Corn Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Entree <ul style="list-style-type: none"> • Turkey & Cheese Deli Round • BBQ Pulled Pork Sandwich • Oven-Roasted Hot Dog Vegetables <ul style="list-style-type: none"> • Fresh Baby Carrots • BBQ Baked Beans Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Entree <ul style="list-style-type: none"> • Ham & Cheese Deli Round • Baked Ham with Dinner Roll • Popcorn Chicken Bites with Dinner Roll Vegetables <ul style="list-style-type: none"> • Fresh Broccoli Florets • Ranch Potatoes Fruit <ul style="list-style-type: none"> • Fruit of the Day Desserts <ul style="list-style-type: none"> • Fresh Baked Holiday Cookie Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk 	Entree <ul style="list-style-type: none"> • Ham & Turkey Deli Round • Cheese Pizza • Pepperoni Pizza • Breakfast Bowl with Fresh Baked Biscuit Vegetables <ul style="list-style-type: none"> • Fresh Baby Carrots • Steamed Broccoli Florets Fruit <ul style="list-style-type: none"> • Fruit of the Day Milk <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk

Lunch

22	<p>Entree</p> <ul style="list-style-type: none"> • Ham & Cheese Deli Round • Creamy Macaroni & Cheese • Crispy Chicken Sandwich <p>Vegetables</p> <ul style="list-style-type: none"> • Fresh Baby Carrots • Green Beans <p>Fruit</p> <ul style="list-style-type: none"> • Fruit of the Day <p>Milk</p> <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk
23	<p>Entree</p> <ul style="list-style-type: none"> • Combo Deli Round • Hot Pepperoni Sub • Chicken Nuggets with Dinner Roll <p>Vegetables</p> <ul style="list-style-type: none"> • Fresh Broccoli Florets • Steamed Carrots <p>Fruit</p> <ul style="list-style-type: none"> • Fruit of the Day <p>Milk</p> <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk
24	<p>Entree</p> <ul style="list-style-type: none"> • Turkey & Cheese Deli Round • Home-style Spaghetti • Mini Corn Dogs <p>Vegetables</p> <ul style="list-style-type: none"> • Fresh Baby Carrots • Peas • Steamed Carrots <p>Fruit</p> <ul style="list-style-type: none"> • Fruit of the Day <p>Milk</p> <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk
25	<p>Entree</p> <ul style="list-style-type: none"> • Ham & Turkey Deli Round • Cheese Pizza • Pepperoni Pizza • Honey Garlic Glazed Chicken over Rice <p>Vegetables</p> <ul style="list-style-type: none"> • Fresh Baby Carrots • Mixed Vegetables <p>Fruit</p> <ul style="list-style-type: none"> • Fruit of the Day <p>Milk</p> <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk
26	
27	
28	
29	<p>Entree</p> <ul style="list-style-type: none"> • Combo Deli Round • Home-style Scalloped Potatoes & Ham with Dinner Roll • Cheeseburger <p>Vegetables</p> <ul style="list-style-type: none"> • Fresh Broccoli Florets • Steamed Carrots <p>Fruit</p> <ul style="list-style-type: none"> • Fruit of the Day <p>Milk</p> <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk
30	<p>Entree</p> <ul style="list-style-type: none"> • Turkey & Cheese Deli Round • Italian Melt • Oven-Roasted Hot Dog <p>Vegetables</p> <ul style="list-style-type: none"> • Fresh Baby Carrots • Steamed Broccoli Florets <p>Fruit</p> <ul style="list-style-type: none"> • Fruit of the Day <p>Milk</p> <ul style="list-style-type: none"> • 1% Unflavored Milk • Chocolate Skim Milk
31	

Lunch

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.

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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:

- mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- fax: (202) 859-7722
- email: program.intake@usda.gov

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