# 

# The Trailblazer

Thomas (Rick) Redshaw, Principal Lisa Rodriguez, Assistant Principal

November/December 2015

Volume 3



\*\*\*\*\*

"Unmask Your Superhero at Park Trails Elementary"

## PARK TRAILS ELEMENTARY SCHOOL

10700 Trails End
Parkland, Florida 33076
754-322-7800
parktrails.browardschools.com

#### Rumor Control Hotline 754-321-0321

Broward County Homework Hotline 754-322-1970 4:00pm – 8:00pm

Park Trails
Attendance Line
754-322-7802

#### Trailblazer

karen.lynn.gallo@browardschools.com

# After School Programs, 954-596-9000

The School Board of Broward County, Florida, prohibits any policy or procedure that results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine TTY 754-321-2158



#### **Dates to Remember:**

Nov 19 Interim Reports Issued

Nov 25-27 Thanksgiving – No School for Students

Dec 1-4 Holiday Shop

Dec 14 Field Day – Pre-K, K, 1st, ESE

Dec 15 Field Day  $-2^{nd}$ ,  $3^{rd}$  Dec 16 Field Day  $-4^{th}$ ,  $5^{th}$ 

Dec 21–Jan 1 Winter Break – No School for Students

Please take the following 2-question survey about your interest in Park Trails Elementary becoming a uniform school. Please only one person from each household complete the survey. If you have any questions, contact Cathy Kager at catherine.kager@browardschools.com. Please complete the survey by Sunday, November 22, 2015.

Website for the survey is:

https://www.surveymonkey.com/r/CSQW2VN

#### **BIRTHDAY CELEBRATION POLICY**

The birthday of each child is a very special event. Each class will celebrate all of the birthdays for each month at once. Please check with your child's teacher if you wish to send a treat, snack, drink, etc. that may be shared with the class. **Reminder: All food must be store purchased, not home baked.** You will also need to supply all items necessary for serving. Balloons and treat bags are not permitted.



#### **VOLUNTEERS**

We welcome parents, friends, and community to become involved in educating students. Help build a strong future by becoming a Park Trails volunteer. Volunteers can assist in classrooms, cafeteria, clinic, media center, field trips, special events and even the office. Teachers determine the degree of volunteer assistance that is needed in their class. All volunteers must complete an online registration form and be cleared to volunteer as required by the Jessica Lundsford Act.

### To apply on-line, go to www.browardschools.com/getinvolved.

This includes parents who chaperone field trips. Volunteer must always sign in before going to their assignments. Younger children are not allowed to accompany parents on the volunteer's activities in the school.

### Visitor Parking

Parking is available for visitors in the front of the school in any space not marked "Staff".

No visitor
parking is
allowed in the
back lot.

Do you wish to have the Trailblazer E-mailed to you monthly? If so, please e-mail pierre.poulard@browardschools.com with your request.

### Volunteers

All volunteers working at school must have a permanent volunteer badge for the school year. If you don't have one yet, please register online at

www.broward schools.com/ getinvolved

### **Arrival time**:

Students
should not
arrive at
school
before
7:45 am



#### Cafeteria Prepayment Schedule - November 17 Days

<u>Full Paid</u>		Reduced		
Lunch	17 @ \$2.00 = \$34.00	Lunch	17 @ \$0.40 = \$6.80	
Ice cream	04 @ \$0.65 = \$2.60	Ice cream	04 @ \$0.65 = \$2.60	
Icie (Friday)	03 @ \$0.50 = \$2.00	Icie (Friday)	03 @ \$0.50 = \$2.00	

#### Cafeteria Prepayment Schedule - December 14 Days

<u>Full Paid</u>		<u>Reduced</u>		
Lunch	14 @ \$2.00 = \$28.00	Lunch	14 @ \$0.40 = \$5.60	
Ice cream	03 @ \$0.65 = \$1.95	Ice cream	03 @ \$0.65 = \$1.95	
Icie (Friday)	03 @ \$0.50 = \$1.50	Icie (Friday)	03 @ \$0.50 = \$1.50	

Monthly breakfast and lunch menus can be found online at http://browardschools.nutrislice.com

Hour of Code is coming from December 7th - 13th. All students are asked to do coding for at least an hour during that week. When our students begin looking for jobs as an adult, experts say that they will need to know how to use coding to program a computer. Let's begin early to get them interested. Your teacher will send home your child's username and password on December 4th. Please use the url on the login paper to go to the correct website. If your child participates for an hour, they will receive a sticker from Mrs. McCarthy. If you have any questions, please contact Mrs. McCarthy at 754 322-7812.

#### **Literacy Corner**

Celebrate Literacy Week, Florida! 2016 events. Celebrate Literacy Week, Florida! 2016 is scheduled for the week of **January 25 - 29, 2016**,

FSA Practice Grades 4 & 5

Please visit Florida Assessment website for practice and information for the FSA http://www.fsassessments.org/

#### **School Hours**

The school day begins at 8:15 a.m. and ends at 2:15 p.m. Children are not to arrive on the school grounds before 7:45 a.m., as there is no supervision until that time. When the bell rings at 8:10 a.m., the students will go directly to their classrooms. If students are not in their classroom at 8:15 a.m., they will be marked absent. Our teachers utilize each minute of the school day in order to maximize learning. Because of this, all students are expected to be in attendance from 8:15 a.m. – 2:15 p.m.

#### **Dismissal**

If you are interested in picking up in Car Pool at the back of the school, you must have a group of 5 or more students to pick up. Please visit the main office and complete the Car Pool forms to receive your number.

Dismissal: Car Line

We have many car riders and walkers this year! It is important that all of our students are safely dismissed each day. If you are walking to the school to pick your child up, please wait by the brick wall closest to the Kindergarten dismissal area. Once students and teachers are out of the building, your child will meet you in the walker area. Please remind your child to walk over to the wall each afternoon. If you are picking up by car, display the color sheet with your child's name and teacher's name on your dashboard each day. Also, please move all the way up in the car line and remain in your car at all times. Our staff will ensure your child is safely dismissed each day.



## SCHOOL CHOICE MILITARY ACADEMY SHOWCASE









# Hosted by













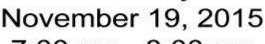


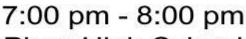


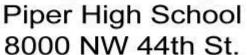
Join us Thursday

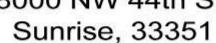












Come see what

**Broward County Public Schools** 

has to offer.























# PTE TOY DRIVE

Park Trails Elementary | December 1st - 18th

### Liv Drive

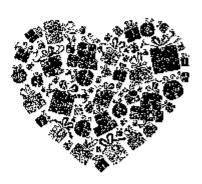
Please chouse toys secording to your own child's age or grade.

Great ideas for toys
factified: Dolls, Barbies,
Books: Games, Puzzles,
Action Pignies
Transformers, Sports
Liquipment, Educational
Toys, and Art Supplies,
Please refrain from
sending in anything that
promotes violence such
as guns or weapons of any
kind.

#### Louiside

Your child's reaction will hold on to the tog donations to their classroom until the toy drive is over.

STATE OF THE PERSON



"We make a living by what we get. We make a life by what we give."

We will be collecting NEW, UNWRAPPED TOYS through December 18th. All donations go directly to families in our community and our sister school Cresthaven Elementary. Please be as generous as you possibly can as we try to make this holiday season just a little brighter for those so close to us who can use our help this year.

Attached you will find a teddy bear. Please send it back to school with a St donation along with your child's name. The proceeds from the MONEY DRIVE will be given to our most needy PTF, families and Cresthaven Elementary in the form of Publix gift cards.





#### 10/30/2015

#### Breakfast Menu Elementary

## **NOVEMBER**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
• French Toast Sticks • Assorted Cereals & Biscuit • Yogurt & Biscuit • Chilled Peaches • Florida Orange Juice • Low Fat Milk	Pork Sausage Patty & Biscuit Assorted Cereals & Biscuit Yogurt Parfait Chilled Pears Fresh Fruit Low Fat Milk	Max Cinnamon Pancakes Assorted Cereals & Nutragrain Bar Yogurt & Nutragrain Bar Strawberry Cup Raisins Low Fat Milk	Turkey Canadian Bacon and Egg & Cheese Croissant Assorted Cereals & Biscuit Yogurt & Biscuit Crispy Baked Hash Browns Apple Juice Chilled Apricots Low Fat Milk	Sausage Wrapped Pancake     Assorted Cereals & Super     Star Rounds     Yogurt & Super Star     Rounds     Chilled Applesauce     Dried Strawberry Flavored     Cranberries     Low Fat Milk
French Toast Sticks Assorted Cereals & Biscuit Yogurt & Biscuit Florida Orange Juice Chilled Peaches Low Fat Milk	Pork Sausage Patty & Biscuit Yogurt Parfait Assorted Cereals & Biscuit Chilled Pears Fresh Fruit Low Fat Milk	11 No School – Veteran's Day	Baked Chicken Patty & Biscuit Assorted Cereals & Biscuit Yogurt & Biscuit Crispy Baked Hash Browns Apple Juice Chilled Apricots Low Fat Milk	<ul> <li>Chilled Applesauce</li> <li>Dried Strawberry Flavored Cranberries</li> <li>Low Fat Milk</li> </ul>
• French Toast Sticks • Assorted Cereals & Biscuit • Yogurt & Biscuit • Florida Orange Juice • Chilled Peaches • Low Fat Milk	Turkey Canadian Bacon and Egg & Cheese Croissant Assorted Cereals & Biscuit Yogurt Parfait Chilled Pears Fresh Fruit Low Fat Milk	18 Eggo Blueberry Pancake Assorted Cereals & Mini Loaf Yogurt & Mini Loaf Strawberry Cup Raisins Low Fat Milk	Baked Chicken Patty & Biscuit Assorted Cereals & Biscuit Yogurt & Biscuit Crispy Baked Hash Browns Apple Juice Chilled Apricots Low Fat Milk	20 Cheese Quesadilla Assorted Cereals & Biscuit Yogurt & Biscuit Chilled Applesauce Dried Strawberry Flavored Cranberries Low Fat Milk
• French Toast Sticks • Assorted Cereals & Biscuit • Yogurt & Biscuit • Chilled Peaches • Florida Orange Juice • Low Fat Milk	Pork Sausage Patty & Biscuit Assorted Cereals & Biscuit Yogurt & Biscuit Chilled Pears Raisins Low Fat Milk	25 No School – Thanksgiving	<b>26</b> No School - Thanksgiving	27 No School – Thanksgiving
• French Toast Sticks • Assorted Cereals & Biscuit • Yogurt & Biscuit • Chilled Peaches • Florida Orange Juice • Low Fat Milk	Breakfast Prices Adult (includes beverage) (\$1.80)			



More Details: http://browardschools.nutrislice.com/menu/elementary/breakfast/november/2015/
(http://browardschools.nutrislice.com/menu/elementary/breakfast/november/2015/)
The U.S. Department of Agriculture (USDA) 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 states, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint.filing\_cust.html, or at any USDA office, or call (866) 632–9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250–9410, by fax (202) 650–7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877–8339; or (800) 845–6136 (in Spanish). USDA is an equal opportunity provider and employer. Layout, design 8 code 0 Natrislice, Inc. - Private and non-commercial uses permitted.

# Lunch Menu

# NOVEMBER

ementary		. , •	, —	
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Pizza Wedge Asian Egg Roll Garden Fresh Entrée Salad Baby Carrots Steamed Broccoli Strawberry Cup Fresh Fruit Low Fat Milk	Oven Fried Chicken Latin Style Black Beans over Brown Rice Tuna Salad on a Wheat Bun Garden Fresh Entrée Salad Latin Style Black Beans Caramelized Plantains Salsa Tropical Island Splash Juice Fresh Fruit Low Fat Milk	Cheeseburger on a Whole Wheat Bun Jamaican Beef Patty Garden Fresh Entrée Salad Fresh Mini Sweet Peppers Oven Browned Potato Smiles Chilled Mixed Fruit Fresh Fruit Low Fat Milk	Beef Nachos With Cheese Refried Beans With Nachos Deli Style Turkey & Cheese Wrap Garden Fresh Entrée Salad Steamed Corn Refried Beans Salsa Chilled Peaches Fresh Fruit Low Fat Milk	Golden Baked     Chicken Nuggets     Honey BBQ Beef Rib/Wheat Bun     Carden Fresh Entrée Salad     Sweet Potato Wedges     Farm Fresh Green Beans     Grape Juice     Fresh Fruit     Low Fat Milk
Turkey Pepperoni Calzonette Cheeseburger Sliders Garden Fresh Entrée Salad Baby Carrots Steamed Spinach Marinara Sauce Fruit Chiller Fresh Fruit Low Fat Milk	• Popcorn Chicken Smackers • Latin Style Black Beans over Brown Rice • Tuna Salad w/ Crackers • Garden Fresh Entrée Salad • California Blend Vegetables • Carrot/Celery Combo • Salsa • Cherry Apple Juice • Grapes • Low Fat Milk	No School - Veteran's Day	• All Beef Hot Dog on a Whole Wheat Bun • Cuban Pork Sandwich • Garden Fresh Entrée Salad • Oven Browned Potato Wedges • Vegetarian Baked Beans • Chilled Mixed Fruit • Fresh Fruit • Low Fat Milk	Farm Fresh Corn     Cobbettes     Fruit Blend Juice     Fresh Fruit     Low Fat Milk
• 5" Pan Cheese Pizza • Beef Dippers Over Brown Rice • Garden Fresh Entrée Salad • Baby Carrots • Steamed Broccoli • Strawberry Cup • Fresh Fruit • Low Fat Milk	Beef Taco Latin Style Black Beans over Brown Rice Tuna Salad on a Wheat Bun Garden Fresh Entrée Salad Brown Rice Steamed Corn Fresh Mini Sweet Peppers Salsa Tropical Island Splash Juice Fresh Fruit Low Fat Milk	• Flame Broiled Hamburger on Whole Wheat Bun • Bean & Cheese Burrito • Garden Fresh Entrée Salad • Oven Browned Potato Smiles • Vegetarian Baked Beans • Salsa • Chilled Mixed Fruit • Fresh Fruit • Low Fat Milk	Turkey in Gravy Egg Salad Sandwich Garden Fresh Entrée Salad Stuffing Croissant Creamy Mashed Potatoes Farm Fresh Green Beans Cranberry Sauce Fresh Fruit Frozen Dessert Low Fat Milk Thanksgiving Holiday Dinner	Wedges Grape Juice Fresh Fruit Low Fat Milk
• Mexican Pizza • Latin Style Black Beans over Brown Rice • BBC Pork on a Wheat Bun • Garden Fresh Entrée Salad • Baby Carrots • Steamed Spinach • Salsa • Chilled Applesauce • Fresh Pineapple Pushups • Low Fat Milk	Golden Baked Chicken	No School – Thanksgiving	No School - Thanksgiving	2 No School - Thanksgiving
• Pizza Wedge • Asian Egg Roll • Garden Fresh Entrée Salad • Baby Carrots • Steamed Broccoli • Strawberry Cup • Fresh Fruit • Low Fat Milk	Lunch Prices Elementary Students (\$2.00) Middle School Students (\$2.35) High School (\$2.50) Adult (\$2.75)			

### Breakfast Menu Centers-Elementary

# **DECEMBER**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Breakfast Prices Adult (includes beverage) (\$1.80)	Pork Sausage Patty & Biscuit  Assorted Cereals & Biscuit  Yogurt Parfait  Chilled Pears  Fresh Fruit  Low Fat Milk	Max Cinnamon Pancakes Assorted Cereals & Mini Loaf Yogurt & Mini Loaf Yogurt & Cup Raisins Low Fat Milk	Turkey Canadian Bacon and Egg & Cheese Croissant Assorted Cereals & Biscuit Yogurt & Biscuit Crispy Baked Hash Browns Apple Juice Chillad Apricots Low Fat Milk	Sausage Wrapped Pancake Assorted Cereals & Super Star Rounds Yogurt & Super Star Rounds Chilled Applesauce Dried Strawberry Flavored Cranberries Low Fat Milk
Prench Toast Sticks Assorted Cereals & Biscuit Yogurt & Biscuit Florida Oranga Juice Chilled Paaches Low Fat Milk	Pork Sausage Patty & Biscuit Yogurt Parfait Assorted Cereals & Biscuit Chilled Pears Fresh Fruit Low Fat Milk	Mini Maple Pancakes Assorted Cereals & Mini Loaf Yogurt & Mini Loaf Strawberry Cup Raisins Low Fat Milk	Baked Chicken Patty & Biscuit Assorted Cereals & Biscuit Yogurt & Biscuit Yogurt & Biscuit Tripy Baked Hash Browns Apple Juice Chilled Apricots Low Fat Milk	Glazed Apple Scone Assorted Cereals & Biscuit Yogurt & Biscuit Chilled Applesauce Dried Strawberry Flavored Cranberries Low Fat Milk
Prench Toast Sticks Assorted Cereals & Biscuit Yogurt & Biscuit Florida Oranga Juice Chilled Paaches Low Fat Milk	Pork Sausage Patty & Biscuit Assorted Cereals & Biscuit Yogurt Parfait Chilled Pears Fresh Fruit Low Fat Milk	* Eggo Blueberry Pancake  * Assorted Cereals & Mini Loaf  * Yogurt & Mini Loaf  * Strawberry Cup  * Raisins  * Low Fat Milk	Baked Chicken Patty & Biscuit Assorted Cereals & Biscuit Yogurt & Biscuit Yogurt & Biscuit Tripy Baked Hash Browns Apple Juice Chilled Apricots Low Fat Milk	Cheese Quesadilla Assorted Cereals & Biscuit Yogurt & Biscuit Chilled Applesauce Dried Strawberry Flavored Cranberries Low Fat Milk
No School - Winter Break	No School – Winter Break	No School – Winter Break	No School – Winter Break	No School – Winter Break
98 No School – Winter Break	29 No School – Winter Break	No School – Winter Break	No School – Winter Break	

More Details: http://browardschools.nutrislice.com/menu/centers/breakfast/december/2015/(http://browardschools.nutrislice.com/menu/centers/breakfast/december/2015/)



(http://browardschools.nutrislice.com/menu/centers/breakfast/december/2015/)
The U.S. Department of Agriculture (USDA) 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 if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint, filing\_cust.html, or at any USDA office, or call (866) 632—9992 to request the form. You may also write a letter containing all of the information requested in the form. Sond your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250–9410, by fax (202) 690–7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877–8339; or (800) 845–6136 (in Spanish). USDA is an equal opportunity provider and employer.

#### Lunch Menu Contara Flore

### **DECEMBER**

Centers-Elementary				<u> </u>
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Oven Fried Chicken Latin Style Black Beans over Brown Rice Tuna Salad on a Wheat Bun Carden Fresh Entrée Salad Latin Style Black Beans Caramellized Plantains Salsa Tropical Island Splash Juice Fresh Fruit Low Fat Milk	Cheeseburger on a Whole Wheat Bun Jamaican Beef Patty Carden Frank Entree Salad Fresh Mini Sweet Peppers Owen Browned Potato Smiles Chilled Mixed Fruit Fresh Fruit Low Fat Milk	Beef Taco Dell Style Turkey & Cheese Wrap Carden Fresh Entrée Salad Brown Rice Steamed Corn Refried Boans Salsa Chillied Peaches Fresh Fruit Low Fat Milk	Popcorn Chicken Smackers Honey BBQ Beef Rib/Wheat Bun Carden Fresh Entrée Salad Sweet Potato Wedges Farm Fresh Croen Beans Crape Julice Fresh Fruit Low Fat Milk
Turkey Pepperoni Calzonette Chesseburger Silders Garden Fresh Entrée Salad Baby Carrots Steamed Splinach Marinara Sauce Chilled Applesauce Fresh Fruit Low Fat Milk	Colden Baked Chicken Nuggets Latin Style Black Beans over Brown Rice Tuna Salad on a Wheat Bun Carden Fresh Entrée Salad California Blend Vegetables Crape Tomatoes Salas Cherry Apple Juice Fresh Hongydew Melon Low Fat Milk	All Beef Hot Dog on a Whole Wheat Bun Cuban Pork Sandwich Carden Fresh Entre Salad Oven Browned Potato Wedges Vogetarian Baked Beans Chilled Mixed Fruit Fresh Fruit Low Fat Milk	Beef Pot Roast Oven Crilled Cheese Sandwitch Carden Fresh Entrée Salad Wheat Roll Creamy Mashed Potatoes Farm Fresh Creen Beans Mandarin Oranges Fresh Pineappie Push- ups Brownie Low Fat Milk	Oven Baked Chicken Patty on a Whole Wheat Bun Fish Tacos Garden Fresh Entrée Salad Sweet Potato Warffle Fries Farm Fresh Corn Cobbettes Fruit Blend Juice Fresh Fruit Low Fat Milk
a 5" Pan Cheese Pizza Beef Dippers Over Brown Rice Carden Fresh Entrée Salad Wheat Roil Baby Carrots Steamed Broccoll Strawberry Cup Fresh Fruit Low Fat Milk	Salad Creamy Mashed Potatoes Mixed Vegetables Peach juice Fresh Fruit Low Fat Milk	Flame Brolled Hamburger on Whole Wheat Bun Beam & Cheese Burrito Carden Frank Entrée Salad Oven Browned Potato Smilles Vegetarian Baked Beans Salsa Chilled Mixed Fruit Frash Fruit Low Fat Milk	Dell Style Turkey Ham & Cheese Wrap     Carden Fresh Entrée     Salad     Steamed Corn     Refried Baans     Salsa     Chillied Peaches     Fresh Fruit     Low Fat Mills	Department  Oven Baked Chicken Patty on a Whole Wheat Bun Oven Crilled Choese Sandwich Garden Fresh Entrée Salad Tomato Soup Farm Fresh Creen Beans Grape Julice Fresh Fruit Low Fat Milk
9:1 No School – Winter Break	92 No School – Winter Break	93 No School – Winter Break	No School – Winter Break	25 No School – Winter Break
28 No School – Winter Break	29 No School – Winter Break	30 No School - Winter Break	31. No School – Winter Break	

More Details: http://browardschools.nutrislice.com/menu/centers/lunch/december/2015/(http://browardschools.nutrislice.com/menu/centers/lunch/december/2015/)

March Con

(http://browardschools.nutrislice.com/menu/centers/lunch/december/2015/)

The U.S. Department of Agriculture (USDA) 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 if 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 profilibled bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint, filing\_cust.html, or at any USDA office, or call (866) 632–9992 to request the form. You may also write a letter containing all of the infrommation requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250–9410, by fax (202) 690–7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877–8339; or (800) 845–6136 (in Spanish). USDA is an equal opportunity provider and employer.