

Lincoln International High School
2520 Minnehaha Ave
Minneapolis, MN 55404
612-872-8690
www.lincolnihs.org

Student/Family Handbook



2014-2015

Welcome to Lincoln International High School

Student Handbook for the 2014-2015 School Year

Our Vision is:

To provide a safe, welcoming and cogitatively stimulating learning environment.

The aim of Lincoln International Charter School is to provide a high school learning environment where mostly economically and/or educationally challenged students from culturally diverse backgrounds:

- **see themselves as global citizens,**
- **engage in cultural integration,**
- **develop the ability to effectively communicate,**
- **display their appreciation and respect for diverse communities,**
- **understand themselves to be substantive components of an expanding and diverse society, and**
- **graduate fully prepared to enter college**

Our Mission is:

To empower a culturally diverse student body to participate in active continuing education, and make important positive career and life choices upon successful completion of their academic and community endeavors at Lincoln International Charter School. We will provide a creative and supportive learning environment where both formal instruction and informal student/staff, student/student and parent/family relationships accelerate the building of English language proficiency, enhance literacy in core subject areas and close the learning gap; especially for immigrants and refugees who are recent arrivals in the United States.

In support of our Vision and Mission, the Directors of Lincoln International Charter School hold the following beliefs:

- 1) Students will succeed through active learning strategies such as cooperative learning, TPR, problem solving, deductive and inductive reasoning, and analysis of content and concepts in the context of a diverse, multi-cultural perspective coupled with opportunities to engage students in heritage language learning.
- 2) Just as this country has always been made great through the migration of immigrants and refugees, so our schools are continually comprised of students who were born outside of the United States and whose first language is not English. Thus, we are faced with the responsibility of helping our students extract the best from this burgeoning pluralism.

- 3) A student's performance is significantly enhanced when the learning environment is able to both reflect and affirm a global dynamic.
- 4) The more pluralistic and diverse a school setting can become, while upholding both respect for self and others, the more the students will be challenged to develop both cognitive awareness and social wisdom.
- 5) Lincoln will be a truly global school, welcoming and serving students from any and all cultures, traditions, races, ethnic groups, and religions.
- 6) The provision for quality public education grows out of a fundamental understanding that every student has the right to equal access to meaningful learning experiences that stimulate growth and expose students to the best resources that this country and the community can provide, regardless of ethnicity, creed, gender, personal ability, individual differences, country of origin or status of citizenship.

Our History

Lincoln International High School is an independent charter school sponsored by Augsburg College. Lincoln International High School was founded in 2007 in response to an urgent need in the community to serve a burgeoning refugee and immigrant population and to provide education and cultural opportunity not always met by the Twin Cities public schools.

Currently Lincoln International High School is located in the city of Minneapolis at 2520 Minnehaha Avenue. Lincoln International High School is a unique charter school that offers programs year round and provides a comfortable and safe atmosphere where students can improve their English language skills and continue their adjustment to the new culture. The school bases its English-immersion approach on the theory that students acquire fluency when they use the target language in their daily lives. Technology is also used throughout the school to help students develop English language proficiency and English is the primary language of instruction and communication. Extensive bilingual support adds to the richness and support of the learning experience.

Community Core Values

(Our seven community core values are intrinsic to Lincoln International. They will guide our behavior as we learn and work together to achieve our mission.)

Be Free

Creating your own future is at the heart of this core value.

- Don't do what they tell you. Do more!
- Don't accept what is served up. Strive to make it better.
- Don't let others define you. Define yourself.
- Complacency is not allowed. Make a difference!

Caring

Compassion is at the heart of this core value.

- Show care for others through kindness, caring, sharing, and compassion; live by the Golden Rule and help others.

Citizenship

Being an active member of the school community is at the heart of this core value.

- Play by the rules; do your share; respect authority; stay informed; look after your neighbors; be charitable; help your community by volunteering service; respect your environment; conserve resources.

Fairness

Treating others fairly is at the heart of this core value.

- Treat others fairly; be open-minded; listen to others; try to understand what they are saying and feeling; take actions that affect others only after appropriate considerations.

Respect

To treat oneself and others with respect is the heart of this core value.

Judge others on their merits; be courteous and polite, tolerant, appreciative and accepting of individual/cultural differences; respect the rights of individuals to make decisions about their own lives and future.

Responsibility

To be accountable, to achieve excellence, and self-restraint are at the heart of this core value.

- *Accountability* – Be reliable and accountable, accept responsibility for the consequences of your choices; set a good example for those who look up to you.
- *Excellence* – Do your best and keep trying; be diligent and industrious. Never give up.
- *Self-restraint* – Exercise self-restraint and be disciplined.

Trustworthiness

Honesty, integrity, and loyalty are at the heart of this core value.

- *Honesty* – Do tell the truth and be sincere; earn others' trust.
- *Integrity* – Stand up for your beliefs; be your best self; walk your talk; show commitment, courage, and self-discipline.
- *Loyalty* – Stand by, support, and protect others.

Belief Statement

(Our belief statements represent Lincoln International High School's fundamental convictions, values, and character.)

We believe that:

- Quality education needs a school, home, and community/business partnerships.

- Change provides challenges and an opportunity for growth.
- Individuals learn in different ways and at different rates.
- Each person can learn, needs to learn, and has the right to learn.
- A supportive, caring, safe, and stimulating environment promotes learning.
- Expectations influence performance.
- Individuals are responsible and accountable for their own choices and actions.
- Resolving conflict respectfully is everyone's responsibility.
- Learning about and respecting diversity and individuality are essential.
- Global perspectives must be promoted and valued.
- Cooperation and teamwork are essential

ACADEMIC POLICIES

Academic Dismissal

A student will be notified of academic concerns and given ample opportunity to raise her/his grades through tutoring or other means. If after a reasonable time, the grave academic standing has not improved, the family will be notified. If no improvement is observed the student/family will meet with the school academic team to address the concern. The student may face disciplinary action including the possibility of dismissal at the discretion of the academic team.

Admissions Policy

Lincoln International has an open enrollment policy—meaning a new student can enroll at any time during the school year. We are a co-educational school for students of all faiths and races. To help ensure students are able to succeed in our environment, all incoming students will be assessed for placement purposes, receive support in filling completing required forms, and will receive an orientation.

Course Offerings

A summary of courses offered at Lincoln International can be found in the Lincoln International Course Directory as well as on our website. Lincoln International reserves the right to limit the number of sections, make changes or cancel any course that has an insufficient number of students registered, or when changes in personnel require it.

Eligibility for Extracurricular Activities

In order to be eligible to participate in extracurricular activities, students must maintain a current grade point average of at least a 2.0. Eligibility to participate in co-curricular activities is reviewed every two weeks. At the midpoint of each quarter, students must be passing all of their classes in that quarter to be eligible. At the end of the each quarter, students must be passing all of their classes and have a grade point average for the current quarter (not cumulative) of a least a 2.0. A student may lose extracurricular privileges with excessive behavior referrals.

A student's eligibility status may be appealed. Appeals will be handled on an individual basis through the Director's office. Appeals must be submitted in writing to the Director

and be accompanied by documentation from a licensed professional counselor or physician.

Exams

Cumulative exams or activities will be administered at the end of each quarter. Make up exams will be arranged at the discretion of the teacher.

GRADING PHILOSOPHY

A student's grade will represent the power of that student's learning. It will be determined by that student's performance and participation on the critical learning and extensions of a course. Attendance, classroom participation, completing and turning in all assigned work on time, performance on tests, and good classroom behavior are essential elements to achieving in the classroom.

GRADE POINT VALUES

The following scale is used for calculating grade point average for all courses at Lincoln International High School.

Excellent work	A	90-100%	=3.6- 4.00 Points
Above average	B	80-89%	= 3.2-3.5 Points
Average	C	70-79%	= 2.8-3.100 Points
Below Average	D	60-69%	=2.4-2.7 Points
No-Credit	F	59% or lower	0.0-2.3 Points

To determine your Grade Point Average (GPA), use the following formula:

$$\text{Grade Point Average} = \frac{\text{Accumulated Points}}{\text{Number of classes}}$$

Grade Reporting

Report cards are issued each grading period. Report cards include a letter grade, teacher comments, and a record of class attendance for each course. Report Cards will be issued after each quarter.

Homework Expectations

LIHS expects a high level of academic achievement from all students. Teachers are instructed to require homework in their classes. Parents should encourage their students to spend the necessary time they need each evening to achieve their full potential. Two hours of study or more each day is common for Lincoln International High School.

Honor Roll

Students are listed on the "A" Honor Roll if they have a 3.5-4.0 GPA or higher. Students are listed on the "B" Honor Roll if they have between a 3.0-3.49 GPA. The Honor Rolls are published regularly. Students are also recognized for a .5 improvement in their GPA at the end of each quarter.

LINCOLN'S ATTENDANCE POLICY-~~Major Revisions~~

Classification of Absences

- 1. School-sponsored absences:** Need to be verified at the time of the absence and are considered exempt. Make-up work is required and must be collected by the student either one day before or after the absence. Examples are fieldtrips, and participation in school-supported activities.
- 2. Excused absences:** Need to be called in and verified by a parent/guardian (even for students over the age of 18). Make-up work is required. Examples include illness, a court appearance, a religious holiday, a funeral, a family emergency, a medical appointment, and prearranged absences with parental permission. Students will need to bring a note or document from the doctor/event that caused the absence to receive an excused absence. Six excused absences may result in loss of credits. Students are encouraged to take medical appointments out of school hours. All students are expected to return to school after all appointments.
- 3. Unexcused absences:** Include all absences for which parents/guardians have not provided a valid excuse. Examples include skipping class, oversleeping, missing the bus, and car problems. Students who are more than 15 minutes late to class are considered unexcused absent. Make up work is required and must be collected by the student they day they return to school.
- 4. Tardiness:** is marked when a student is not in class when the bell rings. If a student is not in class in the first fifteen (15) minutes of class time, he or she will be marked with an unexcused absence which counts towards truancy. A student who arrives with a proper pass after the bell has rung is not considered tardy. Three days of marked tardiness are equivalent to one unexcused absence in the class and are counted towards truancy.

Consequences

Unexcused and excused absences are subject to consequences such as loss of participation points, loss of opportunity to attend school fieldtrips and activities, truancy filing with Hennepin County Juvenile Court after seven days of absences on seven different days, loss of course credit, potential removal from content courses to a study hall after seven absences, and/or other consequences as determined by a school administrator. In detail, here are the consequences and actions Lincoln will take:

3 absences – Call home and notify parents.

5 absences – Send letter home. Student will have an attendance contract to be tracked daily. Student will not be allowed to attend field trips that will take him or her out of class. Student /family will meet with academic team for referral to help centers.

6 absences – Loss of credit, contact Hennepin Country Truancy center and potential removal from course to a study hall.

Leaving School Due to Illness

Students who become ill during the school day are required to check out with the School Nurse prior to leaving the building. In the event the school nurse is not available, students are to see a school administrator. Failure to check out with the Nurse or Attendance Office will cause the student to be considered unexcused.

Attendance Contract

Students who display habitual truancy are required to sign an Attendance Contract and placed on an attendance verification program. This contract will be sent home and kept on record. At this point the student will lose the opportunity to attend field trips that require him/her to be absent from class. Coaches and advisors use attendance reports to determine eligibility for participation in school sponsored events.

Notifications

The Attendance Office will inform parents via mail and/or a phone call when their son or daughter has reached three (3) total unexcused absences per quarter. If the student accumulates five (5) total unexcused absences in a class, a second letter will be sent to inform the student and parent/families. At six(6) total unexcused absences in a class, the student will receive a third letter/conference indicating that he or she will lose credit in the class and a conference with the student, his/her parent or guardian, and a school administrator may be arranged at a director's discretion.

Student's Responsibilities

- Attend all classes, including study halls, on time each day.
- Obtain and complete missed assignments within 24 hours of missing the class.
- Sign out in the Attendance Office with a note from a parent/guardian if leaving the grounds during the school day.
- Monitor her/his own attendance.

Parent's/Guardian's Responsibilities

- Call the attendance office (872-8690) or a cultural counselor (872-8690 Ext. 100, or 118, or 100 to report the absence before 2:00 p.m., each day that your daughter/son is absent from school.
- Send a note with your child for a pre-arranged absence so they may check out in the Attendance Office.
- Monitor your child's attendance.

Teacher's Responsibilities

- State in the course syllabus how attendance will affect the course grade.
- Take daily attendance and maintain attendance records for each class.
- Make assignments available for students who were absent within 48 hrs from the date of the absence.

- Inform students periodically of their marked tardiness, unexcused absences, and possible loss of credits.
- Meet with students at three (3), five(5), and six (6) unexcused absences to discuss excessive attendance concerns. Report absences to administration and families.

Loss of Course Credits

A student will not receive credit for any class in which unexcused absences exceeded the number allowed (see Credit Policy on Page 14). A student will have the option to appeal the loss of credit at the end of the semester.

Appeal Process

All students have the right to appeal grades that are affected by issues of attendance. The Appeals Committee shall consist of a designated administrator, teacher representative(s), and a guidance and cultural advisor. The student appealing the loss of credit is required to attend the hearing.

Hall Pass

Students should have a hall pass indicating the time and destination. Students in the halls without a valid pass will be reported to the Discipline Team and may be subject to an in-school detention period. No passes should be issued in the first 15 minutes of class.

Field Trips

Students participate in field trips in order to enhance classroom learning. Students are expected to behave in a manner that reflects the high standards of the school. All policies of the school are in effect during field trips.

Behavior on Systems of Transportation and at School Sponsored Events

Students are expected to comply at all times with rules, regulations and laws pertaining to the public Metro Transit system and any other system of transportation that the school arranges for student use. Students who abuse their transportation privileges will be subject to the school's discipline process, including possible short or long term revocation of such privileges.

In addition, during school sponsored events, students are expected to continue to comply with all school rules and expectations outlined in this student handbook. Rules and expectations will be upheld at all school sponsored activities and/or events whether they take place inside or outside of the school facility.

Pledge of Allegiance

In accordance with state law, Lincoln High International High School will be performing the pledge of allegiance **once a week in their first period classrooms** throughout the school year. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

DISCIPLINE

Bullying

Bullying includes any abusive gesture, comment or action that causes fear of injury, emotional distress or violence upon any student or students. Students found to be engaging in bullying or harassing behavior will be required to meet with the Discipline Team and proper consequences will be implemented at the discretion of a school director. Facebook, text messaging and other social media will not be tolerated at Lincoln International High School.

Student I.D. Card

Each student will be issued an I.D. card that includes a picture and other identification data. Teachers or administrators may ask students to show this card for identification purposes. For a small charge, lost cards will be replaced.

Due to safety and security concerns, Lincoln International High School expects all students to identify themselves when asked by a teacher or staff member in the school building. Failure to give correct identification will result in disciplinary consequences.

Suspension

Suspensions and in-school detentions are disciplinary actions administered by the Discipline Team and approved by the directors. In cases of habitual misconduct or a serious disciplinary incident, additional consequences may result. A second suspension in one school year may result in a conference with the student's parent or guardian, a written discipline contract, and/or dismissal.

Out-of-School Suspension

A student will not be readmitted back to school following a suspension without a conference between the student's parent/guardian and an administrator. Credit or make-up work is not given during an out-of-school suspension.

In-School Detention

Students serving an in-school suspension will report to the Discipline Team Chair and/or assigned administrator at a designated time and location. The student may be assigned duties to help improve the school environment, attend a tutoring session, or will spend the detention time completing any assignments missed during the day for credit.

LINCOLN INTERNATIONAL HIGH SCHOOL **DISCIPLINE PROCEDURES**

Bomb Threats

Whoever threatens, directly or indirectly, to commit a crime of violence to terrorize an individual or individuals, and/or to cause an evacuation of the school will receive:

First Offense:	Immediate suspension for up to five (5) days, authorities will be notified and a recommendation of expulsion will be made
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Weapons

No weapons are allowed on or around school grounds except those carried by an official police officer.

First Offense:	Confiscation and immediate notification to the Police and/or Police Liaison Officer, Immediate suspension for (5) days Expulsion Recommended
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Fire Alarms

Intentional act of setting off the school's fire alarm system

First Offense:	Immediate suspension for up to two (2) days and authorities will be notified
Second Offense:	Up to three (3) days out of school suspension, notification to authorities and a conference with a parent and/or guardian, Expulsion recommended

Sexual Harassment

Students are not to harass any student, staff member, or community volunteer for any reason.

First Offense:	Out of school suspension for up to 3 days and authorities may be notified
Second Offense:	3 to 5 day suspension and expulsion will be recommended

Threats

Students are not to threaten any student, staff member, or community volunteer verbally or otherwise for any reason.

First Offense:	Immediate suspension of up to five (5) days and conference with parent and/or guardian before student is readmitted back to the school
Second Offense:	Up to five (5) days out of school suspension and notification to authorities
Third Offense:	Out of school suspension up to 5 days and notification to parent and authorities, Expulsion recommended

Assault

Direct attack on another person either physically and/or sexually.

First Offense:	Immediate out of school suspension for up to (5) days and notification to the authorities, Expulsion recommended
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Bullying

Bullying is the willful, conscious desire to hurt another and/or put under stress or violence another individual or individuals.

First Offense:	Verbal warning, conference with advisor and/or an administrator
Second Offense:	Written Warning, in-school detention or out of school suspension, referral to counseling and parent notification.
Third Offense:	Ten day suspension with a parent conference. Expulsion recommended.

Fighting

Fighting is an aggressive behavior by two or more individuals.

First Offense:	Written warning and automatic suspension for up to 3 days, notification to the proper authorities at a Director’s discretion
Second Offense:	Long term out-of-school suspension, a conference with the student’s parent and/or guardian, notification to the proper authorities at the discretion of a school Director
Third Offense:	Immediate suspension of between 5-15 days, notification of the authorities at the discretion of the Director, recommendation for expulsion

Theft

Stealing is forbidden in or around school grounds of Lincoln International High School

First Offense:	1 to 2 days out of school suspension and possible notification to the authorities, Notification to a parent and/or guardian
Second Offense:	3-5 days out of school suspension and notification to the authorities
Third Offense:	Suspension and notification to the authorities, Expulsion recommended

Controlled substance

Possession and or use of alcohol or other controlled substances or being under the influence are prohibited in or around school grounds, as well as at any school sponsored events.

First Offense:	Up to a three (3) day out of school suspension, parent notification, authorities will be notified and referral to chemical awareness program.
Second Offense:	Up to a five (5) day out-of-school suspension with referral to chemical awareness program. Parent Authorities will be notified.

Insubordination

Students are not to refuse a request from any teacher or other staff member that complies with this policy and/or any policies of the school.

First Offense:	Verbal Warning and conference with a school advisor
Second Offense:	Written Warning and conference with a parent and/or guardian and administrator.

Third Offense:	Written warning, conference with parent and administrator, referral to appropriate counseling, detention and/or suspension.
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Inappropriate language

Students are not to use profane, vulgar, discriminatory, or intimidating language while in school and/or at any school sponsored events.

First Offense:	Verbal Warning and a parent or guardian will be notified
Second Offense:	Written Warning, notification to a parent or guardian and in-school detention
Third Offense:	Written Warning and out of school suspension and a conference with a parent or guardian

Disruptive behavior

Students are not to behave in any way that prevents normal classroom activities.

First Offense:	Verbal Warning and notification to an administrator
Second Offense:	Written Warning and notification to a parent and/or guardian
Third Offense:	Written Warning, conference with school administrator and parent or guardian, in-school or out of school suspension at an administrator's discretion.

Cheating/Plagiarism

Any form of cheating, copying on daily assignments, tests or projects, presenting the writing of another as one's own without proper consent, or false footnoting and/or documentation is prohibited.

First Offense:	Written Warning, loss of grade on the assignment, test, or project and an administrator will be notified
Second Offense:	Documented Offense, Loss of Grade on the assignment, Meeting with an administrator and parent notification
Third Offense:	Documented Offense, Failing Grade, and withdrawal from the class where the offense took place at an administrator's discretion

Truancy

Definition: Unexcused absences from a class and/or classes or leaving class without permission. See expectations of attendance.

First Offense:	Written Warning and an advisor will be notified
Second Offense:	Attendance Contract with attendance verification and other specified provisions to follow in order to correct the behavior at the discretion of an administrator
Third Offense:	Referral to truancy officers and loss of credit.

Tobacco

Use of any tobacco product within the school building is prohibited.

First Offense:	Written Warning, parent will be notified and up to one complete day (1) of suspension
Second Offense:	Up to three days (3) out of school suspension and referral to a chemical awareness program
Third Offense:	10 days suspension, possible expulsion

Cell Phone use

Definition: Students are not to use cell phones during class hours (between 9 am and 3.30 pm). In the event of an emergency, students need to get their teacher's permission and take calls in their advisor's office.

First Offense:	Verbal Warning
Second Offense:	Verbal Warning and confiscation of the cell phone by staff to be returned at the end of the school day, student must put into writing their reason for the offense and that they agree to comply with school rules moving forward
Third Offense:	Written Warning and Confiscation of phone, conference with an administrator and parent, Phone will be returned at the end of school day, student must put into writing their reason for the offense and that they agree to comply with school rules moving forward

Food and drink

Students are not to consume food and/or drink outside of the school cafeteria/lunch room.

First Offense:	Verbal Warning and confiscation of food or drinks
Second Offense:	Verbal warning or written warning
Third Offense:	Possible detention/suspension depending on the nature of the offense. This will be at the discretion of an administrator.

Wearing Headphones and/or use of other electronic devices

Students are not to have headphones and/or use other electronic devices during in school during class hours (9am to 3.30 pm), unless authorized by the teacher for academic purposes

First Offense:	Verbal Warning
Second Offense:	Written Warning and Confiscation of the electronic device which will be returned after school
Third Offense:	Written Warning, In-school detention, Confiscation of the electronic device which will be returned after school, and meeting with a parent or guardian

Gum

Students are not to consume gum at any time inside of the school building.

First Offense:	Verbal Warning, and student will dispose of gum
Second Offense:	2 nd Verbal Warning, student will dispose of gum

Third Offense:	Written Warning, and possible in-school detention at the discretion of a school administrator
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Wearing of hats and/or other headgear

Students are not to wear any type of garment or hat on their heads at any time in school, on school grounds, or at any school sponsored event (with the exception of authorized cultural head dress).

First Offense:	Verbal Warning, and possible confiscation of the item to be returned after school
Second Offense:	Written Warning, confiscation of the item to be returned after school
Third Offense:	Written warning, confiscation, in-school detention and a parent conference at the discretion of an administrator

The wearing of sexually revealing clothes, clothes with words or symbols that are Offensive, sexual, violent, obscene, or are of a gang or drug related nature is prohibited in school, on school grounds, and at any school sponsored event.

First Offense:	Verbal Warning and a student will be asked to change clothing
Second Offense:	Written Warning, meeting with school advisor, and change of clothing
Third Offense:	Written warning, meeting with advisor and parent or guardian, change of clothing and behavioral contract to work to address the problem

Affection/Public Display

Displays of intimacy and/or affection which contain sexual suggestions are in appropriate to a public setting and are prohibited in school, on school grounds-, and at any school sponsored event

First Offense:	Verbal warning, conference with advisor or administrator
Second Offense:	Written Warning, in-school detention at the discretion of an administrator, and/or referral to counseling
Third Offense:	In-school or out of school suspension at the discretion of an administrator, and a conference with a parent and/or guardian

Violation of Closed Campus Policy

Students are not to leave the school building after arriving to school and before the appropriate dismissal time.

First Offense:	Written Warning, advisor notification, conference with a parent and or guardian
Second Offense:	Two days in-school detention at the discretion of an administrator, Conference with a parent
Third Offense:	Three days (3) of in-school suspension, conference with a parent and behavioral contract to work to address conduct

Dress Code Violation

This includes sagging and wearing clothes in an unprofessional manner.

First Offense:	Written Warning, advisor notification, conference with a parent and or guardian
Second Offense:	Two days in-school detention at the discretion of an administrator, Conference with a parent
Third Offense:	Three days (3) of in-school suspension, conference with a parent and behavioral contract to work to address conduct

School Director’s Authority on Discipline Matters

It is the policy of Lincoln International High School that on matters concerning discipline, a School Director has the ultimate authority and discretion over decision making concerning discipline incidents, as well as properly addressing those who have committed offenses.

LINCOLN INTERNATIONAL PHONE NUMBERS

General school number	612-872-8690
Manyi Tambe, Interim Director	612-872-8690 ext. 109
Loren Woodman, Academic counselor	612-872-8690 ext. 114
Shamsudin Hassan, Cultural Advisor	612-872-8690 ext, 118
Rosalinda Armendariz, Cultural Advisor	612-872-8690 ext, 100
Sheikh Jelani, IT coordinator	612 872 8690 ext 124

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