

## ANNUAL NOTICES

### AC-T SCHOOL BOARD MEMBERS

President: Kayla McCarthy, Vice-President: Jake Heuton, Directors: Kyle Swenson, Jenn Holt, Luke Peterson  
Business Manager: Andrea Vanderhoff  
Board Secretary: Kim Ellrich

### ADMINISTRATION

Jeff Dicks, Superintendent  
Ashley Dirks, Principal

***DRIVE CAREFULLY! SCHOOL  
STARTS AUGUST 23RD!***

### ANTI-BULLYING & HARASSMENT

The Albert City-Truesdale Community School District has adopted an Anti-Bullying and Harassment Policy (Code 104). Copies of the policy can be obtained in the district office.

### MULTICULTURAL GENDER FAIR

Children enrolled in the Albert City-Truesdale Community School District shall have an equal opportunity for a quality public education without discrimination regardless of sex, race, color, sexual orientation, gender identity, national origin, SES, creed, age, marital status, religion, or disability.

The education program shall be free of such discrimination and provide equal opportunity for participants. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It shall also reflect distribute the information to others.

-Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the Compliance Officer by writing to Superintendent, Title IX and Title V, Section 504 Compliance Officer, Albert City-Truesdale Community School District, PO Box 98, Albert City, IA 50510.

### NON-DISCRIMINATION

The Albert City-Truesdale Community School District offers career and technical programs in the following areas through a Whole Grade Sharing Agreement with Sioux Central: Agricultural Education, Business Education, Family and Consumer Sciences Education, and Industrial Education. The Albert City-Truesdale Community School District is an equal opportunity/affirmative action employer. It is an unfair or discriminatory practice for any educational institution to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age (for employment), disability, socioeconomic status (for programs), marital status (for programs), or veteran status in its educational programs and its employment practices. Inquiries or grievances may be directed to Ashley Dirks, Equity Coordinator, at 300 Orchard Street, Box 98, Albert City, IA 50510, 712-843-5416, [adirks@albertct.k12.ia.us](mailto:adirks@albertct.k12.ia.us) Office of Civil Rights | Chicago Office | U.S. Department of Education John C. Kluczynski, Federal Building 230 S Dearborn Street, 37th Floor Chicago, IL 60604 Phone: 312-730-1560 | Fax: 312-730-1576 | Email [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

### NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

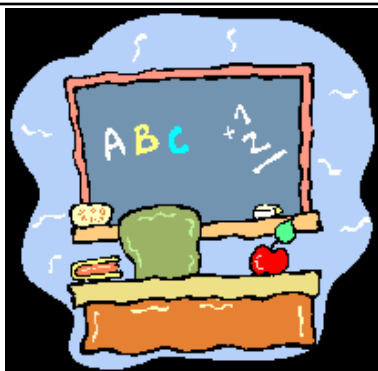
- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

-Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal

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### HUMAN GROWTH & DEVELOPMENT

Information about Human Growth and Development is provided to students in the Albert City-Truesdale School System. Instruction required by Iowa law includes:

#### Grades K-6:

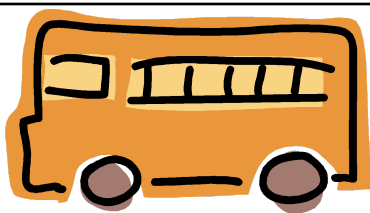
Experiences relating to the development of life skills; effects of alcohol, tobacco, drugs & poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships, human growth and development; characteristics of communicable diseases, including AIDS (Acquired Immune Deficiency Syndrome).

A pupil will not be required to take instruction in human growth & development if the pupil's parent or guardian files a written request that the pupil be excused from the instruction.

### OPEN ENROLLMENT

The four-year requirement for open enrollment requests has been eliminated. Parents/guardians may request any number of years from one to thirteen. Parents/guardians of pupils who request open enrollment for the first time have until the first day of school to rescind the request. This can be done by notifying both districts in writing. No board action is necessary.

A pupil who has been attending a school under open enrollment may return to the district of residence at any time. The parent/guardian is required to notify both



### NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Albert City-Truesdale School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Albert City-Truesdale School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Albert City-Truesdale School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; newspaper articles; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory

information obtained from students for marketing or to sell or otherwise parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Albert City-Truesdale School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15, 2012. Albert City-Truesdale School District has designated the following information as directory information: Student's name, photograph, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received. Student is defined as an enrolled individual, PK-12, including children in school district sponsored child care programs.

Footnotes: 1. These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

### EQUAL OPPORTUNITY POLICY

It is the policy of the Albert City-Truesdale Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Ashley Dirks, Affirmative Action/Equity Coordinator, Albert City-Truesdale Community School District, 300 Orchard Street, Albert City, Iowa 50510. (712) 843 – 5416 [adirks@albertct.k12.ia.us](mailto:adirks@albertct.k12.ia.us)

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districts in writing prior to the change. No board action is necessary. Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should be aware of the following dates:

Parents should be aware that open enrollment may result in the loss of athletic eligibility.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

### FEE WAIVER

Students whose families meet the income guidelines for free and reduced priced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or partially waived. educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for the purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

### ASBESTOS INSPECTION RECORDS NOTIFICATION

In the past, asbestos was used extensively in building materials because

information categories—names, addresses and telephone listings—unless Students whose families are experiencing a temporary financial hardship may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### HIGHLY QUALIFIED TEACHERS

Parents/Guardians of students in the Albert City-Truesdale School System have the right to know that all teachers within our district are highly qualified teachers. If you would like to learn of these qualifications, which include: state licensure requirements for their specific grade, current license status, certificates/degrees, please call the district to schedule an appointment. The Albert City-Truesdale Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more weeks who is



### NOTIFICATION OF RIGHTS UNDER FERPA

(for Elementary and Secondary Schools)  
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify



inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other

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of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970's contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis. In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, the Albert City- Truesdale Community School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection, conducted on June 23, 2016, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were

**"Homeless child or youth" is defined as a child or youth from the age of 3 through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:**

- 1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement;**
- 2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;**
- 3. A child or youth who is living in a car,**

the parent or eligible student of the time and place where the records may be inspected and found to be in good condition. The law requires a re-inspection every 3 years. The next re-inspection will be done at AC-T in 2019. The law further required an asbestos management plan to be in place by July 1989. Albert City-Truesdale Community School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition. It is the intention of Albert City-Truesdale Community School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the administrative office of the school during regular business hours. Jeff Dicks is the AC-T designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to Mr. Dicks at 712-843-5416.

### **HAZARDOUS COMMUNICATION**

The Albert City-Truesdale Community School District complies with the "Worker's Right to Know" regulations 347-110, 120, 130 & 140 of the Iowa Code and OSHA Hazard Communications, 29 C.F.R. Part

volunteer assisting another school official in performing his or her tasks. A school official has a legitimate

### **SEXUAL ABUSE REPORTING**

To be in compliance with Iowa Code 280.17, the Albert City-Truesdale Community School District has appointed a Level 1 student abuse investigator and an alternate. If a school district employee or a member of the school district community believes a student has suffered physical or sexual abuse by a school district employee in a school-related context, a complaint or allegation may be filed with The district superintendent, Jeff Dicks (843-5416) or Wendy Wildeman (843-5416).

### **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in the school district by the Board in matters over which it has jurisdiction. Sexual harassment by board members, administrators, certified and support personnel, students, vendors and any others having a business or other contact with the district is prohibited. Persons found in violation of this policy will be subject to discipline, including, but not limited to, reprimand, probations, demotion, suspension, termination or other sanctions as determined appropriate by the board.

### **Homeless Children and Youth**

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate existing barriers to their receiving an education which may exist in district policies or practices. These policies and practices include the areas of school records, immunization requirements, waivers of fees or charges, enrollment requirements/placement, residency, transportation, and special services. The designated coordinator for identification of homeless children and for tracking and monitoring programs

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**park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or 4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above.**

### SCHOOL CLOSURES

School closures or late starts will be announced through the following media: KAYL (101.7 FM); KICD (1240 AM, 107.7 AM); KTIV. Announcements will also be posted on the district website: [www.albertct.k12.ia.us](http://www.albertct.k12.ia.us). School closures are coordinated with the Sioux Central School District. You may sign up to receive Sioux Central school closure announcements through a link on the AC-T website.

**Albert City –Truesdale  
Community School District  
300 Orchard Street  
Albert City, Iowa 50510  
Phone: 712-843-5416  
Fax: 712-843-2195  
[www.albertct.k12.ia.us](http://www.albertct.k12.ia.us)**

1910-200. Inquiries should be directed to: Jeff Dicks, 712-843-5416.

### **Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids school employees from using corporal punishment against and student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate)

### **CTE OFFERINGS**

The Albert City-Truesdale district through Sioux Central offers career and technical programs in the following service areas:

- Agricultural, Food and Natural Resources
- Applied Science, Technology, Engineering, and Manufacturing
- Business, Finance, Marketing, and Management
- Family and Consumer Sciences

and activities for these children is the school nurse.