PARENT HANDBOOK

Albert City-Truesdale Community School

Albert City, Iowa

2026-2027

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Principal

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Albert City – Truesdale Community School District

Mission Statement

The mission of the Albert City – Truesdale School is to offer equal opportunities to develop the knowledge, skills, and character necessary to successfully live in the ever – changing global world of work, community, and family.

Equal Opportunity Policy

The policy of the Albert City – Truesdale Community School District is to ensure that students and employees shall be treated equitably in educational programs, activities, and employment regardless of their race, creed, color, sex, sexual orientation, marital status, gender identity, national origin, religion, age, SES, or disability. Persons with questions or concerns about district policies and procedures should 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

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 and activities for these children is the school nurse.

"Homeless child or youth" is defined as a child or youth from the age of 3 years 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, 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.

RELEASE OF INFORMATION

The District and/or the principal of each building may release the following types of directory information to the public: Name, address, telephone listing, date and place of birth, photographs or likeness, courses of study, participation in officially recognized activities and sports, dates of attendance and daily attendance, degrees and awards received, the most recent previous school of institution attended by the student. Any parent, guardian or student over the age of eighteen who does not want this directory information released to the public must notify the principal in writing no later than September 15 of each school year or within two weeks of the student's enrollment.

AFTER SCHOOL CLUB

After school care is available for a fee of $2.50 per hour per child. The program is in operation from 3:30-5:00 daily and will be available on scheduled early release days as well except on holiday early releases and end of year early release. In order to keep the cost low, any child picked up after 5:00 p.m. will be charged a convenience fee of $5.00. Students will do a variety of activities, including homework and free choice time. The After School Club will not be available on days when school is dismissed due to inclement weather. After School Club bills will be sent out weekly with payment due within 10 days. If the bill is not paid and exceeds $75.00, a request will be made by administration for other arrangements to be made for after school club care for the student(s). Parents will have online access to their After School Club account through JMC. More information regarding signing up for online access can be found in the business office.

ATTENDANCE/ABSENCES

Regular attendance at the designated time is important for the student to succeed in school work. Irregular attendance and tardiness tend to discourage children and this leads to unsatisfactory work. School begins at 8:15 a.m. and dismissal is at 3:20 p.m. In the event of a two hour late start, school will begin at 10:15.

Students should not arrive before 7:30 a.m. In the event of a two hour late start, students should not arrive before 9:45 a.m.

Parents will have online access to their child's attendance record.

If it is advisable to keep your child at home, please report to the school by phone (843-5416) the reason for the absence. Teachers must have attendance submitted to the office by 9:00 a.m. If the district has not received communication of a child's absence by 9:00, the secretary will contact the parent/guardian by phone about the child's absence.

Whenever it is necessary for a child to be absent from class during the school day, arrangements should be made ahead of time with the classroom teacher or building principal and a written note submitted. We urge parents to take care of routine dental and medical care outside of school hours or on days when school is not in session.

We are often requested to keep students in from play or physical education. We will keep children in one day without a slip from the doctor or after a period of extended student absence. In cases where more time is requested, a doctor's slip must accompany the request. The time spent outside or in physical activity is very important to the child's school day and serves as a necessary break from his/her academic tasks.

If your child has a communicable disease we request that you call and inform the school. It is our responsibility to provide a safe and educational learning atmosphere free from communicable diseases. By complying with this courtesy, we can watch and control communicable diseases in the classroom. When a child returns to school following a contagious disease, he/she should present a slip from the doctor or parent that needed treatments have been administered. We will follow recommendations from the Department of Health with any additional steps that need to be taken.

At the beginning of the year, Preschool-2nd grade teachers will survey parents on how their child(ren) will arrive and leave school each day. This will be posted at each classroom door.

Definitions
A student is considered "**absent**" if they are not in school. The school will no longer make a determination of "excused" or "unexcused" absences. If a student is gone for 2 hours or more in a period, they will be counted absent for that period. There are two periods per day: period 1 (AM) and period 2 (PM).

A student is considered "**chronically absent**" if they are absent from school for more than 10% of the days or hours in the grading period (semester) established by the school district.

A student is "**truant**" if they are a child of compulsory attendance age (unless excused, pursuant to law) and have been absent from school, *for any reason*, for at least 20% of the days or hours in the grading period.

A student is "**tardy**" if he/she is gone from school for less than 2 hours in a period. There are two periods per day: period 1 (AM) and period 2 (PM).

Procedure

The following procedures will be used to address habitual attendance concerns beginning when the number of absences meets or exceeds 10% of the total number of student days per grading period (semesters) with the "grace period" of September 15th for first semester and January 15th for second semester:

10%-When a child becomes **chronically absent**, a school official shall send notice by ordinary mail or electronic mail to the county attorney of the county in which the public school's central administrative office is located, and a notice by ordinary mail, electronic mail, electronic message, or may be delivered in person. to the child's parent, guardian, or legal or actual custodian of the child, that includes information related to the child's absences from school and the policies and disciplinary processes associated with additional absences. The school shall maintain a copy of the notice until the child graduates, turns twenty-one years of age, or is no longer enrolled in the school, whichever occurs first.

15%-If a child is absent from school for greater than or equal to fifteen percent of the days or hours in the grading period, a school official shall attempt to find the cause for the child's absences and if the school official determines that the child's absences are negatively affecting the child's academic progress, the school official shall initiate and participate in a **school engagement meeting**. The purpose of the school engagement meeting is to identify the child's barriers to attendance and the interventions that may be used to improve the child's attendance. A school official may initiate and participate in a school engagement meeting as described above prior to a child being absent from school for greater than or equal to fifteen percent of the days or hours in a school calendar. All of the following individuals shall participate in the school engagement meeting: (1) The child (2) The child's parent, guardian, or legal or actual custodian, if the child is not an emancipated minor (3) A school official During the school engagement meeting, the participants shall create and sign an agreement that shall be known as an absenteeism prevention plan. Each participant signing the absenteeism prevention plan shall receive a copy of the plan. The absenteeism prevention plan shall identify the causes of the child's absences and the future responsibilities of each participant related to the child's attendance. A school official shall monitor the participants' compliance with the terms of the absenteeism prevention plan. The school official shall contact the participants at least once each week during the remainder of the school calendar to monitor the performance of the participants under the plan. During the school engagement meeting, the participants may initiate referrals to any services or counseling that the participants believe may be appropriate under the circumstances to improve the child's attendance.

20%-When a student becomes **truant**, the student's attendance records will be shared with the office of the Buena Vista County Attorney .

Consequences

If the participants in the school engagement meeting fail to enter into an absenteeism prevention plan, or if the child or the child's parent, guardian, or legal or actual custodian violates a term of the absenteeism prevention plan or fails to participate in the school engagement meeting, the county attorney may initiate a proceeding under section 299.6.

IMMUNIZATIONS

Students enrolling for the first time at Albert City-Truesdale shall submit a certificate of immunization for DTP, Polio, MMR, Hepatitis B, and Varicella (or proof of having chicken pox). Children MUST have all of their immunizations completed BEFORE they are allowed to start school. Preschool children also need the HIB vaccine, and proof of Pneumococcal vaccine. Exemptions may be accepted for religious or medical reasons as outlined in the Iowa Code. Health officials now require that children get a booster shot for varicella prior to starting kindergarten.

Health Screening Requirements:

Lead exposure
Iowa law requires all students entering kindergarten in a public school to be tested for exposure to lead. Parents are not required to provide proof of testing documentation to the school. However, if a parent chooses not to have their child tested, an exemption form must be completed and filed with the Department of Public Health. Please contact the school if you need information on obtaining the lead testing exemption form.

Dental
Starting with the 2008-2009 school year, the Iowa legislature required all students entering kindergarten in a public school to provide the school with either a proof of dental screening form or an exemption form. The dental screening form for elementary school students must be signed by a physician, nurse, physician's assistant, dental hygienist, or a dentist. Copies of the dental screening and exemption forms may be obtained in the school office.

Vision
Beginning with the 2009-2010 school year, a parent who registers a child for kindergarten or a preschool program shall be given a student vision card provided by the Iowa Optometric Association, with a goal of every child receiving an eye examination by age seven.

*Health Screenings
Vision, dental, hearing, height, weight, body mass index, pulse, and blood pressure screenings may be completed on students during the school year. If you do not want your child screened, please provide a note to the health office at the beginning of the school year.

COMMUNICABLE DISEASE CHART

These are descriptions and recommendations for exclusion from school communicable disease cases from the Iowa Department of Public Health.

Fever:

A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. A fever is defined as: ▪ For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees F [38.3 degrees C] by any method. ▪ For infants younger than 2 months of age a fever is a temperature above 100.4 degrees F [38 degrees C] by any method.

DISEASE/ILLNESS	COMMON SYMPTOMS	CHILD MAY RETURN TO SCHOOL:
Chicken Pox	mild fever with blustery pocks; develop scabs after several days	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.
Diarrhea (non-infectious)	bowel movements more frequent, loose and more watery than usual	When diarrhea stops and resolution of exclusion criteria.
Diarrhea	bowel movements more frequent, loose and	When diarrhea stops and health care provider and

(infectious)	more watery than usual	public health official states the child may return.
Fever	increase in body temperature above normal	24 hours after fever is gone and child feels better
Fifth Disease	Whole body: fever or fatigue Also common: rash on the face, coughing, headache, itching, nausea, runny nose, or sore throat	No exclusion from school. Unless child meets other exclusion criteria.
Hand, Foot, & Mouth	Whole body: dehydration, fatigue, fever, loss of appetite, or malaise Skin: blister, peeling, rashes, or red spots Also common: canker sore, coughing, headache, irritability, or sore throat	No exclusion from school. Unless child meets other exclusion criteria. Or is excessively drooling with mouth sores.
Head Lice	lice and nits (eggs) in hair	No exclusion from school. Child must receive treatment to kill and remove lice and nits. Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. Treatment recommendations can be found here: https://www.cdc.gov/parasites/lice/head/treatment.html
Impetigo	sore with blister or yellow scab; may drain	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Molluscum Contagiosum	Skin disease similar to warts.	No exclusion from school. Unless child meets other exclusion criteria. Do not share towels or clothing and use good hand hygiene.
MRSA	Most *S. aureus* skin infections, including MRSA, appear as a bump or infected area on the skin that might be: red, swollen, painful, warm to the touch, full of pus or other drainage, accompanied by a fever	No exclusion from school. Unless child meets other exclusion criteria. Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (ear infection)	Whole body: fever, loss of appetite, or vertigo Ears: inflammation or ringing Also common: crying, headache, nasal congestion, or nausea	No exclusion from school. Unless child meets other exclusion criteria.
Pertussis (Whooping Cough)	Cough: can be chronic or severe Nasal: congestion, runny nose, or sneezing Whole body: fatigue or fever Also common: paroxysmal cough, episodes	Child may return after 5 days of antibiotics and resolution of exclusion criteria.

	of no breathing, vomiting, or watery eyes	
Pink Eye (Conjunctivitis)	watery, red/pink, itchy eyes; discharge; matting with sleep	No exclusion from school. Unless child meets other exclusion criteria. Child does not need to be excluded unless health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Respiratory illness (cough and cold symptoms) includes influenza, COVID-19, and RSV	Influenza (flu): fever, chills, sore throat, cough, headache, muscle aches, sleepiness COVID-19: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea	Yes. When child is fever free for 24 hours without use of a fever reducing medication AND respiratory symptoms are mild and improving. It is always important to stay home and away from others when you are ill. Individuals with symptoms of COVID-19 should stay home and should not attend child care, school or work until fever-free for 24 hours without the use of fever reducing medications and other symptoms are mild and improving.
Ringworm	scaly patch; usually ring-shaped	No exclusion from school. Unless child meets other exclusion criteria. Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share clothing, bedding or personal items.
Strep Throat	fever, sore throat, fatigue	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	commonly caused by illness or upset stomach	When vomiting has resolved and resolution of exclusion criteria.

BEFORE SCHOOL

Before school, students are to report to the lobby/old gym. School personnel will be on duty at 7:30 am. Students will report to classrooms at 8:05 and school will begin at 8:15. Breakfast is available for students before school, from 7:50 a.m. through 8:10 a.m. every morning. In the event of a two hour late start, students are to report to the lobby/new gym. There will be NO breakfast served. Student personnel will be on duty at 9:45 a.m. Students will report to classrooms at 10:05 and school will begin at 10:15.

CARE OF SCHOOL PROPERTY

The child is responsible for reasonable care of school property. Any misuse or damage will have to be paid for by the child responsible. The child should also exercise respect for the property of others.

The proper care of textbooks and library books is also stressed. Pupils are encouraged to carry books to and from school in backpacks and keep them out of the way of small children or pets. Books lost or destroyed must be paid for by the child who is responsible for the book.

COMMUNICATION CHANNELS

Whenever a parent or citizen is aggrieved at the action of any school employee, such parent or citizen should take the matter up first and immediately with the employee. In the event that the matter is not satisfactorily resolved, the appeal process will follow this order.

1. Principal
2. Superintendent
3. Board of Education

We encourage you to follow this chain of communication to resolve any and all school/activity problems.

COURTESY AT PERFORMANCES

We look forward to excellent extra-curricular events at school. We share the responsibility with you to teach our students appropriate behavior for the activities. For school events we want our students to do the following:

1. Be respectful and quiet during the National Anthem;
2. Watch the event;
3. Support the athletic teams who are playing, or the group that is performing;
4. Be respectful and courteous to others;
5. Demonstrate good sportsmanship;
6. Be a positive credit to families, school and community;
7. Remove hats and caps inside the school building.

Examples of inappropriate behaviors are: playing contact games, wrestling, fighting and arguing, and running about with others in the area of an athletic event. Offenders will be asked to sit with parents or to leave the event.

At concerts and plays, please have your children:

1. Sit with parents, unless other arrangements are made;
2. Applaud in an appropriate manner;
3. Please DO NOT whistle, call out loudly, etc;
4. Remain quiet during the performance.

DISCIPLINE

Effective discipline is necessary for quality education. In order to guarantee your child and all students in the school the excellent learning climate they deserve, it is essential for the home and school to work closely together in promoting self-discipline, responsibility, and an appreciation of the rights of others. The classroom teacher is the administrator of the classroom discipline. Each teacher is responsible for developing his/her own individual discipline plans. Students will be informed of the classroom rules and expected to follow the requests of the plan. When serious or persistent problems arise, discipline will become the joint responsibility of the principal and the teacher.

At AC-T all staff members strive to be fair and consistent in disciplining students. We believe all students can and should behave appropriately at school. The less time a teacher spends dealing with discipline problems, the more direct teacher instruction each child can receive.

Students need to know that both parents and the school work together on discipline problems as well as all other aspects of their education. The closer parents and the school staff work together, the better it is for your child/children.

Iowa Code 279.79A requires schools to have discipline policies for students making threats of violence or causing an incident of violence that results in injury, property damage, or assault. AC-T will follow the Model Policies for Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence from the Iowa Department of Education which is posted in Appendix A.

DRESS

Mark all jackets, caps, and snow boots with a permanent label so that your child can always identify his/her belongings. It is suggested that families plan early for cold and wet weather. The following items of clothing are necessary:

1. Coat
2. Jacket or sweater
3. Gloves or mittens
4. Caps or hoods
5. Snow boots

All students are required to wear overshoes or snow boots in wet, muddy, and cold conditions for recesses and outdoor activities at school.

The only shoes that will be allowed on the new gym floor are clean tennis shoes; NO BLACK SOLES. Shoes that are worn outside will not be allowed.

Students may wear appropriate shorts, weather permitting. These shorts must be appropriate in length. Halter tops and crop tops that expose skin will be discouraged as appropriate school attire. T-shirts that contain vulgar language, alcohol/cigarette advertising, etc. will not be allowed.

DROP OFF & PICK UP

Drop Off:

- Students should not arrive to school before 7:30 a.m. (9:45 in the event of a late start)
- When students are being dropped off at school, they should enter the main lobby doors. This is the procedure for drop off at any time of day.
- We ask that children are dropped off in the lobby and are allowed to walk themselves to their designated place. This helps to increase student independence and staff rapport at school. There will be staff located near the lobby to help transport when needed.

Pick Up:

- If a child is being picked up before the 3:20 dismissal, they will be dismissed out of the main lobby doors.
- At the 3:20 dismissal, or other designated dismissal time for the day, preschool through second grade students will be dismissed from the door under that canopy from the west wing of the building. Third through sixth grade students will be dismissed from the main lobby doors. If older children have a younger sibling(s), they will still be dismissed from the main lobby doors and should walk to the canopy to meet their younger sibling(s) and parent(s)/guardian(s).
- Younger students who ride the bus or go to After School Club will be escorted by an adult to their correct locations at dismissal time.

ELECTRONICS

Cellular phones, electronics, etc. cannot be turned on during school hours and are not to be seen or heard in the classrooms. If a cell phone rings or a teacher sees the phone, they will confiscate it and turn the phone into the principal. The phone will be returned at the end of the school day. If there is more than one offense, a parent must come to the office in person to get the phone. If a staff member confiscates the phone while the student is on a field trip and/or

attending a school related activity the phone will be turned in to the nearest school center until a date where the principal and parent can meet to discuss the misuse of the phone. The phone will be returned to the parent during the meeting with the principal.

No device shall be used to send or receive personal messages that would contribute to cheating, access the Internet or take pictures. Inappropriate use of a device or a prohibited item will result in the device being confiscated. Students found in violation of the cell phone policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students are reminded that whatever they put on a personal electronic device could end up anywhere so they should use care to ensure the devices are used appropriately.

ELEMENTARY PROGRAM

The elementary school shall present a program of organized, age appropriate experiences for all children of elementary age.

The Preschool program shall provide a variety of exploratory experiences in art, oral expression, number concepts, music, group living, and play.

Kindergarten students will begin early literacy skills and early numeracy skills.

Common learning in grades PK-6 includes the teaching of the Iowa Core curriculum which includes elementary skills, knowledge, and understanding of:

1. Language Arts - reading, literature, listening, oral/written language, handwriting, and spelling.
2. Quantitative subjects - arithmetic, elementary math, and algebra.
3. Social Studies - geography, history of the U.S. and Iowa, conservation of our natural resources, and global history. Roles in history played by all persons: women, minorities, and other groups that have been overlooked in the past.
4. Science - health practices, elementary physical, biological, and life sciences.
5. The Arts - art, music, drama, and dance.
6. Physical well being - physical education, recreation, and safety education.
7. Healthy Personalities - work and study skills, contribution to a group, self-esteem, cooperation, responsibility, and leadership.
8. Character Traits - honesty, reliability, fair play, sensitivity, and self-control.
9. Guidance services shall include classroom instruction with a focus on making personal choices which promote a healthy, positive lifestyle. Individual sessions may be scheduled between the student and the counselor with prior parent consent.

All courses at the appropriate grade level are open to students regardless of sex, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, SES or disability, as required by law.

At various times throughout the school year, your child's picture may be taken and appear in various forms of publications. The use of video taping may also be used in the classrooms. If you have a concern with these procedures, please contact the office or your child's teacher.

HOMEWORK

Some home preparation may be necessary in elementary grades. This will vary according to grade levels and individual student needs. A reasonable amount of homework for all subjects combined would be:

Grades 1 - 3: 0-20 min., 3-5 times per week.
Grade 4: 20-25 min., 3-5 times per week.
Grades 5 - 6: 20-45 min., 4-5 times per week.

Parents may wish to contact teachers concerning school work when individual help is necessary.

Because television can be detrimental to a child's educational process, we recommend one hour of study or reading for every hour of television watched.

INJURY OR ILLNESS

Students who become ill or are seriously injured at school will be given first aid. Whenever possible, parents will be notified by phone and instruction will be requested. When the parent has no phone or cannot be reached, the ill or injured child shall be transported home, to the hospital or to the doctor's office by a member of the school staff.

In cases of emergency, the pupil shall be transported to a hospital or doctor's office by ambulance or other convenient type of transportation. If possible, the family physician listed on the office records shall be contacted.

INSPECTION OF STUDENT RECORDS

The right is accorded to parents (or any student 18 years of age or older) to inspect and review the AC-T school official records, files and data related to themselves or their children. This includes all material that is incorporated into that student's cumulative record folder and intended for school use or to be available to parties outside the school or system. This is the annual notification of this right.

Procedure for inspection of student records:

1. The parent or student over 18 years of age should make a written request to the building principal one week prior to date of inspection.
2. The cumulative folders are in the business office. Requests should be made there.
3. Any information in the student's record may be copied at the fee of $.25 per page.

KINDERGARTEN

Kindergarten Entrance Age
The state law provides that "no child shall be admitted to school work for the year immediately preceding the first grade unless he/she is five years of age on or before the fifteenth of September of the current school year."

Kindergarten Registration
Each spring registration is held for those children who will enter kindergarten in the fall.

Please see the section under Health Screening Requirements for students entering preschool and kindergarten.

LIBRARY

The AC-T school district has a well-stocked media center. Each class will have the opportunity to visit the media center once a week, at a minimum, to check out new books to read. In addition, the media center is open for students to use as needed. Please encourage your child to read at home on a nightly basis.

LOST AND FOUND

A lost and found department is maintained by the office. It is the child's responsibility to check in the office periodically if he/she has lost something. Student clothing and other items should be clearly labeled. If your child has lost an item, we will do everything possible to help him/her find it. Money purses, wallets, watches, and other valuable items are to be turned in to the office. Pupils are urged to make prompt inquiry concerning such items. At the end of the school year items that are not claimed will be donated to a local second-hand store.

LUNCH PROGRAM

The hot lunch and breakfast programs are available for all students, PK-6, who wish to participate. We use the JMC system to keep track of your family's account. Any amount of money can be put into your family's account. This account will also be used for any extra milk and second servings used at noon or breakfast meals. The cost of individual lunches and breakfasts will be announced at the beginning of the school year.

Free and reduced meals are available. Application forms can be obtained from the business office.

Parents are asked to keep their child's lunch account with a positive balance. Lunch money can be dropped off at the school office, sent to school with the child or paid online through JMC. Parents will have online access to their family's lunch account through JMC. More information regarding signing up for online access can be found in the business office.

Orderly conduct is a necessity in the lunchroom. Please emphasize that proper table manners should prevail in the lunchroom.

MEDICATION AT SCHOOL

The board assumes no responsibility for medical treatment of students. If a student must take any type of medication during school hours, (prescription or non-prescription), written authorization and instructions must be provided by the parent or legal guardian of the student. We do not administer non-FDA-approved medications. A "Consent Form for Medication at School" is available and on the school website.

Medications must be brought to and from school by a parent or adult. They *cannot* be sent with a student.

Prescription medications must be in their properly marked pharmacy container. Ask the pharmacist for an extra container for school. They know what is required. The medication must be properly labeled with the child's name, the name of the medication, the time of day, the amount to be given, and the doctor's name.

Non-prescriptions medications must be in their original packaging, with the name of the medication and the directions for administration. They will be administered in accordance with parent or legal guardian instructions, as the product prescribes only. Any request beyond prescribed levels must be accompanied by a doctor's authorization and a written parental request. Chewable children's Tylenol (acetaminophen) is kept at school; with signed parental consent, it may be given for minor aches and pains, but not for a temperature over 99.9 degrees F.

MONEY

Students should not carry extra money to school. They should carry lunch money in a safe place on their person. Helping children take care of money is an important lesson and each child should receive instruction at home as well as at school.

PARENT-TEACHER CONFERENCES

Parents are encouraged to confer regularly with their child's teacher. It is important that frequent communications be made in order to provide the best possible service to your child. Parent-teacher conferences are scheduled in the fall shortly after the end of the first quarter, and in the spring at the end of the third quarter.

PARTIES

Parties are a part of the regular school program and these activities, for pupils, should be held during the school day. Provisions have been made for a sufficient number to provide interest without taking too much time from the teaching day.

Individual birthday treats may be given at school but must be prepackaged. Please keep treats simple, and we encourage that treats be healthy treats, if possible.

To avoid disappointment and hurt feelings, invitations to private children's parties should not be issued at school unless all boys and/or girls in the classroom are invited.

Parties for teachers or staff members who are leaving the school or for any other reason will not be held during the school day without clearance from the principal's office. Recognition for those leaving will follow the district's policy and will be sponsored by the district when appropriate.

PLAYGROUND SUPERVISION

Subject to availability of suitable playground equipment and areas, the playgrounds are supervised by staff members only during noon hour and at recess periods.

Students are encouraged to participate in organized games. Games that are prohibited because they cause injury are:

1. Tackle football;
2. Crack the whip;
3. Any other activity the supervisor may decide is dangerous to students.

Children are not permitted to bring toy guns, including squirt guns, or knives to school.

We are concerned about the safety of your child and wish to know the whereabouts of each child at all times. Therefore, no student is to leave the school grounds during school hours unless he/she presents a written request from parents.

All students will have recesses outside unless inclement weather exists. Should it be raining or below zero temperature or wind chill factor, students will be kept indoors. Students should be appropriately dressed for the weather. Staff members will use their discretion in determining whether a child is dressed appropriately to play outdoors in differing weather conditions using the chart below.

Above 60°
I Can:
Choose what
I want to
wear
60° - 51°
I need:
Jacket or
sweatshirt,
legs covered
50° - 41°
I need:
Coat
Hat
Legs covered
40° or less
I need:
Winter Coat
Hat & Gloves
Snow Pants &
Boots for
comfort

Below 0°
Indoor Recess

Students are discouraged from bringing toys from home. The school district assumes no responsibility for broken or missing items.

Playground Rules:

- Equipment
    - Use the equipment for its intended use with (no sitting on top of the hanging bars, climbing up slides, etc.)
    - No dodge ball
    - Play in a way to keep yourself and others safe

Indoor Recess Rules:

- No screaming
- No hard balls will be permitted – adults on duty will use their judgment to keep children safe
- Students may bring board games or quiet activities to play around the perimeter or on the stage
- Play in a way to keep yourself and others safe.

PRESCHOOL

Preschool Entrance Age
Students must be four by September 15 of the current school year and are recommended to be toilet trained before the start of the school year.

Preschool Registration
Each spring registration begins for those children who will enter preschool in the fall.

Please see the section under Health Screening Requirements for information on students entering preschool or kindergarten.

PUPIL PERSONNEL SERVICES

Psychological Services
The services of a psychologist are available from the Area Education Office upon request. The primary function of this service is to aid in evaluating various students in an effort to determine the specific instructional techniques teachers and parents might utilize in improving the educational process in the classroom and at home.

Speech and Hearing Services
The Area Education Office provides speech and hearing specialists who serve the AC-T School. They aid pupils with speech and hearing problems by working with them in small groups and individually in the correction of their difficulties. They also recommend to teachers and parents of pupils appropriate supportive procedures in the classroom and in the home.

School Nurse Services
A certified nurse is available on a part-time basis. Health issues and testing are coordinated through this position. Eye testing is completed yearly in grades K-6.

Child Study Services
The primary function of this service is to aid the student and teacher in the development of instructional/classroom strategies to ensure student success in their academic endeavors. This committee is made up of an interdisciplinary school team. Parents are invited and welcome to participate in child study.

Title I

The Albert City-Truesdale School receives federal monies to fund a Title I remedial program for those students who need extra help in reading (1-6) and math (grades 3-6). Instruction is given to students individually or in small groups of students who are experiencing similar types of reading and math problems. Standardized testing and teacher recommendations are used as determining factors for placement.

Resource Program
A resource program is available for those students with disabilities which make learning more difficult in one or more subject areas. Guidelines from Public Law 94-142 are followed when staffing students in or out of this program.

Talented and Gifted
The Albert City-Truesdale Community School District offers expanded educational opportunities for students who are staffed into this program. Test scores and teacher recommendation are used as determining factors for placement in the Talented and Gifted Program.

SAFETY

Bus
Students are instructed in proper conduct while riding school buses. We urge parents to insist that their children comply with all safety and courtesy rules. All students are instructed on bus safety and rules twice per year.

Persistent failure of a child to comply with regulations will result in a request to the parent to provide transportation. Students riding the bus shall report directly to the bus as soon as school is dismissed. Students who ride the school bus may not leave the school premises before boarding the bus.

If your child needs to ride the bus home with another child, please send a note indicating your instructions. Our teachers and bus operators need to be informed of these matters.

AC-T Community School reserves the right to use video cameras on school district buses. The video cameras can be used to monitor student behavior in order to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in student disciplinary proceedings

Disaster Drills
Our school is committed to providing a safe environment for your child's education. Each room has signs designating the proper exit or shelter for each disaster.

Tornado Drills
Disaster drills approved by the Local Department of Civil Defense are held at regular intervals.

Fire Drill
Fire drills are held according to the regulations suggested by the State Department of Public Safety.

Emergency Preparedness
Crises plans are in place within the district for potential threats to our students and staff.

SCHOOL CLOSING

On days when weather causes cancellation or early dismissal of school, we urge you to listen for this information on radio stations KAYL-FM 101.7 and KICD-AM 1240, FM 107.7. Announcements will also be aired on KTIV, the school website and the AC-T Elementary Facebook page. In cases of sudden or severe blizzards it is always appreciated when parents of children aid us in making certain that their children reach their destination safely. Parents/Guardians will be notified through our student information system, JMC, through email or text notifications.

STUDENT MAIL

In an effort to communicate with parents, students will bring home student mail with communication from the school (eg. educational presentations or extracurricular activities). The school will hand out and collect sign up forms for events that take place at Albert City – Truesdale or Sioux Central. The school will hand out but will not take responsibility for collecting any forms that are not school sponsored. All communications will be approved by the principal before being sent home.

Flyers that are not approved to be sent home in folders may be placed on the announcement board in the lobby. Flyers will be approved by the principal.

TELEPHONE CALLS

Except in cases of emergency, students or teachers are not called to the telephone during the time of classroom instruction. In case of necessity, please call before 8:15 a.m. or leave a message on the teacher's voice mailbox and the teacher will get back in touch with you. You may utilize our 800 number if you live within the Albert City-Truesdale School District boundaries: 1-800-252-7928.

To reduce the number of pupils using the telephone during the school day, pupils are requested to make arrangements prior to coming to school for rides or visits to homes.

TESTING

The Iowa Statewide Assessment of Student Progress (ISASP) are given to grades 3-6 each year. Results of this testing will be shared with parents.

As part of our Reading Program, students will take the FAST test three times a year. As part of our Math Program, students will take the FAST math three times a year. Results will be used to guide student instruction. Parents will receive the results of the screening at conference time and in the final report card of the year.

Other tests may be given by classroom teachers in various subject areas throughout the year for individual student placement and/or evaluation.

TOBACCO, ALCOHOL, AND CONTROLLED SUBSTANCES

The Albert City-Truesdale Community School Board Policy Book states, "The use of tobacco (smoking or chewing), drinking of alcoholic beverages, use of controlled substances or possession thereof, is prohibited on school property." Please be aware and make your child aware that possession of a controlled substance or pretending that passing off a substance as controlled is a serious situation that could lead to suspension or expulsion from school. Law enforcement may also be contacted.

USE OF BICYCLES

Riding a bicycle to and from school is a privilege - not a right. Students who fail to follow rules established will lose their privilege of bike riding, and may be subject to additional discipline. The use of a bicycle is highly recommended.

Bicycles must be parked in the racks provided next to the elementary wing of the school. Bicycles must be walked, and not ridden, from the corners of the school property.

VIDEO SURVEILLANCE

AC-T uses video surveillance on school grounds to maintain the health, welfare, and safety of students, staff and visitors while on school district property as well as the protection of school district property. The school district building and grounds may be equipped with video cameras. Videotapes will be reviewed by school district personnel on a random basis and/or when problems arise.

VISITATION

We maintain an "open door" policy for adult visitation. **All visitors must enter the lobby doors, are required to check in/out at the office when visiting, and will wear a visitor pass during their entire visit at school**. When visitors check in/out, they will provide time in/out, reason for visit, and contact information, if not already on file with the district. Access to school groups is controlled and the school campus is closed for most students during lunch. Visitor contact with students during school hours will be limited to parents, guardians, grandparents, and siblings. Exceptions may be approved by the administration. Providing an environment that is safe and conducive to learning is a major goal of the board of education and the administration. If you have any questions, please contact the school.