

ANNUAL NOTICES
ALBERT CITY-TRUESDALE CSD
2025-2026

AC-T SCHOOL BOARD MEMBERS

President: Kayla McCarthy, Vice- President: Jake Heuton, Directors: Luke Peterson, Megan Lovin,
Roman De La Torre. Business Manager: Andrea Vanderhoff Board Secretary: Kim Ellrich

ADMINISTRATION

Dick Jungers, Superintendent
Ashley Dirks, Principal

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 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 or to the 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

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

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 information obtained from students for marketing or to sell or otherwise 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.

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

Parents requesting open enrollment for their students will notify the sending and receiving district no later than March 1 in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the Albert City-Truesdale CSD school building.

An application which may be after the filing date of March 1 and until June 30 of the school year preceding the school year for which the request is made based upon establishment by the parent or guardian of "good cause" for such a late application.

An application at any time a parent or guardian moves out of the district of residence and desires to have their pupil remain in that district under open enrollment with no interruption in the education program.

Parents of children who will begin kindergarten in the school district are exempt from the open enrollment deadline of March 1. Parents of children who will begin kindergarten will file in the same manner set forth by September 1.

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 districts in writing prior to the change. 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.

NOTIFICATION OF RIGHTS UNDER FERPA

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 the parent or eligible student of the time and place where the records may be 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 to 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 volunteer assisting another school official in performing his or her tasks. A school official has a legitimate 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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 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 categories—names, addresses and telephone numbers—unless 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, 2025. 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, the most recent educational agency or institution attended.

ASBESTOS NOTIFICATION

In the past, asbestos was used extensively in building materials because 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. Albert City-Truesdale CSD was re-inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and rated the condition and hazard potential of all materials in the building suspected of containing asbestos. As a result of the inspections, the district has a management plan in place which includes the following: education and training of employees, set of plans and procedures designed to minimize the disturbance of asbestos-containing materials, the location of asbestos materials in each building and a plan for regular surveillance and control of the asbestos materials. A copy of the inspection record and management plan for the building is available in the administration office. Inquiries pertaining to the inspection record and management plan should be directed to our administrative office during regular office hours.

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.

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, Dick Jungers (843-5416) or Wendy Wildeman (843-5416).

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 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.

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 not considered highly qualified.

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, Principal, 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