

School Leaders of Iowa

April 2004

Bureau of Administration and School Improvement Services Iowa Department of Education

(This document is also available on the DE web site.)
<http://www.state.ia.us/educate/ecese/asis/index.html>

There is no winning, no hope of constant improvement, for you or your people, unless there is involvement. You must love what you do, or else excellence remains an elusive target.
Tom Peters, *A Passion for Excellence*

1. **Comprehensive School Improvement Plan (CSIP) Constant Conversation Question #3: How will we know that student learning has changed?**

On Tuesday, March 30, the Department e-mailed technical assistance documents for CSIP Constant Conversation Question #3 to CSIP contacts in public school districts and accredited nonpublic schools. (CSIP Question #3 videotape is available through each AEA.) E-mail contents included the following:

- Question #3 Graphic
- Question #3 Power Point
- Question #3 Q&A
- Question #3 Required District-wide Assessments Chart (next three years)
- Question #3 Diagnostic Assessments
- Question #3: Westlake Teaching Document Without Textboxes
- Question #3: Westlake Teaching Document With Textboxes
- Question #3: Westlake Assessments Chart

Question #3 documents listed above are available on the Department's web site at this address:
<http://www.state.ia.us/educate/ecese/asis/csi/documents.html>

Contact: Jeanette McGreevy, 515-281-4750, jeanette.mcgreevy@ed.state.ia.us

2. **Imagine Iowa's Future.** Various communities and schools across the state are participating in "Imagine Iowa's Future," the biggest public discussion in at least five years of the state's current condition and future possibilities. "Imagine" will run throughout April, May, and June, and includes a series of radio shows, as well as daytime programming for high school and college students and the public, based on the "Iowa 2010" goals. In addition to the discussions, each radio show will feature a top college, high school and community musical group. "Imagine" sponsors include the Iowa Department of Cultural Affairs, Iowa Department of Economic Development, WHO radio and IPTV.

For more information and details about each community discussion, see the attached Fact Sheet or visit www.imagineiowasfuture.com

Contact: Chuck Offenburger, 712-732-9617 chuck@offenburger.com, or Jerry Kelley, 515- 961-5177, jlkdoor@aol.com

3. **AEA Customer Satisfaction Survey.** The results of the statewide 2003-04 AEA Customer Satisfaction Survey are in! Over 4000 educators responded to this survey. View the results of the survey on the Department's web site at <http://www.state.ia.us/educate/aea/documents.html>. This annual survey asked respondents to rate the quality of AEA services in a variety of areas. Results of this survey are incorporated into the continuous improvement process used by agencies to improve services to customers.

Contact: Jeff Berger, 515-281-3399, jeff.berger@ed.state.ia.us

4. **Early School Start Calendar Waiver Request for the 2004-05 School Year.** Again this year, public school districts will make early start calendar waiver requests for the 2004-05 school year on the spring Basic Educational Data Survey (BEDS). Iowa Code 279.10(4) allows the Board of Directors of a school district to make a request to the Director of the Department of Education to “commence classes for regularly established elementary and secondary schools prior to the earliest starting data specified in subsection 1.” A school district must be able to make the following **assurances** on spring BEDS 2004 to make an early school start calendar waiver request for the 2004-05 school year:
 - A. The Board of Directors of a school district has held a public hearing on the early start calendar waiver request for 2004-05 prior to spring BEDS. *Note: This public hearing can take place at a regular board meeting (not a consent agenda item) but a regular agenda item to which people can speak if they wish.*
 - B. The Board of Directors of a school district has determined that a starting date on or after the earliest starting date specified in Iowa Code section 279.10 subsection 1 will have a significant negative educational impact. *Note: Board minutes should reflect local discussion, decision, and approval.*

Additional Waiver Information: To make this request in Spring BEDS, the district will also need to report its date of public hearing and its first day on which students come back for the 2004-05 school year.

Please Note: For the 2004-05 school year, if the district is starting school on any day prior to August 30 it must submit this waiver request through **Spring BEDS 2004**. Spring BEDS opens May 1, 2004 with a June 18, 2004 due date.

Contact Person: Jeanette McGreevy, 515-281-4750 or jeanette.mcgreevy@ed.state.ia.us

5. **Title I Regional Spring Updates.** The following Title I Spring updates are currently scheduled and start at 9am. The updates cover Title I funding, the Internet application process, policies, parent compacts, and other issues pertinent to Title I. There is time at the end of each session for Q & A.

AEA 15	April 15 th , Ottumwa
AEA 16	April 29 th , Burlington
AEA 4	April 29 th , Sioux Center
AEA 13	April 30 th , Atlantic
AEA 11	May 7 th
AEA 14	May 11 th , Creston
AEA 12	May 11 th , Sioux City
AEA 267	May 12 th , Clear Lake
AEA 1	May 12 th
AEA 267	May 13 th , Cedar Falls
AEA 9	May 13 th
AEA 267	May 18 th , Marshalltown
AEA 8	May 20 th , Fort Dodge

Contact your AEA for further information on location.

6. **Science Added to the Iowa Content Network.** The Science Section is now available on the Iowa Department of Education Content Network web site. This web site has been designed to help school districts identify content for implementing their district career development plans pursuant to Iowa Code section 284.6. As districts develop their district career development plans, they will collect and analyze data, set goals and identify content. *Note: Each school district will incorporate its district career development plan into its comprehensive school improvement plan (CSIP) that is due September 15, 2004.*

Web Site Content: The web site now contains reading, mathematics and science research. The site offers information about how to select strategies for professional development that are supported by scientifically based research. The site is also a resource that will help local districts identify research studies which show evidence that particular instructional practices have had an effect on student achievement. When compared with district data, a district should be able to match the area of need to potential professional development content options. The site includes processes to use locally when selecting content, resources, and links to other sources of information about scientifically based

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research in the areas of reading, mathematics, and science. Each study is rated using a 5-point scale. The rating is based on established criteria that describe the quality of the research design. The rating does not suggest the level of quality of the strategy or model. Every review includes a summary of the research results.

Notes: This site will not contain recommendations for specific strategies, programs, or products. Nor will the site provide a list of trainers to deliver content based on the findings.

For more information about professional development see the Iowa Professional Development Model at the same web site. <http://www.state.ia.us/educate/ecese/tqt/tc/prodev.html>

Contact: Deb Hansen, 515-281-6131, deb.hansen@ed.state.ia.us

Kathy Book, 515-281-6235, kathy.book@ed.state.ia.us

7. **Exemplary Physical Activity and Fitness Programs: President's Challenge Program.** The President's Council on Physical Fitness and Sport offers recognition and awards to schools with exemplary physical activity and fitness programs. For more information, go to <http://www.presidentschallenge.org>. Iowa's Coordinator for the President's Challenge Program is Dr. Ed Thomas at 515-281-3933 or ed.thomas@ed.state.ia.us
8. **Postsecondary Enrollment Options Act (PSEO) Handbook.** The PSEO handbook for the 2004-2005 school year is on the Department's website. The handbook contains responsibilities, frequently asked questions, timelines, and sample forms. The only change is the modification of the following question, which states that districts may limit the number of PSEO courses students take.

May a student enroll full-time under this Act in a post-secondary educational institution?

Answer: No, the student must enroll no more than part-time in the eligible postsecondary education institution. A "part-time" enrollment at an eligible post-secondary education institution is defined according to the policies of the institution. Local districts may adopt a policy to limit the number of PSEO courses students may take. This policy shall not prohibit students from taking courses and shall not be unreasonably restrictive as to the number of courses that a student may take.

Use this address for the handbook <http://www.state.ia.us/educate/ecese/asis/pseoa/index.html> or click on programs and service on the Department of Education website.

Contact: Eric Heitz, 515-281-5001, eric.heitz@ed.state.ia.us

9. **Commercial Campaign For Seat Belts In School Buses.** A renewed push for seat belts in school buses is coming from a company that is in the business of manufacturing school bus seats with seat belts incorporated into their design. This company is airing commercials in some midwestern markets, and these commercials may find their way into Iowa. If they do, Iowa schools may have some parents calling to ask why school buses don't have seat belts.

The campaign features television commercials that are designed to make parents ponder why school buses are not required to have lap/shoulder belts. Viewers are directed to visit an IMMI web site (www.safeguard4kids.com) or call a toll-free telephone number (1-877 BUS SEAT) to request additional information.

Enclosed below are several web sites with information to assist districts in answering the types of questions they may encounter on this issue.

School Bus Information Council: www.schoolbusinfo.org

National Association of State Directors of Pupil Transportation Services: www.nasdpts.org

National Association for Pupil Transportation: www.napt.org

National Highway Traffic Safety Administration: www.nhtsa.dot.gov

National Transportation Safety Board: www.nts.gov

NHTSA Issues Final Rule on Safety Vests/Harnesses. The National Highway Traffic Safety Administration has issued a final rule on the use of safety vests and harnesses in school buses. It takes effect immediately and has these three basic provisions:

- You can continue to use safety vests and harnesses just as you have been using them in the past, via the 'cam wrap' system around the seat back.
- Any new vests/harnesses that you purchase must have a warning label informing users that the vest/harness must be used only on school buses.
- The entire seat directly behind the child wearing the seat-mounted harness must be either unoccupied or occupied by restrained passengers.

The final rule in the Federal Register can be viewed in its entirety at this address:

<http://a257.g.akamaitech.net/7/257/2422/14mar20010800/edocket.access.gpo.gov/2004/04-5168.htm>

Contact: Max Christensen, 515-281-4749, max.christensen@ed.state.ia.us

10. **Go the Distance Day.** The Iowa Games, Iowa Department of Public Health and Iowa State University Extension would like your school to become involved with Go the Distance Day. Go the Distance Day is a one-day event that takes place in Iowa Schools on Wednesday, May 12, 2004 in conjunction with National Fitness Month. Its purpose is to inform children about the benefits of physical fitness and to show them that it's easy and fun to be physically active every single day. Plan a 30-minute segment of consecutive aerobic activity with 100 percent of your school participating. Think of it as a 30-minute recess during which every child in the school is jumping, running, walking or performing some other physical activity. Each school that achieves 100 percent participation will be entered into a drawing to win one of five monetary awards (5- \$500 awards). The five winning schools will be drawn on Friday, May 14, 2004 at noon. For more details visit www.lightenupiowa.org/youth.asp or contact the Iowa Games office at 888.777.8881 ext. 5.

11. **Data Driven Leadership (DDL): Reimbursement Eligibility and Purchasing.**

- a) The eligibility for a principal's position to receive the DDL reimbursement award of \$900 is based upon two things:
 1. The completion of the DDL training verified to the Department by the trainer.
 2. Having 80% of the teachers in one of the buildings a principal supervises complete the online TAGLIT assessment survey.
- b) The eligibility for the superintendent's position to receive the DDL reimbursement award of \$900 is based upon one thing:
 1. The completion of the DDL training verified to the department by the trainer.
- c) All DDL training is available through each of the AEAs. Please contact them for a schedule of training sessions as needed.
- d) In order for any principal to initiate work with his or her staff to complete the TAGLIT assessment survey online, please contact Warren Weber: (Office) 515-281-3750 (FAX) 515-281-7700, warren.weber@ed.state.ia.us
- e) Once 80% of the teachers in the selected building have completed the survey and a principal would like confirmation of that, contact Warren.
- f) The next step is for the principal and/or superintendent to purchase from the Iowa AV Coop and/or the Iowa Media Coop the hardware/software desired and submit to the department the certification form along with copies of the purchase orders and invoices for each item purchased. All purchases must be made from the Iowa AV Coop <http://av.co-op.k12.ia.us> and the Media and Technology Coop <http://www.iec-ia.org>. These web site addresses are also available on your AEAs web page.
- g) The next AV Coop listing will be available on **April 1, 2004**. If you need to place your order in March, please contact Bud Carruthers at the AV Coop (319) 753-6561 x157 or bcarruth@aea16.k12.ia.us for assistance. Item availability may vary depending upon the vendor.
- h) A listing of Apple products has been requested from the company. It will be included in this newsletter when it is available. It will be available on the department's webpage under Teacher Quality/DDDL. It will also be available from the AV Coop. Please leave your name and school with

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Warren K. Weber (515) 281-3750 or warren.weber@ed.state.ia.us at the department if you want a copy emailed to you when it is available.

- i) The current catalog prices and inventory for the Media and Technology Coop are in effect until **June 30, 2004** with exceptions as noted on the web page.
- j) Once the department receives the completed certification form and the attached purchase orders and invoices, the claim is processed and payment is made to the respective Area Education Agency and the payment is forwarded to the local school. All funding available to support the DDL reimbursement awards expires June 30, 2004. **As a result the deadline for accepting certification forms with attached documentation of purchases from any eligible principal or superintendent will be May 15, 2004.** Please, address this process as soon as possible in order to avoid the loss of reimbursement due to missed deadlines.
- k) Once the order is placed any issues of delivery of product and provision of invoices is between the district and the vendor. If there is a delay in the order and/or the billing, please work with the vendor.

Contact: Warren K. Weber, (O) 515-281-3750 (F) 515-281-7700, warren.weber@ed.state.ia.us

12. **TAGLIT**

- a) The department is now registering schools who have not already been registered for TAGLIT. Notification and directions will come as an email. The building will be a thirty-day window to complete the TAGLIT online assessment. This will be done to assure an opportunity to obtain eligibility for the reimbursement before the final deadline of **May 15, 2004**.
- b) If you don't want to wait, contact warren.weber@ed.state.ia.us or call 515-281-3750
- c) If you think you have registered but are not certain if 80% of your teachers have completed the online assessment survey, log on to the TAGLIT website and review the current status or contact Warren K. Weber at the Department.

Contact: Warren K. Weber: (O) 515-281-3750, (F) 515-281-7700, warren.weber@ed.state.ia.us.

13. **Iowa Evaluator Approval Training Program: Activities Directors Evaluating Only Coaches.**

Question: Do activities and athletic directors who evaluate only coaches have to complete the Iowa Evaluator Approval Training?

Answer: Yes, activities and athletic directors who evaluate only coaches and who are seeking evaluator approval in order to conduct these evaluations will need to complete the same Iowa Evaluator Approval Training as all other personnel.

Question: Can activities and athletic directors who do not have the new Iowa Evaluator Approval be responsible for the final evaluation of coaches?

Answer: No. An activities director or athletic director who evaluates only coaches and does not have a current (new) evaluator license may take part as a contributing evaluator, but an administrator who does hold a current (new) evaluator's license will need to assume final responsibility in the evaluation of the coach. Coaching and teacher evaluations need to be conducted by someone with a current (new) evaluator approval license.

Those principals or assistant principals who have completed the two training components (IEATP/DDL) and who are evaluating teachers may also evaluate coaches. The new evaluator approval license will allow them to evaluate both teachers and coaches.

Next Evaluator Approval Training Sessions

The next training sessions will begin this summer. Details of exact dates and locations will be in the *School Leaders of Iowa* and on the Department's web site this spring when all schedules have been determined. Beginning the summer of 2004 the intent is to conduct as many of the sessions as possible outside the regular school day in order to serve a wider variety of participants whose work schedules have not allowed participation. Registration costs for participants for training held after July 1, 2004 will be included in the new schedule information.

After June 30, 2004, there will be no stipend provided for those participants who successfully complete the evaluator training.

Contact: Warren Weber, (O) 515-281-3750, (F) 515-281-7700, warren.weber@ed.state.ia.us

Legal Lessons

The contact person for each legal lesson is Carol Greta, 515-281-5295, carol.greta@ed.state.ia.us

14. **Kindergarten Enrollment Age.** March Madness has given way to Kindergarten round-up time. That means an onslaught of questions about “why can’t you enroll Johnnie? He just missed the date by one day.” Here’s why:

Iowa Code section 282.3 very explicitly states, “No child shall be admitted to school work for the year immediately preceding the first grade unless the child is five years of age on or before the fifteenth of September of the current school year.” [Emphasis added.]

The Iowa Attorney General has examined this law and has stated in a formal Opinion that “there is no discretion in district boards to admit children who have not attained the specified age.” Put another way, it is illegal for a district to enroll a child whose 5th birthday falls after September 15.

After it is legal for the school district to enroll the child, the child must initially be enrolled as a Kindergarten student, but a district may assess the child and make a determination that the child should be placed in a different grade level.

15. **NEW Open Enrollment Harassment Guidelines**

At its March meeting, the State Board of Education made some important modifications to the guidelines used by local administration and boards to determine when to allow a late-filed open enrollment request that alleges harassment of the student. In use since 1997, the **OLD** guidelines were as follows:

1. The harassment must have happened after January 1, or the extent of the problem must not have been known until after January 1 (preventing) the timely filing of an open enrollment request.
2. The evidence must show that the harassment is likely to continue.
3. The harassment must be widespread in terms of numbers of students and the length of time harassment has occurred. The harassment must be relatively severe with serious consequences, such as necessary counseling, for the student who has been subject to the harassment. Evidence that the harassment has been physically or emotionally harmful is important. Although we do not condone harassment of students, in order to use open enrollment, the harassment must be beyond typical adolescent cruelty.
4. The parents must have tried to work with school officials to solve the problem without success.
5. The evidence of harassment must be specific.
6. There must be reason to think that granting the student’s open enrollment request will alleviate the situation.

The previous open enrollment appeal cases involved students in districts with just one attendance center per grade level. The previous cases also involved harassment of the students by large groups of students over several months’ time.

These guidelines were restructured following an appeal from a district with multiple attendance centers on behalf of a student who was assaulted on two occasions in a short time sequence. The parents of the student immediately withdrew her from the district, refusing the district’s offer to allow the student to transfer to any other attendance center.

The **NEW** guidelines to be followed are as follows:

1. No change from old guideline.
2. No change.
3. The harassment must be beyond typical adolescent cruelty. We caution schools not to be bound by a strict formula of what constitutes typical adolescent cruelty, as this can depend heavily on the circumstances, the age, and maturity level of the students involved, etc. *Usually* such immature behavior as name-calling, taunting, and teasing – when done with no intent to physically harm or scar the other child’s psyche – can be viewed as typical adolescent cruelty. This is not by any means to say that schools should take lightly such cruelty. Schools must address typical adolescent cruelty quickly and seriously. However, for purposes of open

enrollment requests based on harassment, the acts must be more than typical adolescent cruelty. Once a school has determined that the harassment goes beyond typical adolescent cruelty, we no longer require evidence that more than one student was the perpetrator of the harassment or that the harassment continued over any particular length of time. Nor does there need to be proof of serious consequences, such as necessary counseling, for the student who has been subject to the harassment.

4. School officials, upon notification of the harassment, must have worked without success to resolve the situation.
5. No change.
6. No change.

The change to # 3 means that, while schools need a means of separating facetious complaints from those that are serious, one traumatic event can be sufficient to trigger the requirement that the student be allowed to open enroll from the district. In addition, the State Board modified #4 to shift the emphasis from parents to schools. A school cannot address a situation if it is unaware of it, of course, but schools are expected by the State Board to be active in addressing harassment when it occurs. The State Board did affirm the decision of the local board in this case, noting with approval that the district has implemented a district-wide anti-bullying program and that the building administrators reacted quickly and appropriately once they were made aware of the assaults. A summary of the case, *In re Mary Oehler*, can be read at <https://www.edinfo.state.ia.us/web/appeals.asp?atype=sb> and click on the page number of the case. Read on for a related matter:

16. **COMING SOON: Electronic Copies of Appeal Decisions**

Thanks to the concerted efforts of some folks at the DE, entire copies of appeal decisions (both State Board and Director decisions) will be available in the coming weeks on the DE web site. Right now, a person can access only a summary of those decisions electronically via the link in item #2 above. The summaries will still be available, but will be enhanced by links to the electronic versions of the full decisions. In the meantime, anyone may get a full copy by asking us to fax or mail the same.

Watch future editions of Schools Leaders of Iowa for updates!

17. **Foreign Students and Foreign Exchange Students**

Continuing our quest to better meet the needs of schools and school districts, the Office of the Director has added another category of FAQs to the Department's web site, this one covering "Foreign and Exchange Students (non-U.S. Residents)." Specific topics covered include counting and tuition, athletic eligibility, SEVIS, and who needs to know about SEVIS. Visit the FAQs at <https://www.edinfo.state.ia.us/web/faqs.asp?f=fes>.

18. **Open Meetings Miscellany**

- **Whether resumes and applications for public jobs are public records**

This is not so much an issue for persons who are already employed by an LEA, AEA, or SEA; such persons already know that their resumes and letters of application of a matter of public record. But what of a resume from a person presently in the private sector?

Resumes and letters of application submitted to a government body may be kept confidential only if **all** of the following are true:

- The resume comes from a person outside of government. If submitted by a person already in public employment, it does not qualify for confidentiality.
- The resume is submitted voluntarily and is not required by law, rule, or procedure. (This element should be met in every case!)
- The public employer has a reasonable belief that the applicant would be discouraged from submitting a resume if s/he knew that it could be a public document.

Of course, even if all of the above elements are satisfied, if the applicant consents to disclosure, the resume must be disclosed as a public document.

- **Retreats and "work sessions" ARE open meetings**

The State Board has an annual retreat; local school boards quite often use "work sessions." These are all covered by the Open Meetings Law (Iowa Code chapter 21) and cannot be held

in private unless the statutory grounds exist to close the session. This is true even though such retreats and sessions traditionally include no “action items,” because one intent of the Open Meetings Law is to open the *deliberative process* to the public, not just votes.

Remember to hold such sessions at locations accessible to the public. The setting can be a more casual setting, but must be open to the public. Also, the agenda for such sessions must be publicized as for a regular meeting, and must be given to any member of the public who requests the same.

This does not prohibit a board from conducting a purely social function without invoking the Open Meetings Law. But what distinguishes a business meeting (such as a retreat or planning session or work session) from a social event? A recent case from the Mississippi Supreme Court (whose state’s open meetings law is much like Iowa’s) lists some helpful factors:

- What type of activity takes place at the function?
- Was there an agenda?
- What sort of notice was provided to board members?
- Did board members submit claims for travel expenses, *per diem*, etc.?
- Were spouses/friends of members in attendance?

□ **Going into closed session even when the media and public are absent**

An agenda item comes up (e.g., evaluation of superintendent) and no one is left in the meeting room except the superintendent and the board. So, rather than go through the proper procedure for closing the session, you just take up the item in open session. Here are two good reasons why this is one big mistake:

- Without going into closed session, the minutes and tape of the open session at which this confidential matter was discussed are OPEN RECORDS. Any member of the media or public can access them. This could result in a very unhappy administrator.
- If the district tries to claim that it was in “de facto closed session,” it has violated the Open Meetings Law by not taking a vote to hold a closed session and for not separately tape-recording the closed session. This could result in fines levied by a court against individual board members.

When a matter comes up that is appropriate for closed session, take the time to do it right!

19. **Obligations of Public School Districts under Federal Title Programs to Include Accredited Nonpublic Schools.**

Districts are reminded that recipients of funds from the following programs are required to provide equitable educational services or other benefits comparable to those received to public school children and teachers to children enrolled in accredited nonpublic schools located within the district, as appropriate to an individual program:

- (A) sub-parts 1 and 3 of part B of Title I
- (B) part C of Title I
- (C) part A of Title II, to the extent provided in program requirements
- (D) part B of Title II
- (E) part D of Title II
- (F) part A of Title III
- (G) part A of Title IV; and
- (H) part B of Title IV

This obligation does not extend to non-accredited nonpublic schools, “Amish” schools, DHS-operated or Regents-operated schools (such as the State Training Schools and Price Lab School), or to families who provide competent private instruction to their children.

Section 9501 of No Child Left Behind provides that “to the extent consistent with the number of eligible children” in an accredited nonpublic school within the boundaries of an LEA, affected LEAs must consult with officials of accredited nonpublic schools during the design, development, and implementation of programs on issues such as the following:

- How the students’ and teachers needs will be identified;
- What services will be offered;
- How, where, and by whom the services will be provided;
- How the services will be assessed and how the results of the assessment will be used to improve those services;
- The size and scope of the equitable services;
- The amount of funds available for those services;
- How and when the LEA will make decisions about the delivery of services;
- And a thorough consideration and analysis of the views of the nonpublic school officials on the provision of contract services through potential third party providers

The language “to the extent consistent with the number of eligible children” means that expenditures for public and private school students and teachers must be equal **on a per pupil basis** as appropriate to the individual title program. The monies must remain under the control of the LEA; title to materials, equipment, or other property purchased to support services or benefits to nonpublic students and teachers must remain with the LEA. Funds cannot be distributed to the nonpublic to spend at that school’s discretion. Refer to individual program guidance or the appropriate department consultant as listed on the Department’s web site below for specific program information:

<http://www.state.ia.us/educate/ecese/nclb/programs.html>

Reference this web site for additional information on NCLB programs and policies:

<http://www.ed.gov/policy/elsec/guid/edpicks.jhtml?src=az>

Hot Links—News You Can Use

Calendars: Critical Dates and Schedules

- School Bus Inspection Schedules: 2003-04 School Year
<http://www.state.ia.us/educate/ecese/asis/trans/calendars.html>
- LEA Comprehensive Site Visit Schedule: 2003-04 School Year
<http://www.state.ia.us/educate/ecese/asis/csi/calendars.html>

Comprehensive School Improvement for Student Benefit

- 281—IAC Chapter 12: General Accreditation Standards for Iowa Schools
<http://www.state.ia.us/educate/legis/iac28112.pdf>
- Comprehensive School Improvement Plan (CSIP) due September 15, 2004
<http://www.state.ia.us/educate/ecese/asis/csi/documents.html>

Parental and Student Choice

- Competent Private Instruction (Home Schooling) Handbook
<http://www.state.ia.us/educate/ecese/asis/cpi/index.html>
- Open Enrollment (Handbook and Application)
<http://www.state.ia.us/educate/ecese/asis/oe/index.html>
- Post-Secondary Enrollment Options (PSEO)
<http://www.state.ia.us/educate/ecese/asis/pseo/index.html>

School Profiles

- <http://www.iowaschoolprofiles.com/>

Student Progress: Annual Reporting

- Annual Progress Report (APR)

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<http://www.state.ia.us/educate/ecese/asis/csi/reports.html>

- Annual Yearly Progress (AYP)—Talking Points
<http://www.state.ia.us/educate/ecese/nclb/doc/ayptp.pdf>

Waiver Request Processes and Forms

- Early School Start, New Innovative Calendar, Continued Innovative Calendar, Chapter 12 Accreditation Standards, Foreign Language
- <http://www.state.ia.us/educate/ecese/asis/waivers/index.html>

Winter Institute—CSIP and Program Evaluation

- <http://www.state.ia.us/educate/ecese/asis/csi/winter.html>