



School Leader Update

A MONTHLY JOURNAL
FOR IOWA EDUCATORS

June 2016

Iowa's high school graduation rate continues to climb

Iowa's high school graduation rate has increased for the fifth year in a row while dropout rates continue to fall, according to figures released by the Iowa Department of Education.

State data show 90.8 percent of students in Iowa's Class of 2015 graduated within four years. Graduation rates increased for all but two subgroups of students in the Class of 2015. Iowa has led the nation in recent years in high school graduation rates and last year became the first state with a graduation rate above 90 percent. U.S. Department of Education data for the Class of 2015 are not yet available.

Iowa's statewide graduation rate has increased 2.5 percent over a five-year period, from 88.3 percent for the Class of 2011 to 90.8 percent for the Class of 2015.

[Read more.](#)



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School visits reveal determination, hard work

I completed my final school visit of the 2015-16 school year last week. My travels took me to 56 school districts, all nine area education agencies, seven community colleges, two Catholic schools and the Meskwaki Settlement School. These visits told a story of challenge, change and opportunity.

I appreciated all of the district and school leaders, teachers, board members and students who spoke plainly and directly about the challenges they faced. Some challenges were largely out of their control; funding, declining enrollment, and a student population with a growing diversity of needs ranging from language acquisition to mental health support were all frequent topics of conversation.

Other challenges were internal: creating a climate and culture in which both adults and students thrive, providing students access to rigorous curriculum and instruction across all grade levels and subjects, and ensuring all students are prepared to succeed after high school. Almost all leaders I spoke with took ownership over where they were falling short and clearly articulated specific ways in which they needed to improve to meet the needs of their students.

Owning our challenges is important. We can't sugarcoat the facts. Too many students in our state complete elementary school lacking the foundational skills necessary to access more challenging coursework. By the time they enter middle and high school, they've started to actively disengage and encounter courses in which they see limited connections to the real world and few opportunities to tailor their learning to their interests. When this pattern occurs, students leave school early or they graduate under-prepared



Director Ryan Wise

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Iowa Teacher Performance Assessment field study for beginning teachers

The Iowa Department of Education is engaging in a field study of teacher performance assessment designed to enhance a beginning teacher's learning. We are currently seeking volunteers – both new and experienced – to participate in this study.

The Iowa Teacher Performance Assessment (IA-TPA) provides beginning teachers and their mentors a structured process for looking at teacher practice that makes teachers active players in their own learning as part of their first two years of teaching. What's in it for beginning teachers and school districts?

- The beginning teacher and mentor will have an enriched discussion centered on the Iowa Teaching Standards.
- The beginning teachers will receive targeted feedback to improve their practice.
- Evidence will be compiled to support the beginning teacher's mastery of the Iowa Teaching Standards.

The pilot aims to learn from the volunteers' experiences by using their feedback to inform the design of the tool and the process for its use.

For more information, visit the [IA-TPA website](#). For specific questions and information, send an email to dversteeg@IA-TPA.com or marieta.rives@iowa.gov.

Iowa teacher interns program

The teacher intern program is an approved licensure program in Iowa to encourage second-career adults to enter the teaching profession in a secondary content area.

There are two programs in Iowa: RAPIL (the Regent's Alternative Pathway to Licensure, which is a collaborative program that includes all three regent's schools) and Morningside College. To enter the program, candidates must already have a bachelor's degree, work experience, and enough coursework to meet at least one 5th-through-12th grade endorsement area.

Candidates first complete a set amount of pedagogy coursework before they are eligible for their intern license. The internship is then completed in lieu of a student-teaching placement, and additional pedagogy coursework is also finalized.

School districts should fully hire and consider the candidate a first-year teacher, including providing a mentor. Teacher interns are not eligible for conditional licensure, so their teaching assignments need to be limited to their full endorsement areas.

For more information, contact Joanne Tubbs at joanne.tubbs@iowa.gov

Training for new teacher mentors

The Iowa Department of Education will be hosting a four-day training of Journey to Excellence, a beginning teacher mentoring model, through the 2016-17 school year.

This training is for teacher mentors who are new to working with beginning teachers. Specific mentor knowledge and skills are targeted and practiced including information about the mentor's role, the needs of



the beginning teacher and the attributes of effective mentor-beginning educator relationships. This training is not explicitly intended for District Mentor Facilitators and space is limited.

Follow this [link](#) to register and to find additional information.

Getting to know the newest State Board member



Bettie Bolar is the newest member of the State Board of Education. Hailing from Marshalltown, Bolar's career has never been far from education.

Though she started her career as a public health nurse, Bolar was soon working at the Iowa Valley Community College as director of special projects and health education. She eventually held the position of vice chancellor before becoming a self-employed contractor for the Community Foundation of Marshall County.

She is a member of the campaign that promotes early childhood literacy: Spread the Word, Read by 3rd. She also heads the Summer Learning Task Force, and is a volunteer reader for "Munch and More" – which is a summer reading program that works in conjunction with summer nutrition sites.

She holds a degree from the College of St. Francis in Joliet, Ill., and holds a master of science in higher education from Iowa State University. [Read more.](#)

Webinars are scheduled for Teach Iowa

In an effort to bring ongoing training and support to you, the Iowa Department of Education is hosting three webinars on June 10 to help you better use the Teach Iowa job-posting system. Users may register for any or all of the following sessions and attend from the comfort of your preferred location.

The webinars will be recorded and made available at a later date. Register for each session that you wish to attend. Once you are approved by the host, you will receive a confirmation email with instructions for joining the session.

Topic: Teach Iowa - Job Postings

Date: Friday, June 10

Time: 10 a.m.

[Register for this training session.](#)

Topic: Teach Iowa - Working with Applications

Date: Friday, June 10

Time: 11:30 a.m.

[Register for this session.](#)

Topic: Teach Iowa - Cleaning up your Account, Postings and Users

Date: Friday, June 10

Time: 1:30 p.m.

[Register for this training session.](#)

Student member to Board of Education

The State Board of Education's new student member is Nishimwe Robert of Des Moines.

Nishimwe, who goes by Robert, will be a junior at North High School where he is a member of the National Honor Society.

He also participates in student government, Science Bound, cross country, and track and field.

Outside of school, he serves as a junior staff member

at Wesley Woods Camp, and as an assistant staff member for the Children and Family Urban Movement.

Robert's term will run through the 2016-17 school year.



Nishimwe Robert

Iowa Learning Online fee announcement

Iowa Learning Online (ILO) has offered free, online courses since its launch in 2004. With the end of our scale-up appropriation, ILO will transition to a fee-based funding model.

The Department of Education will charge an enrollment fee of \$250 per student, per semester course in the fall semester of 2016. ILO's fall semester begins Aug. 23 and ends Dec. 16.

Enrollment is open now. View the [fall 2016 course list](#). ILO is debuting its new Canvas course management system creating a more robust student learning experience.

If a student withdraws from a course within the first four weeks, there will be no charge to the district/school. Billing will occur after the ILO withdrawal date each semester.

ILO continues to be a full-service online course provider, with Iowa-licensed teachers utilizing Core-aligned curriculum.

For more information, view the [website](#) or contact ILO Director Gwen Nagel at 515-419-3275 or gwen.nagel@iowa.gov.

VOICE FROM THE FIELD

Maquoketa educator Jane Schmidt blogs about how her district is fine-tuning its professional development to further the district's work on the Iowa standards.

They found that the journey became quite meaningful and productive.

Read Jane's blog on iowacore.gov

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for further education or the workforce. Acknowledging these challenges is not an indictment of our teachers, leaders or policy makers. By clearly articulating where we're falling short we can develop a strategy and actions to ensure all students are successful.

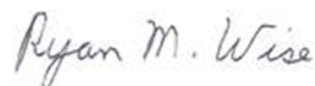
This improvement process has led to a time of rapid change in our schools. Schools are implementing new standards and curriculum, tracking and using data in different ways, integrating technology into instruction, and creating leadership roles aligned to their vision and goals.

The reaction to these changes varies. In some schools I visited, teachers and administrators were overwhelmed, in others they were energized and in some schools folks were just plain tired. But nowhere was there an attitude of wanting to give up or give in.

Schools are consistently seizing opportunities to improve student achievement. At the May State Board of Education meeting, Van Meter Community School District described a coherent approach to personalized learning that incorporated competency-based education, teacher leadership, 1:1 technology, and a multi-tiered system of supports (MTSS). Van Meter is just one of many examples of districts that are taking advantage of both statewide and homegrown efforts to ensure better outcomes for all students.

Opportunity for improvement is in abundance in Iowa. This month, the Iowa Reading Research Center (IRRC) will launch an Intensive Summer Reading Program study in more than 45 school districts across the state. We will learn a lot from this work and look forward to the IRRC sharing those learnings with Iowa's education community. In addition, the Department of Education will begin the implementation of [House File 2392](#), which will dramatically improve the quality of Career and Technical Education (CTE) in Iowa.

As I reflect on the challenges, changes and opportunities both behind and ahead for our state, I feel reassured that our education system is heading in the right direction. I've met countless teams and individuals committed to improvement. I'm thankful for the efforts of all Iowa educators and look forward to the work ahead.



Sweeping legislation reforms career and technical education

Sweeping legislation signed into law by Gov. Terry Branstad raises the quality of career and technical education (CTE) programs in the state and sets a new vision for students to graduate from high school ready for college or career training and jobs.

The legislation, [House File 2392](#), builds upon the recommendations released this past fall by the Secondary Career and Technical Education Task Force and marks the first major revision to CTE policy in Iowa since 1989.



A student talks with the chef/instructor at the Culinary Arts and Restaurant Management Program at Des Moines Central Campus.

Formerly known as vocational education, CTE consists of programs that integrate technical and academic skills with work-based learning experiences to better prepare students to succeed after high school, whether that be in the workforce or in postsecondary education. In Iowa, CTE programs prepare students for a wide range of careers, including agriculture, computer science, advanced manufacturing, engineering and culinary arts.

The legislation raises the quality of CTE programs in Iowa by:

- Aligning the needs of students, employers and the state's economy.
- Engraining career guidance into a student's educational experience so he or she can make informed decisions about future postsecondary and career plans.
- Introducing exploratory coursework earlier to better prepare students for transitory and ultimately higher-level, specialized academic and technical training.
- Expanding student access to coordinated work-based learning opportunities.
- Improving access to high-quality CTE programs for students across Iowa as regional partnerships create an expanded statewide system of regional centers.
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This CTE reform initiative, which focuses on middle and high school students, is in line with the [Future Ready Iowa initiative](#). The initiative focuses on ways to continue building Iowa's talent pipeline and close the skills gap so that more Iowans have quality career opportunities and employers have the skilled workforce they need. This legislation will help achieve the Future Ready Iowa goal that 70 percent of Iowans in the workforce have education and training beyond high school by 2025.

Students encouraged to enter safety video contest

The Iowa Safety School Alliance is encouraging high school teams to produce a video that focuses on keeping schools safe from natural and man-made disasters.

The theme of the video should underscore the alliance's mission: Assist schools in preparing for, mitigating, responding to and recovering from threats and incidents.

The alliance's goal is to ensure students, staff and visitors are safe inside school facilities and on school grounds.

Judging will be based upon the following criteria:

- Communication of the theme – how well the entry expresses the theme #IAchoolsafety;
- Creativity – how innovative and artistic the entry is;
- Production – how well the entry is directed, written, edited and finished; and
- Marketing – how well the entry is presented to fellow students, parents, the community.

Cash prizes up to \$1,000 are awarded to the schools of the top three winners. [Read more about the contest.](#)



Time to prepare for bullying, harassment data

June 30th marks the end of the reporting period for bullying and harassment data for the 2015-16 school year. District superintendents will be contacted to submit certified aggregate counts for their district in early July.

Public districts and nonpublic schools will be required to submit total counts for each data element for incidents occurring between July 1, 2015, and June 30, 2016.



Take a moment to ensure you understand the new reporting requirements. Instructions for collecting aggregate counts, examples and a template for building and district use can be found on the [Department's website](#). Make sure to communicate this information to building-level users to help ensure that the data reported are valid and reliable.

If you have questions about this change, contact Meredith MacQuigg at meredith.macquigg@iowa.gov.

Iowans named Presidential Scholars

Three Iowa students have been named U.S. Presidential Scholars. Sonali G. Durham, a senior at City High in Iowa City; Sarah Gao, a senior at Cedar Falls High School; and Joseph L. Tibbs, a senior at Iowa Falls High School, were named by U.S. Secretary of Education John King.

The [White House Commission on Presidential Scholars](#), appointed by President Obama, selects honored scholars annually based on their academic success, artistic excellence, essays, school evaluations and transcripts, as well as evidence of community service, leadership, and demonstrated commitment to high ideals.

"I'm proud that Iowa has so many talented students, and I commend the three 2016 U.S. Presidential Scholars from our state," Iowa Department of Education Director Ryan Wise said. "Joseph, Sarah, and Sonali lead the way not only in the classroom, but also through their leadership skills, service, and character. High-quality educational experiences are critical to preparing students for success in postsecondary training and in the workforce."

The 2016 U.S. Presidential Scholars are comprised of one young man and one young woman from each state, the District of Columbia and Puerto Rico, and from U.S. families living abroad, as well as 15 chosen at-large, 20 U.S. Presidential Scholars in the Arts and for the first time 20 U.S. Presidential Scholars in Career and Technical Education.

Created in 1964, the U.S. Presidential Scholars Program has honored almost 7,000 of the nation's top-performing students with the prestigious award given to honorees during the annual ceremony in D.C. The program was expanded in 1979 to recognize students who demonstrate exceptional talent in the visual, literary and performing arts. In 2015, the program was again extended to recognize students who demonstrate ability and accomplishment in career and technical education fields.

The 2016 ceremony will be held June 19, when each honoree will receive a Presidential Scholar Medallion.



Left to right: Sonali G. Durham, Sarah Gao, and Joseph L. Tibbs

2016 Iowa Green Ribbon Schools honorees announced

An Iowa elementary school and community college were recognized as Green Ribbon Schools by the U.S. Secretary of Education and Managing Director of the White House Council on Environmental Quality.

Spalding Park Elementary School in the Sioux City Community School District and Hawkeye Community College in Waterloo were among 47 schools, 15 school districts and 11 postsecondary institutions chosen nationwide for the honor.

The institutions were chosen for their commitment to reducing environmental impact, improving health and offering effective environmental education.

Spalding is in the process of formally becoming an environmental science specialty school. The school itself was built with the most up-to-date technologies to maximize energy efficiencies.

Hawkeye Community College was recognized for its energy efficiency initiatives that have decreased energy costs more than \$100,000 annually, and reduced energy usage by 2,191,536 kilowatt-hours. Funds received from recycling paper, cardboard, plastic, and glass bottles have been used to implement a Go Green Scholarship.

Register by June 10 to learn about AP

Join the Iowa Department of Education's Bureau of Standards and Curriculum and the College Board on June 20 to explore strategies and best practices for strengthening and expanding Advanced Placement opportunities for Iowa students.

This is a unique and potentially powerful way to gather our collective expertise, resources and voices as we continue advocating for rigorous learning opportunities for our students.

Session topics may include: supports for student success, strategies to increase participation of minority and low-income students, online course options, state and district advocacy efforts to support AP, teacher professional development options, and AP program updates.

It is at no cost to participants and open to all. [Register by June 10](#). The conference will be held at the Radisson Hotel, 1220 First Ave., Coralville. Click [here](#) to learn more about Advanced Placement opportunities.

Students get a taste of a career

Des Moines East High School senior Mackenzie Sleeth never imagined she would find her passion when she was first accepted in the Culinary Arts and Restaurant Management Program at Des Moines Central Campus three years ago.

"I wasn't sure what I wanted to do," Mackenzie said. "But I found that I really like learning through hands-on experiences instead of being shown or told what to do. I found my passion in a field where I get to combine my creativity with business-related skills."



Food is prepared by students from the Culinary Arts and Restaurant Management Program at Des Moines Central Campus.

Mackenzie is one of 17 Central Campus culinary arts students headed to Washington, D.C., this week to accept a national award from Advance CTE, the longest-standing national non-profit that represents state directors and leaders responsible for secondary, postsecondary and adult Career Technical Education (CTE) across all 50 states and U.S. territories. [Read more](#).

Data and Reporting

Reminder: 'AYP' still needs to be reviewed, certified

Although No Child Left Behind (NCLB) has been replaced by Every Student Succeeds Act (ESSA), all districts are still required to review and certify the "Adequate Yearly Progress (AYP)" application, even though no AYP Decisions will be calculated this year.

The AYP application presents information on all students tested, subgroups, full academic year (FAY) status of students, and reasons for no assessment scores for those students enrolled but not tested. This information will be used as part of the State Report Card ranking of districts.

As a reminder, Spring Student Reporting in Iowa (SRI) needs to be certified prior to the certifying of the AYP application. If there are any questions, contact Margaret Hanson at 515-281-3214, Rachel Kruse at 515-281-4153, or Tom Deeter at 515-242-5616.

AYP Dates to Remember

June 20 : Spring Student Reporting in Iowa (SRI) certification deadline

June 21: AYP certification deadline (public districts only)

On-the-road Student Reporting training set

Plan on sending a team to the Student Reporting in Iowa (SRI) "Road Show" coming to a location near you in August.

Two different training sessions will be offered:

Fall SRI Training sessions (nine locations) will lay out the changes, additions and deletions to SRI Reporting and Fall BEDS applications for the 2016-17 school year. Special attention will be given to English Language Learners and Individualized Education Program reporting. We will also review the Graduate Verification and Non-Fall Supplemental Weighting applications for 2016.

SRI New User Training sessions (three locations) are highly recommended for all new staff working with SRI, Certified Enrollment and/or Supplementary Weighting. We will walk through the process of file/data upload to validations to reviewing and certifying.

There is no cost to attend but we are requesting you to register by clicking [here](#). Note: A site with fewer than 20 participants may be cancelled.

IDEA profiles available

Individuals with Disabilities Education Act (IDEA) Part B Data Profiles for districts and area education agencies are available on EdInsight and redacted versions are posted to the [Iowa Department of Education's website](#).

IDEA Part C Data Profiles for area education agencies are also posted on the [Iowa Department of Education's website](#).

For more information, contact:

Part B – Meredith MacQuigg at meredith.macquigg@iowa.gov or 515-494-5610.

Part C – Kate Small at kate.small@iowa.gov or 515-281-5437.



Early Childhood Preschool Programs

Signing up for **GOLD®**

Legislation in 2013 indicated the *GOLD®* online system should be used to assess every resident prekindergarten student or 4-year-old student enrolled in a district-sponsored program, implying that all preschool children enrolled in a district-sponsored program would be assessed.

Based on these requirements, districts and community partners should renew their existing agreements by contacting Teaching Strategies by phone or email at 1-866-736-5913 or info@teachingstrategies.com. If you do not have a subscription agreement, you will need to complete the form [Iowa Department of Education GOLD® Online Application](#) to sign up.



GOLD® online contracts for programs within the Department run from Aug. 1, 2016 – July 31, 2017. You can begin the renewal process at any time. Renewal prior to Aug. 1 is recommended to avoid interruption in service. Watch for your new agreement to arrive electronically, then return the agreement with signature and payment.

For information about *GOLD®* requirements, contact Jennifer Adkins (jennifer.adkins@iowa.gov), Amy Stegeman (amy.stegeman@iowa.gov), or Kimberly Villotti (kimberly.villotti@iowa.gov).



Nutrition and Health Services

Deadlines loom for nutrition workshops

A one-day workshop on School Nutrition Financial Management will be held June 21 at Scheman Continuing Education Center in Ames.

Food-service directors, managers, superintendents, business managers and district staff involved in financial aspects of school meal programs are invited to attend. Participants will examine financial elements of effective food-service management and learn tips to organize and analyze the school's food-service financial data.



Registration deadline is June 13. For full course description, click [here](#) and to register click [here](#). Receive eight hours continuing education for professional standards.

Additional Summer Short Course workshops are offered in June and July. Encourage your school nutrition staff to identify and attend training which is most valuable for their positions. Workshops include Manager's Update, New Manager Orientation, Healthy School Meals, Food Safety (HACCP), ServSafe Certification, and Smarter Lunchroom. Click [here](#) for descriptions. Click [here](#) for registration.





Contact Shan Seivert for all legislative items at shanlyn.seivert@iowa.gov or 281-3399.

End-of-session reflections

Well, as timing would have it, last month shortly after I submitted my School Leader Update for the month of May, the words Sine Die were spoken. Which in short means, session adjourned. Friday, April 29, was the last day of the 86th General Assembly.

Before the holiday weekend, the Governor either signed or line-item vetoed the remaining bills for the session. He signed the Education Appropriations bill [SF 2323](#) and line-item vetoed the suspension of the State Board Administrative Rules on Assessment. In his veto message, the Governor stated that the suspension of the rules would “unduly delay Iowa’s transition to a new statewide academic assessment system. The Iowa Department of Education (Department) can best serve students by moving forward immediately to prepare for the implementation of the new assessment system on July 1, 2017.” He went on to state that “a well-aligned assessment is a key step toward providing a globally competitive education.” This veto will allow the Department to work with school districts to prepare for the new assessment and promote a successful transition. More information will be provided in coming weeks.

Some items that were included in SF 2323 and have now been signed into law are the Department’s budget, as well as the one-year delay on the requirement for the intensive summer literacy program, and a one-year delay on third-grade retention. The one-year delay pushes implementation of these provisions to the summer of 2018. [HF 2413](#), Reading Proficiency/Intensive Summer Reading Program, was also signed by the Governor. The Department will be providing guidance on all legislation that pertains to early literacy efforts.

In the Standings Appropriations bill [HF 2459](#), the Governor vetoed Section 14 in its entirety. The provision added a new sunset date of July 2018 for the online academies of CAM and Clayton Ridge. The result is that those programs will continue indefinitely.

The Governor had a public signing ceremony for [HF 2392](#), Career Technical Education (CTE) including Career and Academic Planning. The Department will be providing guidance on the contents of the bill.

There are other items within SF 2323 and other stand-alone bills of interest, which will be included in the annual letter to the field. The Department will be providing the letter to districts soon.

Now that session has concluded and bills have been signed, I plan to sign off for the summer and resume my column once the 87th General Assembly begins. I hope you have a fabulous summer filled with tons of fun in the sun!



Legal Lessons

Contact Nicole Proesch for all Legal Lessons items: nicole.proesch@iowa.gov or 515-281-8661

Welcome summer!



We have finally reached the end of another successful school year. Hopefully we can all take some time to relax over the next month before we have to begin ramping up for a new school year. In my house, we are all ready for a break from homework and school activities. The kids will be going to summer camp and start swim lessons soon. I am looking forward to warm summer nights on the patio and cool summer mornings with coffee and sleeping kids. It will be a nice change of pace for everyone. I hope you all have time to welcome summer and enjoy a little time off, too.

In this June edition of Legal Lessons, I bring you Digital Fingerprinting by School Districts Illegal, Leftovers - Money Remaining in Student Lunch Accounts, and Appeal Case Update,.

Digital Fingerprinting by School Districts Illegal

The Iowa Department of Education has recently learned that a school was preparing to use fingerprint scans instead of a pin number for school lunch counting next year. However, Iowa Code section 726.26 strictly prohibits the fingerprinting of a child under age 17 by a governmental unit (including school districts).

While the law does not define “fingerprinting,” Department of Public Safety (DPS) administrative rules define “*Taking of fingerprints*” as obtaining a fully rolled set of inked fingerprint or electronically scanned fingerprint impressions of suitable quality for fingerprint classification and identification. Iowa Admin. Code r. 661-82.2.

There are a very few districts in Iowa that utilize a finger scan or finger code system for students to access school lunch, media recourses, etc. This law renders use of these systems unlawful. Consent by a parent or guardian will not help districts with such a system. The law does not allow a parent or guardian to consent to the use of a finger scan or finger code for a student for any school-related purposes. In fact, it specifically prohibits parental consent for anything except (1) to aid in specific criminal investigations or (2) in case the child becomes a runaway or a missing child. And in the latter event, any prints taken must be given to the parents. None may be retained by the governmental unit.

Thus, districts are advised to not use any type of finger scanning or algorithms of students.

Leftovers, Money Remaining in Student Lunch Accounts

We have received several questions again this year about leftovers: money leftover in a student’s meal account or unused punches remaining on a meal ticket. So, it’s time to revisit these guidelines:

What must a school do at the end of a school year with money that remains in a student’s meal account or unused punches on a meal ticket?

- If a student will be returning to the school the next school year, any remaining money or unused punches must accrue to the benefit of the student for use the next fall.

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Legal Lessons continued

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If meal prices will be increasing for next school year or differ between grade levels, it may be best to refund any remaining ticket value unless the district chooses to honor outstanding punches for a meal even though the cost of those meals is now higher.

- If a student has graduated or will otherwise not be returning, the school must refund the money to the student's parent or guardian. The parent/guardian paid the money in return for certain goods – the meals. The school may not keep any part of the money if it has not provided all of the purchased goods. To do so is theft.

What if the amount remaining in the account is just a few cents?

The amount is irrelevant. The money is the property of the parent, not the school.

May a school have a policy to the effect that a refund will be made upon request of a parent/guardian/adult student?

No. The school cannot put the burden of requesting a refund (for what belongs to the parent anyway) on the parent. The school could give parents the option of receiving a refund or making a donation of the remaining money to the school, but cannot sit back and wait for a parent to make the first move.

How is the remaining money to be returned?

This can be done at the discretion of the school, as long as the means are reasonable. Different circumstances will determine whether it is reasonable to send a check home with a student vs. mailing the check to the parent. If a school sends cash home with a student, the school should take some common sense steps such as documenting that it has done so, putting the money in an envelope with the parent's name on it, making sure that other students are not aware that a student will be carrying home cash, etc. Carefully consider the age and maturity level of the student, as well as safety factors (will this make the student a target of thieves?), before sending cash home with a student.

What about students who are “no shows” with no notice to the school?

Once a school is reasonably certain that a student will not be returning, the school needs to take reasonable steps to ascertain a forwarding address. If another school makes contact to ask for the student's records, work with that school. If no other school makes such contact, the school holding money that belongs to the student's family may have to work with other public officials (such as city hall) to try to locate the family.

If, after making reasonable attempts, the school cannot locate the family, the school should ask its accountant and/or auditor how to handle the funds that remain in the student's account.

Direct questions to your area consultant or Patti Harding, lead consultant, at 515-281-4754 or patti.harding@iowa.gov.

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Legal Lessons continued

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Appeal Case Update

Here are two recent appeal decisions from the State Board of Education. In the first appeal, the State Board upheld the decision of the local board to expel a student who was engaged in progressive discipline. In the second appeal, the State Board dismissed the appeal for lack of jurisdiction and affirmed the decision of the local board to appoint dissolution commission members under Iowa Code section 275.51.

[*In re Expulsion of Student A, 27 D.o.E. App. Dec. 726 \(2016\)*](#)

[*In re Dissolution Committee Appointments, 27 D.o.E. App. Dec. 733 \(2016\)*](#)

Students with Disabilities

For questions regarding students with disabilities, contact Thomas Mayes at 515-242-5614 or thomas.mayes@iowa.gov.

Calendar

- June 15 • Nonpublic transportation reimbursement claim due
- June 20 • Spring 2015 Student Reporting in Iowa Certification deadline (SRI Public and SRI Nonpublic)
- June 21 • Preliminary AYP certification deadline (public districts only)
- June 30 • Last day to pay PSEO tuition due to eligible Postsecondary institutions



It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661, telephone number 312-730-1560, fax 312/730-1576, e-mail: OCR.Chicago@ed.gov



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