



# School Leader Update

A MONTHLY JOURNAL  
FOR IOWA EDUCATORS

August 2017

## Funds available for Successful Progression for Early Readers (ELI)

This year the Iowa Legislature appropriated \$7.8 million for public school districts to implement Early Literacy Progression (Iowa Code Section 279.68) during the 2017-18 school year.

The application is now available on the [Iowa Grants website](#). School districts are encouraged to complete this application as soon as possible but no later than Oct. 31. Implementation guidance and instructions for accessing the application are found on the [Iowa Department of Education's website](#).

For questions, contact Meredith MacQuigg at 515-494-5610 or [meredith.macquigg@iowa.gov](mailto:meredith.macquigg@iowa.gov).



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## Gearing up for another great year

August feels like a hazy early morning when my alarm has yet to buzz, but it's only minutes away. I'm faced with a choice; force myself back to sleep for a few fleeting moments, or get up and start the day earlier than planned. Then the list springs into my head. I think about all of the opportunities and challenges, which swirl into a mix of anticipation and inspiration, and I'm off and running. This August is no exception. As I look to the year ahead, I am optimistic for another great year. As a state, we have many opportunities to strengthen our education system.



**Director Ryan Wise**

For more than a year, the Iowa Department of Education has collaborated with stakeholders around the state to develop a plan for implementing the federal Every Student Succeeds Act (ESSA). This plan will serve as the foundation for the state's system of accountability and support for students, educators and schools.

I encourage you to check out our [ESSA resources page](#) to learn more about how the Department is using the new law to maximize flexibility and leverage our recent improvement efforts. The next draft of the plan will be posted in mid-August and the finalized plan will be submitted to the US Department of Education on Sept. 18. I'm grateful to the hundreds of Iowans who have improved the plan by sharing their perspective. As we move into the year ahead, I look forward to shifting from planning to implementation.

One of the most significant events in the months ahead will be the selection of a new statewide assessment for math, English language arts, and science. [Senate File 240](#) empowered the Department to launch a Request For Proposal (RFP) process. In evaluating the proposals, the Department will consider the feasibility of implementation, cost, necessary technical support, the ability to measure both student growth and proficiency, and the ability to meet the require-

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ments of ESSA. The proposals are due on Aug. 4, and the Department intends to announce the successful vendor in mid-September. Our focus throughout this effort has been on running a transparent, open process that meets the legislative requirements and will ultimately result in the selection of an assessment that is a fair and reflective measure of what our students know and are able to do in relation to Iowa's academic standards.

As the Department progresses toward the selection of a statewide assessment, we will continue to provide leadership in the review and implementation of Iowa's academic standards. This fall, the State Board will consider the recommendations of the [Fine Arts Standards Adoption Team](#) on recommended K-12 standards for Visual Art, General Music, Instrumental Music, Vocal Music, Theater, Dance, and Media Arts. The Fine Arts Standards Adoption Team was convened this past February 2017 and met four times through June. In addition, in partnership with the Department, the team created an online survey for public input, which generated comments from more than 1,500 respondents. Look for the report from the team in the coming weeks.

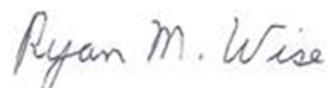
In addition to the fine arts, the Department will also develop recommended standards for computer science. These standards will flow from the upcoming report of the [Computer Science Education Work Group](#), which was created by [Senate File 274](#). The goal of this legislation is that by July 1, 2019, every elementary school will offer instruction in the fundamentals of computer science; every middle school will offer exploratory computer science; and every high school will offer at least one high-quality computer science course. As Governor Reynolds stated upon passage of the legislation, computer science is a new basic skill in the technology-driven, 21<sup>st</sup> century economy.

The effort to ensure equitable access to high-quality computer science instruction supports other important efforts, like [Future Ready Iowa](#) and the implementation of the [CTE Redesign](#) legislation, to ensure Iowa students are prepared for post-secondary success. I'm particularly eager for the October release of the Future Ready Iowa Alliance recommendations, which will provide a clear path toward reaching the goal of having 70 percent of Iowa's workforce with education or training beyond high school by the year 2025. As we await the release of the recommendations, I encourage you to check out the insightful new report, [Metrics that Matter](#), which tells a compelling story about Iowa's workforce needs and the role education plays in meeting these needs.

The work to prepare students for success after high school begins with meeting the literacy needs of our youngest learners. As you may know, Iowa will transition this school year to a new statewide data system for K-6 literacy. To help school districts prepare, the Department will provide comprehensive training consisting of webinars followed by regional face-to-face trainings. Our goal is to ensure schools have the support they need to continue to develop successful readers.

Finally, while there are many changes in education in Iowa, there are a few things that will remain consistent. For example, the Department will continue to support school districts in the implementation of the [Teacher Leadership and Compensation](#) (TLC) system. The 2017-18 school year marks the first year that TLC will not be new in any school district. All Iowa schools have at least one year under their belts, and for some three years, and are now exploring ways in which teacher leadership can have an even greater impact on student learning.

In addition, I also intend to continue my approach of [visiting schools](#) on a weekly basis. As I begin my third year as director of the Iowa Department of Education, I look forward to continuing to learn from the innovative work happening in Iowa schools and to ensuring the Department of Education is a true partner in helping schools reach the vision they have for student success. I wish you all the best as you begin another school year.



## New Career and Technical Education endorsement

The Board of Educational Examiners (BoEE) has proposed a new grades 5-12 Career and Technical Education (CTE) Information Technology endorsement to recognize specified technology courses as part of a comprehensive CTE program, and to have highly qualified instructors teaching the courses. The amendments also align with the CTE redesign outlined in 2016 Iowa Acts, House File 2392, specifically to align secondary CTE offerings to in-demand occupations.

The proposed endorsement will allow districts to have the option of utilizing specific technology courses as CTE courses when taught by an instructor who holds the new endorsement. If approved, the endorsement rules will be effective later in August.

During the first year of implementation only, the endorsement coursework requirements may be waived if the practitioner demonstrates relevant content knowledge mastery and successful teaching experience in this endorsement area through criteria established by the BoEE.



For information regarding CTE programs, contact Pat Thieben at 515-281-4707 or [pat.thieben@iowa.gov](mailto:pat.thieben@iowa.gov).

For information regarding the new CTE endorsement, contact Joanne Tubbs at 515-281-3611 or [joanne.tubbs@iowa.gov](mailto:joanne.tubbs@iowa.gov).

## Iowa Learning Online fall enrollment closes soon

The fall semester enrollment period with Iowa Learning Online (ILO) closes soon. To better meet individual student needs and diverse schedules of Iowa schools, ILO will offer two separate cohorts during the term offset by two weeks.

Fall 2017 Cohort A: Aug. 23 to Dec. 18 (enrollment ends at 4 p.m. Wed., Aug. 30)

Fall 2017 Cohort B: Sept. 6 to Jan. 12 (enrollment ends at 4 p.m. Wed., Sept. 13)

Each standard enrollment in Cohort A or B includes a four-week trial/grace period. After the grace period, the local school will be billed a \$260 fee per enrollment. Due to an increased demand for ILO courses, we must add additional teaching staff. Therefore, as of July 1, tuition for any enrollment made active from the waiting list will be \$290 per enrollment, per semester. View the ILO website for more information about [fees](#).

ILO is also piloting a new service, [Branch Out](#), to help schools take the first step to offering their own online service to meet local district needs. ILO provides the infrastructure and high school courses, and the local school provides the teacher.

## Parents: What will your child be expected to learn this year?

With the new school year right around the corner, parents have an opportunity to learn what their children will be expected to learn thanks to [updated parent guides](#).

The parent guides are designed to let parents know what their children should know at each grade level as outlined by Iowa's academic standards, known as the Iowa Core. The guides focus on math, literacy, science, social studies and 21st century skills. [Read more](#).

## Report shows Iowa's industry-driven sector partnerships on track

A new report shows Iowa is gaining ground in the expansion of sector partnerships, a key workforce development strategy designed to close industry-specific skills gaps in communities.

Sector partnerships bring together representatives from businesses within a given industry sector, such as information technology or health care, with key partners in industry, workforce, and education who work together to reduce barriers to employment, create career pathways to high-quality jobs, and align education to workforce needs. [Read more](#).

## It's never too late to return to education. Just ask Liz Smith.

Educators, administrators and professionals gathered in Ankeny to network, self-invest, and learn best practices at the Iowa Building Your Future with Adult Education and Literacy Conference. These individuals provide guidance, support, and encouragement to the thousands of Iowans who take the first step each year toward completing a high school diploma, learning to speak English, or improving educational skills. Through their guidance and efforts, the professionals are helping Iowans, like Liz Smith, build their futures.

It is heartbreaking to hear of a runner quitting a marathon at the 25th mile, but that is what Liz Smith did, educationally speaking. Even though she was so close to the finish line, Smith dropped out of high school during her senior year.

Now in her third semester as a college student at Northeast Iowa Community College (NICC) and preparing to transfer to Loras College to study communications, Smith looks back at her path and the people and programs that helped her get to where she is today. [Read more](#).



Liz Smith

## A holistic approach to college, career planning



Students experienced how healthcare is hands-on in the 11-bed lab at the Waterloo Career Center.

Before breaking for the summer, 500 eighth-grade students from all four Waterloo middle schools gathered at the Waterloo Career Center located in Central Middle School to learn more about the career pathways that will be available to them as high school students. The Waterloo School District has made career counseling and getting students interested about their future opportunities a priority.

[Read more](#).

## Grant takes aim at adult education, literacy programs



The Iowa Department of Education's Division of Community Colleges and Workforce Preparation is exploring the possibility of creating a network of certified tutors to work one-on-one with adults who are unable to proficiently read, write, and speak.

Thanks to an AmeriCorps Planning Grant, the Department will look into the development and implementation of an adult tutoring program to address Iowa's literacy needs. [Read more.](#)

## Muscatine man wins prestigious adult-education award

Jason Walker, an adult education and literacy instructor at Muscatine Community College, is the recipient of the 2017 Archie Willard Adult Education and Literacy Educator of the Year. Walker was given the award in front of his colleagues and peers during the statewide Adult Education and Literacy Conference this week.

The award is in memory of Archie Willard, whom many consider to be the grandfather of Iowa's adult education and literacy programs. It recognizes educators who embody the value and principles that Willard demonstrated through his dedication to increase access to adult education and literacy across the nation. [Read more.](#)



Jason Walker

## Transfer in Iowa web portal assists students with transfers

Iowa's Regent universities and community colleges have joined to create a web portal dedicated to assisting students with the transfer process. The site serves as a one-stop resource for students planning their future. The url for the site is [www.transferiniowa.org](http://www.transferiniowa.org).

Each year, thousands of students transfer from Iowa community colleges to one of the state's three public universities. Transferring from one college to the next can be a big step, but need not be complicated. The website contains resources helpful in educational planning as well as information for students to discuss with their counselor or advisor.

The number one question transfer students ask is —How will my credits transfer? Students can learn about how their community college courses transfer to each of the three state public universities by following the links on the website. The website contains resources explaining statewide articulation agreements and individual program-to-program articulation agreements by community college. These resources are useful for students planning to transfer as well as counselors and advisors. In addition to online resources, it's always a good idea for students to discuss their plans with both a community college and university counselor or adviser. Contact information for the office or person responsible for transfer and articulation at each postsecondary institution is available on the site.

School districts should communicate information about the articulation website to all elementary and secondary school students interested in or potentially interested in attending a community college or Regent university.

## Register for Sept. 11 educator-quality conference

Join teachers, teacher leaders, mentors and administrators from across the state on Sept. 11 to learn and plan for students' future successes and achievements. The Educator Quality Conference: Collaborating for Iowa's Kids will be held at Simpson College in Indianola, just south of Des Moines.

The conference will engage and unite educators from administrators to the classroom teacher. Topics covered include a focus on unifying educators, and examine the roles of positions from Teacher Leadership and Compensation (TLC) to English language learner (ELL) teachers. First- through third-year teachers are encouraged to attend, in addition to TLC and ELL educators. Schools are encouraged to bring teams.

The conference runs from 8:30 a.m. to 3:30 p.m. and costs \$35 per person. Registration closes Aug. 31. Registration includes a continental breakfast, box lunch, and a T-shirt. [Register for the conference.](#)

## Win \$1,000 for your school

The Iowa Safe Schools Alliance (ISSA) is sponsoring a [video contest](#) for Iowa high school students. The winner of the contest will take home \$1,000 for their school. There also are cash prizes for second and third place winners. This year's contest theme is "See something, say something," and videos should be focused on ISSA's mission: *Assist schools in preparing for, mitigating, responding to and recovering from natural and man-made threats and incidents.* Sample topics could be identification of external or internal threats such as a student with a weapon, intruder, hazardous material spill outside the school, etc. Deadline for submissions is Sept. 19. The winners of last year's competition can be viewed here:

[1st place North Fayette Valley High School](#)

[2nd place Alburnett High School](#)

[3rd place Abraham Lincoln High School](#)

## Imagine what summer school could be. Council Bluffs did.

The exact origins remain a mystery, but the concept of "It takes a village" is widely believed to have roots in an African proverb. That's where children are considered a special gift to society and tending to their well-being a shared privilege and communal responsibility. What then is the connection between the African proverb and the Council Bluffs Community School District (CBCSD)? Plenty, especially if you focus on summer school programming and community partnerships.

This is a venture in which students – elementary through high school – clamor to get in. All slots are filled – and there's a waiting list. [Read more.](#)



## Data and Reporting

### Districts: data-system training is a must

The state of Iowa is transitioning to a new statewide data system for K-6 literacy through FASTBridge Learning. To help school districts, comprehensive training began July 25 and runs through the end of October consisting of webinars followed by regional face-to-face trainings.

Because this training is critical to successful implementation of the new data system, it's critical that districts participate in full. Participating in all parts of the training is necessary. Of particular importance is that the training will include a train-the-trainer model, in which participants will be expected to train users locally.

[Read more.](#)



### Student Reporting in Iowa new user training on Sept. 8

The Student Reporting in Iowa (SRI) team is hosting a New User Training for all of the new administrators, counselors, business managers, and/or administrative staff who are new to the Student Reporting and Certified Enrollment, and/or StateIDs. This training will be on Friday, Sept. 8 from 9 a.m. to 3 p.m. in the Grimes Building in Des Moines. [Registration is required.](#)

The training will be geared specifically to those new to these processes and will walk through detailed steps of getting data to the state from your Student Information System, understanding the validation process, approving data to the next step, and reviewing reports on SRI and Certified Enrollment.

In addition, Carla Schimelfenig from the Iowa Department of Education finance bureau will discuss the larger picture and how various pieces of your SRI data can be used in billing other districts and how these data are used in other Department applications.

For questions about SRI new user training, contact Margaret Hanson at 515-281-3214 or [margaret.hanson@iowa.gov](mailto:margaret.hanson@iowa.gov).

## Data and Reporting cont.

### Consolidated Accountability and Support Application webinar

To reintroduce the Consolidated Accountability and Support System (CASA), the Iowa Department of Education will host a [webinar](#) on Tuesday, Aug. 15, from 1-2 p.m. The webinar will cover how to access the system, submission requirements for the 2017-18 school year, and timeline for submissions and review. Additional information can be found on the [CASA page](#) of the Department's website.

### Training for Student Reporting in Iowa and Certified Enrollment

Mark your calendars for these upcoming training opportunities for Student Reporting in Iowa (SRI) and Certified Enrollment for 2017-2018:

[Aug. 9](#), at 1 p.m. or [Sept. 7](#), at 10 a.m.:

**SRI 2017-18:** This webinar will provide an overview of new, deleted and changed data elements for the upcoming year, some which are due to impacts of Every Student Succeeds (ESSA) on state reporting. This session is open to public and nonpublic school staff.



[Aug. 17](#) at 1:30 p.m.:

**SRI Basics for Nonpublic Schools:** This session is designed primarily as an introductory session though any nonpublic is welcome to attend.

[Sept. 12](#) at 10:30 a.m.:

**How to Enter/Exit Students:** This webinar will provide an overview of how to properly report students in special situations (e.g., residential facilities, youth shelters, consortium programs, etc.). This session is open to public and nonpublic school staff.

[Sept. 26](#) at 1 p.m.:

**Certified Enrollment Checklist:** This webinar will walk you through the various screens on Certified Enrollment for fall 2017. The greatest benefit will be for those districts that have gotten their test data onto that application. This session is for public districts only.

For questions, contact Margaret Hanson at 515-281-3214 or [margaret.hanson@iowa.gov](mailto:margaret.hanson@iowa.gov).

# Early Childhood Preschool Programs

## Statewide Voluntary Preschool Program updates for 2017-18

Updated webinars addressing Statewide Voluntary Preschool Program (SWVPP) assurances, and requirements and preschool reporting are available on the [Statewide Voluntary Preschool Program](#) web page. These webinars are required for districts newly

implementing the SWVPP but are useful resources for any school district. Districts are encouraged to check the SWVPP web page for updates regularly.

The [Early Childhood Standards](#) web page includes a variety of resources for implementation of the newly revised Iowa Quality Preschool Program Standards, which are effective for fall 2017.

Districts with an approved application for beginning participation in the SWVPP in 2017-18 include Hudson CSD, North Tama CSD, Central Lee CSD, and Clarinda CSD. As of the 2017-18 school year, 326 of 333 [school districts](#) offer the SWVPP.

For more information about the Statewide Voluntary Preschool Program, go to the [Statewide Voluntary Preschool Program](#) web page or contact Jennifer Adkins at 515-725-2219 or [jennifer.adkins@iowa.gov](mailto:jennifer.adkins@iowa.gov).



## Nutrition and Health Services

### School food service procurement reviews for 2017-18

Beginning school year 2017-18, the Iowa Department of Education Bureau of Nutrition and Health Services will conduct comprehensive procurement reviews of school food service operations using a new procurement review tool. Procurement procedures and processes is a key focus for USDA. The procurement review will be conducted during the program Administrative Review (AR).

Individual(s) responsible for school food service purchases should plan to attend regional procurement training concerning the tool. Trainings are scheduled in September and October, and each training will be about three hours long. Members of a Group Purchasing Organization (GPO) remain responsible that the GPO meets procurement requirements and attendance at this training is appropriate. The regional trainings are open to all districts, Residential Child Care Institutions (RCCIs), and non-public schools; however, if a training site is over-capacity, priority will be given to those with an AR scheduled in the upcoming school year.

Register for the training by going to the [DE calendar](#). If you have any questions, contact Keerti Patel at 515-281-3353 or [keerti.patel@iowa.gov](mailto:keerti.patel@iowa.gov).

### Make your wellness policy a success

A school wellness policy is a required written document that guides a school district's efforts to promote student health, well-being, and ability to learn.

Last year 30 districts received assistance from a Registered Dietitian Nutritionist (RDN) to update their wellness policy to meet the [USDA requirements](#). Twenty-eight districts adopted recommendations made by the RDN into policy. The RDN coaches reported the top three ingredients needed to successfully implement a wellness policy:

- Resources – taste testing, brain breaks, nutrition education lessons, parent and staff presentations, etc.
- Engaged Wellness Committee
- Administrative support

Successful tips include designating a wellness lead, putting a link to wellness resources on your school's webpage, involving students in wellness events such as Cafeteria Coaching and using social media to promote healthy eating, activity, and your school's wellness goals. Visit the updated [School Wellness](#) webpage for ideas and resources to help reach wellness goals.



For more information, contact Patti Delger at 515-281-5676 or [patti.delger@iowa.gov](mailto:patti.delger@iowa.gov), or Carrie Scheidel at 515-281-4758 or [carrie.scheidel@iowa.gov](mailto:carrie.scheidel@iowa.gov).

### State expands concussion management

The Iowa Department of Education, in partnership with the Iowa Department of Public Health, is rolling out Concussion Management Guidelines for Iowa Schools.



These guidelines expand recommendations currently available through a community-based model for concussion management called REAP. REAP stands for Remove/Reduce, Educate, Adjust/Accommodate and Pace. [Read more.](#)



## Legal Lessons

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

### Back to school and back to the books

School is right around the corner, and it's important to remember schools can start no earlier than Aug. 23 which falls on a Wednesday this year. I was shopping and noticed that school supplies and school supply lists were already out. I don't want to be reminded that summer is nearly over. But I have to admit I have already started back-to-school shopping so I can be prepared. I am not a fan of last-minute shopping or crowds. So I will be done shopping well before school starts. With everything ready to go, we will enjoy the rest of our summer with a little vacation. I hope you enjoy the rest of your summer.

So, as we prepare for the new school year, remember to get prepared with these Legal Lessons. I bring you the Top Five Registration Issues, Fee Reminders, and FERPA Notices.

#### Top five registration issues

1. **Birth Certificate** - School may require proof of date of birth to ensure the child is school age by 9/15, however, schools cannot require the proof be a birth certificate. Reasonable alternatives include an adoption record, certified statement of a physician, an immunization record with birthdate, or anything else that is reasonably reliable.
2. **Age Requirements** - Under Iowa Code section 282.3 a child **MUST** be five on or before Sept. 15 to enter Kindergarten and must be six on or before 9/15 to enter first grade.
  - a. An Attorney General Opinion states this is the law and cannot be waived.
  - b. A solution is to enroll the child when legal do to so in kindergarten, and if appropriate the district can promote the student to first grade as soon as warranted.
  - c. Iowa Code section 282.3 provides one exception to the requirement that a child be six before Sept. 15 to enter first grade. If the child completed kindergarten in a school district in another state or in an accredited nonpublic school in Iowa, the child may be enrolled in first grade.
  - d. The Interstate Compact for the Education of Military Children also provides an exception for a child who moves into Iowa because of the deployment of a parent.
3. **Social Security Numbers** are not required by the state for registration.
4. **Legal Names** - Students must be registered using the child's legal name under Rule 12.3(4).
5. **Addresses** – Do not accept a P.O. Box for an address unless it is known for certain the family resides there. Schools have a right to know the student's address for residency purposes.

#### Fee reminders

Every school year we get questions about fees, so it seems fitting to provide a reminder of what fees are acceptable and what fees are not. First and foremost remember, there is no such thing as a registration fee, so avoid using that term.

Allowable schools fees were not changed by HF 573 passed in the 2017 legislative session. In fact, HF 573 specifically states: School districts shall not have the power to . . . "Charge Elementary and secondary students or the students' families a mandatory fee except as expressly authorized by the General Assembly."

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# Legal Lessons continued

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Thus, the allowable fees expressly authorized in Iowa Code are:

- Textbooks
- School supplies
- Summer school programs
- Driver education programs
- Transportation fees for resident students who are not otherwise entitled to free transportation
- Eye protective devices
- Ear protective devices
- School meals
- Nonresident student tuition

Iowa Code states that the board of directors of the school district is authorized and empowered to contract for and buy books and any and all other necessary school supplies at contract prices, and to sell those books and supplies to their students at cost, loan the textbooks to their students free, or rent the textbooks to their students at a reasonable fee as set by the board.

## **Iowa Attorney General Opinions regarding fees**

- A school district may not assess fees for items which are necessary or essential to the instruction of a class unless such a fee is specifically authorized by the Code; however, a district may assess fees for school supplies which represent the cost of the item or a reasonable rental fee. The cost of items which are necessary or essential to the instruction of a class must be properly characterized as tuition rather than school supplies. Examples are art supplies for art classes and chemicals for science classes. In contrast, pens and paper used by students to take notes would be properly characterized as school supplies **(OAG #93-7-3(L))**.
- All facilities, supplies, and other items which are necessary or essential to instruction must be provided free of charge [except as expressly allowed by Code] in a tuition-free school which is required by law. A school district may purchase other supplies and distribute them to students, but they must be provided for free, rented for a reasonable fee, or sold at cost **(OAG #79-12-22)**.
- Public schools may not charge fees for courses offered as part of their educational program [except as expressly allowed by Code] since such fees constitute tuition. Schools may not charge fees for extracurricular activities since no express or necessarily implied statutory authority exists for such fees **(OAG #81-8-29)**.

## **School Supplies**

- 1) ***Restrictions on fees related to school supplies, are equally applicable to lists of class supplies given to parents to provide.*** If the school district would not have been allowed by law to charge students a fee for the item, then the district cannot require the parents to provide those items either. Those items, which are necessary or essential to the instruction of a class, must be provided by the district. Examples: paints, crayons, art erasers, scissors, clay or similar supplies used for art instruction.

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# Legal Lessons continued

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- 2) **Parents cannot be required to provide district or classroom supplies.** These are the responsibility of the district to provide. Examples: disinfecting wipes and other cleaning supplies, Band-Aids, handheld calculators required for a class, dry erase markers, hi-liters, multiple rolls of scotch tape, multiple bottles of glue, boxes of plastic bags, paper towels, etc.
- 3) **Allowable school supplies provided by students or their parents remain the property of those students providing the supplies and do not become general classroom supplies.** Examples: pencils or other markers used in place of pencils, colors, notebooks, boxes of tissues, folders, backpacks or school bags, etc.

## Fee Waivers

Fee waivers, full and partial, are governed by [281--Iowa Administrative Code 18](#). A full waiver of all fees shall be granted if the student or the student's family meets the financial eligibility criteria for free meals, for the Family Investment Program (FIP), for transportation assistance under open enrollment, or if the student is in foster care. A partial waiver is appropriate if the student or student's family meets the financial eligibility criteria for reduced-price meals, and is based on "a sliding scale related to an ability to pay." One simple way to justify the amount of a partial waiver is to make sure that it corresponds to the percentage of the reduced-price meal from full-price meal. Finally, each school district has discretion to grant a temporary waiver of one or more fees in the event of a temporary financial difficulty in the student's immediate family. This temporary waiver may be granted at any time during a school year; the maximum length of a temporary waiver shall be one year.

## FERPA Responsibilities

Federal law requires that school districts annually send to parents a notice of rights under the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). The law does not state when the notices are to be sent to parents, but at the beginning of the school year makes the most sense. The U.S. Department of Education provides model notices at the links below. Questions about FERPA or the PPRA should be direct to the Family Policy Compliance Office of the U.S. Department of Education at 202-260-3887 or [FERPA@ED.Gov](mailto:FERPA@ED.Gov).

Model Notification of Rights under FERPA (sent to families of elementary & secondary students): [FERPA Notice](#)

Model Notification of Directory Information under FERPA: [Directory Information Notification](#)

PPRA Model Notice and Consent/Opt-Out for Specific Activities: [PPRA Consent](#)

Model Notification of Rights under the Protection of Pupil Rights Amendment (PPRA): [PPRA Notice](#)

## Students with Disabilities

For questions regarding students with disabilities, contact Thomas Mayes at 515-242-5614 or [thomas.mayes@iowa.gov](mailto:thomas.mayes@iowa.gov).

## Calendar

- August 1 • Foster Care Claim certification deadline  
(certification required for acceptance of funds)
- August 1 • Progress report toward Reorganization Due to DE/SBRC
- August 1 • Juvenile Home Program Claim due (AEAs only)
- August 1 • Special Education Claims due—Foster Care Claim, District Court Place, Nonpublic, High Cost
- August 24 • Non-fall Supplementary Weighting Certification deadline
- August 24 • 2017 Graduate Verification Certification deadline



*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](mailto:OCR.Chicago@ed.gov)*



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