



School Leader Update

Iowa Department of Education

April 2009

Resources for Iowa School Leaders

FROM THE DIRECTOR

Focus on Funding

The Iowa Department of Education is diligently working to help ensure adequate and proper funding for education in Iowa during this tough economic time.

As many know, the Revenue Estimating Conference (REC) has submitted revised projections for state revenues. The REC estimated that state revenues would be \$129.7 million less in FY2009 and \$269.9 million less in FY2010 than the Governor's budget. Within the next few days, the Governor is anticipated to submit revised budget recommendations, which is required by law. While further cuts are anticipated, education may find relief in some areas with the American Recovery and Reinvestment Act of 2009 (ARRA).

The Department expects it will receive ARRA applications for funding this week.

As we anticipate these key pieces of information, I encourage you to bookmark the Department's Webpage on updates about the stimulus package as it relates to Iowa schools. The Webpage is located at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1731&Itemid=1. All information related to the ARRA will be posted on this site.

The Iowa Department of Education will keep you posted as soon as more information is available on funding for Iowa's school districts.

Judy Jeffrey

NEWS FROM THE DE

Iowa Core Curriculum Website

The Iowa Department of Education announces the launch of a new Iowa Core Curriculum Website at www.corecurriculum.iowa.gov

The purpose of the official Iowa Core Curriculum site is to help Iowa citizens learn more about the state-wide academic expectations for kindergarten through 12th-grade students. The Website offers a look at the skills and concepts all Iowa students must know under the Iowa Core Curriculum, signed into law by Governor Culver in 2008. This includes concepts and skills in literacy, math, science, social studies, and 21st century learning skills (civic literacy, financial literacy, technology literacy, health literacy, and employability skills). Parents and teachers will be able to do customized searches by academic area or by grades.

State Graduation Rate Remains One of Top in the Nation

The Iowa Department of Education recently released the Class of 2008 graduation rates. Statewide the graduation rate for 2008 is 88.7 percent. Iowa continues to have one of the highest graduation rates in the nation. The dropout rate is less than 3 percent.

The 2008 graduation rate is 1.8 percent lower than the 2007 rate of 90.5 percent. The 2008 dropout rate is 0.55 percent higher than the 2007 dropout rate of 2.3 percent.

The adjustment in the two rates is due, in part, to enhancements in Iowa's data system. The 2008 graduating class is the first group of students to have a statewide identification number for all four years. This has allowed Iowa school districts and the Iowa Department of Education to keep careful accounting of each ninth grader as they progressed through school. The system has provided advancements in determining when a student graduates, even if they moved to a different district in the state during their high school career.

History Teacher of the Year Award Nominations

The Iowa Department of Education, in conjunction with the Gilder Lehrman Institute of American History, announces the sixth annual History Teacher of the Year Award. This award recognizes outstanding American history teachers and the crucial importance of American history education.

Any full-time elementary school teacher may be nominated who teaches American history, including local and state history, as his or her primary subject, or one of the subjects they are responsible for in the classroom. Nominations can be made by a department or division head, a school director, social studies director, principal, or superintendent. Nominations from friends, family and students will also be accepted.

Criteria for award nominations are:

- At least three years of classroom experience in teaching American history in an elementary school.
- A deep career commitment to teaching American history, which includes local and state history.
- Evidence of creativity and imagination in the classroom that address literacy and content beyond state standards.
- Close attention to primary documents, artifacts, historic sites, and other primary materials of history, including oral history
- Evidence of thoughtful assessment of student achievement.

The competition consists of two rounds. For the first round the following must be submitted:

- The nominee's resume.
- A full letter of nomination that addresses the award criteria and includes quantitative measures of student achievement.
- A letter of support from a colleague, immediate supervisor, or education professional familiar with the nominee's work.

The second round includes submission of an 8-10 minute video in addition to other materials. To nominate a teacher for the award, submit materials electronically by April 15 to Cheryl Mullenbach at cheryl.mullenbach@iowa.gov.

Annual School Library Survey 2009

The Iowa Department of Education and the Area Education Agency (AEA) media directors are announcing the eighth annual survey of Iowa school library programs.

The 2009 School Library Survey is aligned with the Iowa Department of Education School Library Program Guidelines and with the information that is needed for school improvement visits.

The School Library Survey requests information about use of the library including hours, collection, services, expenditures, staffing and staff activities, technology, and partnerships with public libraries and AEAs.

Instructions with each school's login and password will be mailed directly to school teacher librarians. The survey is to be completed electronically via the internet and will be available on April 15 at:

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=959.

School building teacher librarians should complete and return the survey no later than June 30, 2009. All schools are asked to submit this information. If a building does not have a teacher librarian, please make sure another staff person completes the survey. It is important that information is submitted for each school building in the state.

For more information, contact your local AEA media specialist or to Mary Cameron at 515-281-3927 or mary.cameron@iowa.gov.

Need a Spanish Teacher for Next Year?

For the past eight years, the Iowa Department of Education in coordination with the Ministry of Education of Spain has been offering Iowa schools the option of recruiting highly qualified Spanish educators. This is done through the Visiting Teachers from Spain Program. This program is to assist districts in addressing difficult-to-fill teaching positions. These teachers can stay up to three years in a school. To date more than 50 teachers from Spain have been teaching in Iowa schools.

For more information on this program please visit the following Website

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=555&Itemid=575. Questions may be directed to John Scott (515-281-3805 or john.scott@iowa.gov) or John O'Connell (515-249-0334 or john.oconnell@iowa.gov).

Medicaid Provider Manual Revisions

The Iowa Medicaid Enterprise Website has posted revisions to the Local Education Agency Medicaid Provider Manual and to the Infant and Toddler Program Medicaid Provider Manual. The revised manuals are available on line for download. Most pages are unchanged and dated September 1, 2007. The revised pages are dated February 1, 2009. A summary of the key changes accompany the revised manuals.

Access the site through the Iowa Department of Education Website, Medicaid section at this link: http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=717&Itemid=1597. Scroll to "Medicaid Provider Manual" and click. You will reach Iowa Department of Human Services Office of Policy Analysis "Policy Manuals – Iowa Medicaid." Scroll to Infant and Toddler Program or Local Education Agency and click.

The areas of changes are highlighted in the final few pages of each manual (pp. 73-74 of the Infant and Toddler Program Manual; pp. 119-120 of the Local Education Manual). Technical assistance and written guidance regarding the changes is available. To request assistance, guidance, or a presentation, please contact Jim Donoghue at 515-281-8505 or jim.donoghue@iowa.gov.

Local School District NIMAS Textbook Adoption/Purchase Guidance

The 2004 reauthorization of the Individuals with Disabilities Education Act (IDEA) included a requirement that students who are visually impaired and print disabled due to physical and/or reading based learning disabilities receive their textbooks and core instructional materials in specialized formats at the same time as their non-disabled peers.

The 2006 regulations implementing the 2004 IDEA include directions on how states and local districts are to respond to this legislation. The two sections of this legislation are the National Instructional Materials Accessibility Standards (NIMAS) and the National Instructional Materials Accessibility Center (NIMAC).

A critical step in the whole process is the request from local school districts to submit NIMAS filesets to the NIMAC when a textbook is purchased. Note that when local districts select not to implement such procedures, they remain fully responsible for ensuring that accessible instructional materials are provided to students with print disabilities in a timely manner.

More information about how to implement these regulations is available at the end of this document. For questions please contact Steve Maurer at 515-281-3576 or steve.maurer@iowa.gov

LEGISLATIVE UPDATE

The contact for all Legislative Update items is Konni Cawiezell, konni.cawiezell@iowa.gov; 515-281-3399.

Education Legislation Moving as Leaders Consider Early End to Session

Although the second funnel date isn't scheduled until Friday, April 10th, the Legislature had a pre-funnel last Friday to speed along movement of legislation in order to end the legislative session early. The Iowa Department of Education (DE) had 10 pre-filed bills submitted in January and as of this week only three are still being considered. They are:

- SF 81, Disaster Recovery for School Districts, eligible for debate in the House.
- SF 360, Changes to the Phase II Process for District Reorganization, passed House and Senate.
- HF 687, Paperwork Reduction, eligible for debate in the Senate.

The DE's major focus in the following weeks will be the state budget and passage of the remaining DE legislation.

LEGAL LESSONS

Healthy Kids Act General Information

In 2008 the Iowa Legislature passed legislation known as the Healthy Kids Act. While the Healthy Kids Act was not an initiative of the Iowa Department of Education (DE) or the State Board of Education, DE personnel worked with legislators to make the law more manageable for schools.

In December 2008, the State Board of Education took the first step toward adoption of two sets of rules. The rules in chapter 58 set nutrition content standards; the rules in chapter 12 discuss the CPR and physical activity requirements.

A public hearing on the rules was held via Iowa Communications Network (ICN) on February 3. Several persons offered comment on the rules. The Administrative Rules Review Committee (ARRC) of the Legislature discussed the rules at its meeting on February 6. The ARRC took no action to delay the rules. (The ARRC does not vote to approve rules. It only votes if it wishes to delay rulemaking.) The ARRC will hold a final hearing on the rules at its June meeting (exact date and time unknown).

The State Board is scheduled to adopt the rules at its April 30 meeting. The rules the State Board will be asked to adopt at the April 30th Board meeting will be posted to the Iowa Department of Education Website http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1667&Itemid=2474.

The DE will post frequently asked questions regarding the Healthy Kids Act at www.iowa.gov/educate as soon as the State Board has acted on the rules.

Open Meetings

An Iowa district's school board members were recently personally fined by a district court for violations of the Open Meetings Law. A few years ago, members of a county board of supervisors were ordered by the Iowa Court of Appeals to pay over \$22,000 in attorneys' fees to media that had sued the board for open meetings violations. In the recent case, the court found that the following were violations:

1. A board meeting held in a Des Moines hotel lobby while the board attended a convention in Des Moines was not truly accessible to the constituents of the district because even though notice of the meeting had been posted, the meeting location was 200 miles from the district.
2. On another occasion the board posted notice of a closed session but discussed other matters during that meeting.

The Open Meetings Law – Iowa Code chapter 21 – is not to be taken lightly. There are some readily available resources regarding open meetings at no charge.

The Iowa Attorney General's office issues monthly "Sunshine Advisories" electronically at http://www.state.ia.us/government/ag/sunshine_advisories/index.html. The advisory bulletins cover open records also. Topics covered under open meetings include agendas and notice, closed sessions, minutes, electronic meetings, and many more. There is also a direct link to these advisories on School Administrators of Iowa's Website at <http://www.sai-iowa.org/legalissues/>.

A four to five page "Guide to Iowa's Open Meetings Law" is free at Iowa Association of School Board's Website at <http://www.ia-sb.org/PolicyLegal.aspx?id=1034>. This is a copyrighted document, so avoid making copies to hand out to board members without asking permission. Call Mary Gannon at 515-288-1991 or email her at mgannon@ia-sb.org to request permission.

"Outsourcing" of Driver Education to Private Providers

Iowa Code section 321.178 provides that "every public school district in Iowa shall offer or make available to all students residing in the school district or Iowa students attending a nonpublic school in the district an approved course in driver education." More districts are looking into contracting with a private provider to provide driver education to their students.

One issue that arises is how to deal with students who are eligible for full or partial waiver of the fee for the course. A district is obliged to honor the waiver, even if the district uses a private provider as the means by which the course is offered to students. New Family Educational Rights and Privacy Act (FERPA) regulations now allow a district to disclose education records to contractors used by a district to perform a service or function of the district. A district must list a driver education provider (such as Drivetek or AutoPilots) in its annual FERPA notice to parents so that parents are aware that the district will be releasing a child's eligibility for a full or partial waiver of school fees to the driver education provider. The notice should also make it clear that if a parent opts out of this disclosure, the parent will be expected to pay 100 percent of the cost of the driver education course.

If the notice includes this information, the third party private provider may now be given the names of students who qualify for the fee waiver. The district must have the driver education provider sign an assurance that the provider will not re-disclose this confidential information to anyone.

In the alternative (and for districts that neglect to change their annual FERPA notice), the district remains solely responsible for collecting the payments from students.

DATA AND REPORTING

Spring EASIER Training

Spring EASIER (Electronic Access System for Iowa Education Records) Training will be held at the regional sites listed below. Training content will include spring EASIER data elements, spring Basic Educational Data Survey (BEDS) changes, race and ethnicity changes for 2009-2010, update on certified enrollment and EASIER merger for fall 2009, data element changes for 2009-2010, timeline for fall 2009 EASIER/certified enrollment, best practices for data quality, and EdInsight data warehouse update.

Information regarding registration will be sent to all EASIER contacts and district superintendents. Please register online at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=44&Itemid=1261

Registration deadline is one week prior to the training date. For questions please contact Kim Wilson at 515-281-3757 or kim.wilson@iowa.gov or Carla Schimelfenig at 515-281-3111 or carla.schimelfenig@iowa.gov.

West Des Moines DMACC West Campus Auditorium
5959 Grand Avenue
April 24: 9:00-12:00 p.m. or 12:30-3:30 p.m.

Bettendorf Mississippi Bend AEA
729 21st Street
Learning Center
Clinton Jackson Rooms
April 27: 9:00-12:00 p.m. or 12:30-3:30 p.m.

Council Bluffs Iowa Western Community College
2700 College Road
Loft Hall Conference Center Auditorium
April 28: 12:30-3:30 p.m.

Storm Lake Prairie Lakes AEA
824 Flynt Drive
Suites A, B & C
April 29: 9:00-12:00 p.m. or 12:30-3:30 p.m.

Cedar Falls AEA 267
3712 Cedar Heights Drive
Rooms A & B
May 4: 9:00-12:00 p.m. or 12:30-3:30 p.m.

Spring BEDS to be Open for Submissions

Spring BEDS will open for submission on Tuesday May 5th, 2009. The deadline for submission is Monday, June 15th.

Changes to the Spring BEDS collection will be covered in the Spring EASIER training. Please be sure to register online at http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=44&Itemid=1261.

Changes to the Spring BEDS collection have also been posted on the Iowa Department of Education Website http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=39&Itemid=1254.

FUNDING AND GRANTS

Grant Funds Available: More Grants for Sun Shade Structures for Playground Areas

The Iowa Department of Public Health has more grant funds available for school districts to provide sun shade structures for playground areas.

Eligible applicants are Iowa schools and may apply for up to \$4,000 to be used for purchasing and erecting shade structures placed in open areas where shade is needed and will be used in order to develop sun-safe school environment. The shade structure may be removable (put up and taken down daily or weekly, etc.) or permanent. These structures may include, but not limited to: porches, shade cloth, and umbrellas.

If awarded funding, structures need to be purchased and erected between April 13, 2009 and June 29, 2009. Proposals should include the school's plan for accomplishing the work and should include sufficient information regarding the school's ability to perform the services.

If you have written questions, they are due to the Iowa Department of Public Health by April 3, 2009. Responses will be issued by April 8, 2009.

Proposals are due to the Iowa Department of Public Health by April 30, 2009 and successful applicants will be selected May 8, 2009. The announcement and associated grant materials can be found under the Grants, Bids, and Proposals quick link at www.idph.state.ia.us. If you have further questions, please contact Gary Schwartz at 515-281-4743 or gary.schwartz@iowa.gov.

EARLY CHILDHOOD PRESCHOOL PROGRAMS

Statewide Voluntary Preschool Program for Four-Year-Olds Update

Applications for 2009-2010 were due March 30. The timeline below details next steps in the process of awarding funding for next school year.

- April 22-23, 2009 Committee reads/scores district applications
- May 14, 2009 Iowa Department of Education determination and notification of applicant awards
- June 9, 2009 Preschool Program Orientation Meeting for those applicants awarded grant funding for 2009-2010 Statewide Voluntary Preschool Programs for Four-Year-Old Children (required attendance: four to six team members)

Please refer to the Technical Assistance Guidance Manual and the Frequently Asked Questions Document for Application information and requirements of those awarded funds, both of which are available at the Iowa Department of Education Website:

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=940&Itemid=1279

STUDENT HEALTH AND NUTRITION

2009 School Food Service Equipment Assistance Grants Economic Stimulus Package

The Iowa Department of Education (DE) has received information from U.S. Department of Agriculture (USDA) regarding the amount of funding Iowa will receive from the American Recovery and Reinvestment Act of 2009 (ARRA), Public Law 111-5. Iowa's share of these funds will be \$823,633.00. As stipulated in the ARRA, priority will be given to School Food Authorities (SFAs) for equipment for schools in which at least 50 percent of the students are eligible for free or reduced-price meals, although all are eligible to apply.

Equipment requests may include new equipment, renovation of equipment, or replacement of equipment. USDA has identified the following focus areas for funding:

- Equipment that lends itself to improving the quality of school food service meals that meet the dietary guidelines (e.g., purchasing as equipment alternative to a deep fryer)
- Equipment that improves the safety of food served in the school meal program. (e.g., cold/hot holding equipment, dish washing equipment, refrigeration, milk coolers, freezers, blast chillers, etc)
- Equipment that improves the overall energy efficiency of the school foodservice operations (e.g. purchase of an energy-efficient walk-in freezer replacing an outdated, energy-demanding freezer)
- Equipment that allows SFAs to support expanded participation in a school meal program (e.g., equipment for serving meals in a non-traditional setting or to better utilize cafeteria space)

SFAs are required to follow all federal, state and local procurement laws when purchasing equipment under these grants. The DE is in the process of developing the grant application documents and anticipates requests for grant applications to be distributed before the end of April. If you have questions after reviewing the materials, contact Patti Harding at patti.harding@iowa.gov and identify in subject line ARRA Equipment Assistance Grant.

Team Nutrition Go the Distance Day

Iowa's Team Nutrition program is supporting the message of increasing physical activity through its partnership with the Iowa Sports Foundation. The Go The Distance Day event on May 1st is designed to engage the entire school in at least 30 minutes of physical activity. Team Nutrition wants to encourage all schools to include healthy nutrition messages with their physical activity efforts. Team Nutrition will offer nine mini-grants

of \$500 each to schools that include a nutrition component in their Go The Distance Day activity. Funds may be used to purchase food samples, supplies, or educational materials that encourage eating more fruits, vegetables, and whole grain foods. Schools can find mini-grant information at:

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=373&Itemid=1332. You will also find the Team Nutrition enrollment forms if you are not already enrolled. The grant applications are due April 17th. If you have questions, please contact Patti Delger at patti.delger@iowa.gov. To learn more about Go the Distance Day or to register your school, go to: <http://www.iowasportsfoundation.org/goTheDistanceDay/Default.aspx>

Free or Reduced Price School Meal Benefits for Students

Please remember the following during these difficult economic times:

- Households may apply for free or reduced price meal benefits at any time during the year.
- Benefits continue for the entire school year and follow eligible children from district to district. Sharing of information between child nutrition programs is encouraged to ensure seamless access to benefits for eligible children.
- Applications must be approved at face value. Verification for cause may be required, but benefits must be provided while verification for cause is being conducted. Routine verification of applications submitted with FIP or SNAP (formerly, Food Assistance) case numbers is not permitted.

An outreach poster is available at

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=369&Itemid=1326.

Contact Nancy Christensen at 515-281-5663 or nancy.christensen@iowa.gov for further information or assistance.

Perry Elementary Provides Healthier School Environment

Congratulations to Perry Elementary School for winning the Silver Award and being the fifth school in Iowa to receive a HealthierUS School Challenge award! The U.S. Department of Agriculture (USDA) award is the highest nationally recognized award for making changes to the school nutrition environments, providing physical activity opportunities, improving the quality of the foods served, and providing students with more nutritious, healthy choices.

They are offering legumes, whole grain products and dark green and orange fruits and vegetables more often in the school lunch. A special, congratulatory school award ceremony involving various dignitaries and fun for the students will take place in Perry in the near future. Please see

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=373&Itemid=1332 for additional HealthierUS School Challenge information or contact Patti Delger at patti.delger@iowa.gov or 515-281-5676.

Funding to Support Afterschool Snacks in Schools

Programs that provide care after the school day ends may be eligible for U.S. Department of Agriculture (USDA) reimbursement for snacks served to children through age 18.

Both the National School Lunch Program (NSLP) and the Child and Adult Care Food Program (CACFP) have Afterschool Snack Programs. The criteria for eligibility are slightly different for NSLP and CACFP, so review both options carefully to determine which is best for your situation. Consult the Afterschool Snack Program Decision Tree on the Iowa Department of Education's Website > Nutrition Programs > Afterschool Snack Programs, for guidance. Links to details about each program are also available on that Web page

For more assistance contact either Patti Harding (515-281-4754 or patti.harding@iowa.gov) or Rod Bakken (515-281-4760 or rod.bakken@iowa.gov)

Iowa Interagency Joint Statement on Health Promoting Schools

The Iowa Departments of Education, Public Health and Human Services are pleased to announce the renewal of an interdepartmental agreement to advance initiatives in coordinated school health. The department directors Judy Jeffrey, Education; Tom Newton, Public Health; and Eugene Gessow, Human Services agree there is a strong link between educational outcomes and students' social, emotional and physical health.

The departments agree to continue coordination of the statewide infrastructure to organize existing school health programs. Priority actions are being addressed to improve student health and academic outcomes.

Prioritizing school health programs advances the missions of each department. The first goal of the interagency collaboration is to focus on school wellness. We are excited to continue our partnership to promote the health and academic performance for all Iowa students.

The Joint Statement and team members can be found at <http://www.iowa.gov/educate> on the school health page. For further information, contact charlotte.burt@iowa.gov.

TRANSPORTATION

School Bus Driver In-service Training Requirements

Please note the following reminders about school bus driver in-service training requirements:

- *3-Hour Annual In-service:* ALL of your drivers are required to have the three-hour annual training every year. Our training calendar runs from August 1st until June 30th of any given year. There is no set date under which your drivers must have their training completed, other than doing it every year between those two dates.
- *12-Hour STOP Training For New Drivers:* Your drivers can take this class at any time, as long as they complete it within the first six months of being hired by your school.
- *3-Hour Annual In-service For New Drivers:* ALL of your drivers are required to have the three-hour annual training every year. This also includes your new drivers! A new driver must have the 12-hour STOP training for new drivers, AND the annual training for the year in which they are hired.

To access the training schedule calendar, visit <https://www.edinfo.state.ia.us/web/calendars.asp?c=drivtrn>
This list is NOT all inclusive as we do not have access to all class schedules. If you can't find a class within your area, contact your local community college or area education agency to get a specific schedule for your area.

CALENDAR

Deadlines and Dates to Remember

April 8	Fresh Fruit and Vegetable Application Due
April 11	School Budget Review Committee (SBRC) Hearing Requests Due
April 15	Iowa Teacher of the Year Nomination Due Annual School Library Survey Due
April 20	SBRC Exhibits Due
April 24	Spring EASIER Training, West Des Moines
April 27	Spring EASIER Training, Bettendorf
April 28	Spring EASIER Training, Council Bluffs
April 29	Spring EASIER Training, Storm Lake
April 30	Sun Shade Structure Grant Due
May 1	Special Education Web Based Claims Available
May 1	Bond resolution filing (if any) with control county auditor
May 1	Copy of a new Voter Approved Physical Plant and Equipment Levy (VPPEL) ballot due to Department of Management (DOM)
May 4	Spring EASIER Training, Cedar Falls
May 20	Iowa Core Curriculum Alignment Institute

**Ctrl & Click [HERE](#) for a complete
Iowa Department of Education Calendar**

SCHOOL LEADER UPDATE is produced monthly by the Iowa Department of Education for school leaders of Iowa. Comments and submissions should be sent to Elaine Watkins-Miller at elaine.watkins-miller@iowa.gov or 515-281-5295.

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.

Local School District NIMAS Textbook Adoption/Purchase Guidance

It is recommended that local school districts require publishers to send NIMAS filesets to the NIMAC. Note that there is no additional charge to the local school districts. The following paragraph may be inserted in textbook purchasing contracts.

By agreeing to deliver the materials marked with "NIMAS" on this contract or purchase order, the publisher agrees to prepare and submit, on or before ___/___/___ a NIMAS fileset to the NIMAC that complies with the terms and procedures set forth by the NIMAC. Should the vendor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS filesets of the purchased products to the NIMAC. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities. Please note that the delivery of print versions should not be delayed in cases where the NIMAS fileset has yet to be validated and cataloged by the NIMAC.

*For additional information about NIMAS, please refer to <http://nimas.cast.org>.
For additional information about the NIMAC, refer to <http://nimac.us>*

We would also be interested in learning about accessible versions of your instructional materials that may be available for purchase to support students with print disabilities who do not qualify for specialized formats created with files available from the NIMAC.

For further information or to obtain a complete copy of the [Suggested NIMAS Purchase Order/Contract Language](#) document, please contact Steve Maurer at the Iowa Department of Education at 515-281-3576 or steve.maurer@iowa.gov

Definitions

BLIND OR OTHER PERSONS WITH PRINT DISABILITIES—The term 'blind or other persons with print disabilities' means children served under this Act and who may qualify in accordance with the Act entitled 'An Act to provide books for the adult blind', approved March 3, 1931 (2 U.S.C. 135a; 46 Stat. 1487) to receive books and other publications produced in specialized formats.

NATIONAL INSTRUCTIONAL MATERIALS ACCESSIBILITY STANDARD—The term 'National Instructional Materials Accessibility Standard' means the standard established by the Secretary to be used in the preparation of electronic files suitable and used solely for efficient conversion into specialized formats.

PRINT INSTRUCTIONAL MATERIALS—The term 'print instructional materials' means printed textbooks and related printed core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a State educational agency or local educational agency for use by students in the classroom.

SPECIALIZED FORMATS—The term 'specialized formats' has the meaning given the term in section 121(d)(3) of title 17, United States Code.

References

NIMAS and NIMAC Language within the IDEA 2004 Statute
<http://nimas.cast.org/about/idea2004>

NIMAS and NIMAC-Related IDEA 2004 Regulations
<http://nimas.cast.org/about/regulations>

NIMAS Technical Standard
<http://nimas.cast.org/about/proposal>