



A MONTHLY JOURNAL  
FOR IOWA EDUCATORS

# School Leader Update

August 2014

## Apply for early literacy grants

The Iowa Legislature has appropriated an additional \$8 million for public school districts to use during the 2014-15 school year for implementation of Iowa Code Section 279.68 - Early Literacy Progression. In order to obtain your district's share, you need to submit a [brief application](#).

The process is similar to that used to distribute last year's funds. The grant opportunity is currently open.

You're urged to submit your information as soon as possible. Implementation guidance and instructions for accessing the grant application are found on the Department's [website](#).



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## A truly pivotal school year

I love the start of the new school year. There's so much energy, focus and – when you have six children like I do – a little bit of chaos at home.

Our family's first-day-of-school tradition is to line up the kids in the front yard for pictures and have them hold up their fingers to represent the grade level they're starting.

It's a lot of fun to go back through those pictures to see how the kids have changed. It's also fulfilling, both as a parent and as an educator, to watch students roll up their sleeves, tackle new things, and make progress throughout the year.

At the Iowa Department of Education, we're leaning into the new school year as well. And this is a pivotal one for our state's education system. We spent much of last year making plans to carry out education reform adopted by Iowa lawmakers. This year, those plans are really taking off.

First, 39 school districts will roll out their plans through Iowa's Teacher Leadership and Compensation System, which is the most comprehensive teacher leadership system in the nation. This is all about continuously improving the quality of teaching and learning in Iowa's schools. The system does this by rewarding effective teachers with leadership opportunities, attracting promising new teachers with competitive starting salaries, and fostering greater collaboration.

This year, we're laying the groundwork to expand the teacher leadership system. We're doing this primarily by working with the Area Education Agencies to provide



*Brad Buck, Director*

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# Time closing in on answering Core development questions

Among the Consolidated Plan (C-Plan) elements due Sept. 15 are 13 Iowa Core questions. The Iowa Core Network has produced some tools to help district/school administrators who will be writing answers to those questions.

The [Iowa Core C-Plan Review Protocol](#) has been developed by the Iowa Core Network to support local school and district leadership teams in writing answers to the C-Plan Iowa Core questions. In addition to the questions in the C-Plan, the protocol also includes clarifying information and questions that could be discussed by district or school leadership teams in reviewing actions needed to effectively implement the Iowa Core.

In addition to this document, network members have developed six short webinars that provide additional information. Each webinar focuses on one of six Iowa Core outcomes and the questions associated with that outcome. Below are links to those webinars:

[C-Plan Review Protocol Outcome 1](#): School leaders build and sustain system capacity to implement the Iowa Core.

- What actions are established or will be established to ensure the leadership team engages educators in collaborative processes to realize the vision of the Iowa Core through effective implementation?

[C-Plan Review Protocol Outcome 2](#): Community members and other supporting agencies work together to support the implementation of the Iowa Core.

- What actions are established to ensure community participation (including the local school board) in the implementation of the Iowa Core?
- What actions are established to ensure learning supports are coordinated to support the Iowa Core?

[C-Plan Review Protocol Outcome 3](#): A continuous improvement process to improve teaching and student achievement is used at the district and school level.

- What data are you currently using to address the measurable goals and improvements in social studies? How are you using this data to ensure that students are reaching your goals in social studies?
- What data are you currently using to address the measurable long-range goals and improvements in 21<sup>st</sup> Century Skills? How are you using this data to ensure that students are reaching the goals in 21<sup>st</sup> Century Skills?

[C-Plan Review Protocol Outcome 4](#): District/school leaders and other educators monitor and use data to increase the degree of alignment of each and every student's enacted curriculum and other relevant educational opportunities to the Iowa Core.

- What actions are established to ensure educators use data to make decisions regarding the alignment of the enacted to the intended and to the assessed curriculum of the Iowa Core?

[C-Plan Review Protocol Outcome 5](#): Educators engage in professional development focused on implementing high quality instruction of the Iowa Core standards and the essential concepts and skills.

- Describe how the district uses data analysis (goals, student achievement data, and other data) to guide professional development, including professional development supporting the implementation of the Iowa Core. Include specific activities, resources, and timelines.

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## Iowa Learning Online adds new courses for fall

The Iowa Department of Education's virtual learning program Iowa Learning Online (ILO) offers you an opportunity to provide rigorous online course offerings to your students without enrollment or tuition charges.

Iowa Learning Online has 42 course offerings for fall 2014 including economics with financial literacy, health, trigonometry, marine science, art appreciation, world languages and many more. Visit the Iowa Learning Online website for a [complete list of classes](#).

Iowa Learning Online's goal is provide your students with opportunities to experience high-quality learning in a collaborative and interactive online environment. Additionally, ILO has also been granted authority by the Iowa Legislature to serve you in an "offer and teach" capacity. If you have been unable to secure a properly endorsed teacher, download the [ILO substitution waiver](#).

Learn more by going to [www.iowalearningonline.org](http://www.iowalearningonline.org). For more information, contact Cale Roe at [cale.roe@iowa.gov](mailto:cale.roe@iowa.gov).



*Continued from page 2*

- Describe how professional development supportive of the implementation of the Iowa Core contains all of the elements of effective professional development for student achievement (theory, demonstration, practice, observation, reflection, collaboration, mentoring, and peer coaching). Include specific activities, resources, and timelines.

[C-Plan Review Protocol Outcome 6](#): Educators implement effective instructional practices to ensure high levels of learning for each and every student.

What actions are established to ensure collaborative teams are engaged in learning about instructional practices that support improved student achievement?

What actions are established to ensure collaborative teams are engaged in the implementation of instructional practices that support improved student achievement?

For additional support, contact the Iowa Core Network representative from your AEA.

AEA 1: Sarah Lehmann, [slehmann@aea1.k12.ia.us](mailto:slehmann@aea1.k12.ia.us)

AEA 9: Ann Craig, [acraig@mbaea.org](mailto:acraig@mbaea.org)

AEA 10: Myra Hall, [mhall@gwaea.org](mailto:mhall@gwaea.org)

AEA 11: Julie Hukee, [jhukee@heartlandaea.org](mailto:jhukee@heartlandaea.org)

AEA 267: Marcia Knupp, [mknupp@aea267.k12.ia.us](mailto:mknupp@aea267.k12.ia.us)

Great Prairie AEA: Anne Morgan, [anne.morgan@gpaea.org](mailto:anne.morgan@gpaea.org)

Green Hills AEA: Deb Johnsen, [djohnsen@ghaea.org](mailto:djohnsen@ghaea.org)

Prairie Lakes AEA: Kim Rost, [krost@aea8.k12.ia.us](mailto:krost@aea8.k12.ia.us)

Northwest AEA: Jody Herbold, [jherbold@nwaea.org](mailto:jherbold@nwaea.org)

## Take a special education survey

Administrators are encouraged to take the [2014 Special Education Survey](#) being conducted by the Iowa Department of Education. This is a follow up to a survey taken in 2012. The survey is aimed at everyone – educators, administrators, parents and other stakeholders. Results will be shared in upcoming issues of School Leader Update and the e-newsletter [Each and Every Child](#).



## A primer on rules for conditional licensure

All educators must be properly licensed for their assignments. Anyone who is asked to teach outside of an endorsement area must apply for the Class B License or the Administrative Decision License. Applicants must hold a valid license to be eligible for a conditional license.

The Class B License is valid for two school years and may be issued if the employer jointly requests the license and the applicant has completed at least two-thirds of the requirements (or one-half in a shortage area).

Applicants who have not completed enough credits for a Class B license may apply for a one-year administrative decision license. However, the employer will need to show that a diligent search for a candidate with the proper endorsement was conducted.

Both applications can be found on the [Iowa Board of Educational Examiners](#) website under “licensure forms/applications – apply for a new license”.

Contact Joanne Tubbs at [joanne.tubbs@iowa.gov](mailto:joanne.tubbs@iowa.gov) for more information.

## Clean up your teachiowa.gov account

With a new school year upon us, it is imperative that you take the time to clean up and fine tune your Teach Iowa job posting account. Since individuals have left your district and new people have come in, it is important to make sure the account users and their user status is up to date and accurate.

As a reminder, the Teach Iowa account you are using is actually associated with the school district and the superintendent has the necessary access to make any changes or updates that are needed. Here is your checklist:

- Remove users who have left your district.
- Be sure you give access to individuals who are new to your district and will need access in the future.
- Revise contact information if email protocols or district web addresses have changed.
- Check the status of old job postings to make sure they have been appropriately closed and are no longer visible.

If you have questions or concerns about account maintenance, HR Admin users have the ability to email [Aspex Solutions Support](#). For account access, contact Marietta Rives at 515-281-6038 or [marietta.rives@iowa.gov](mailto:marietta.rives@iowa.gov).





## Update on program I Have a Plan Iowa

Due to recent federal funding cuts, the web-based tool I Have A Plan Iowa® will no longer provide in-person support. The program, which assists students in career and postsecondary exploration and planning, will provide limited phone referral support and online training resources through the 2014-15 school year, at which point the program will end.

The Student Curriculum Plan requirements for career and educational planning remain in effect as outlined in [Iowa Code section 279.61](#). The Iowa Department of Education is exploring options for college and career planning beyond the 2014-15 academic year.

Web-based resources, including training materials and recorded webinars, will be available to assist educators on [www.ihaveaplaniowa.org](http://www.ihaveaplaniowa.org).

Technical support will be available via phone from the system vendor, XAP Corporation [tech-support@xap.com](mailto:tech-support@xap.com). Compliance questions regarding Iowa Code 279.61 may be directed to [amy.vybiral@iowa.gov](mailto:amy.vybiral@iowa.gov).



## Supplemental Education Services webinar

A webinar on Supplemental Education Services (SES) will be conducted Aug. 27 from 10 to 11 a.m. The intended audience for this webinar is district and school personnel of Schools In Need of Assistance (SINA) identified in years 2 and above. The purpose of this webinar is to provide technical assistance and support to schools and districts required to arrange SES for eligible students. Topics to be covered include the following:

District/school responsibilities	Identifying eligible students	Monitoring requirements
Provider eligibility and approval	Provider responsibilities	SES Toolkit
Role of parents	Funding	Timeline of SES

To register, click [here](#). Follow the [link to the webinar](#). For more information, contact the Department's Susan Selby at [susan.selby@iowa.gov](mailto:susan.selby@iowa.gov) or 515-441-0324.

## Finding reading deficiencies early

West Branch's Hoover Elementary staff was confident that the upper-grade students were, for the most part, doing well in their literacy instruction. That changed this past year when assessments given to the students painted a different picture.

The data showed the students were underperforming in at least one area: their reading rate, which is an indication of a student's overall reading performance because it ties together comprehension, vocabulary, and the ability to read words accurately.

"That rate was surprising," said Hoover Elementary Principal Jess Burger. "We would've predicted that more of our students were reading at the grade-level rate than they were." But it wasn't a moment for regrets or finger-pointing. It was an opportunity to identify and fix the problem. And they did. Read more about [Iowa's Early Warning System](#).



# Site visit training for the 2014-2015 school year

Training sessions are scheduled in August and September for districts and schools having site visits during the 2014-2015 school year.

Districts receiving an equity visit are encouraged to attend a face-to-face training opportunity in Des Moines at the Grimes State Office Building, 400 E. 14<sup>th</sup> St., State Board Room, on Thursday, Sept. 22, from 1 to 4 p.m.

School improvement consultants also will offer site visit trainings in person at each AEA. See the table below:

Local Site Visit Training Opportunities			
Consultant	Date	Time	Location
Fred Kinne	9/10/14	1-4 p.m.	Keystone AEA, Elkader
Barb Byrd	9/3/14 9/4/14	1-3 p.m. 1-3 p.m.	GPAEA Ottumwa, Conference Room B GPAEA Burlington, Conference Room C
Janet Boyd	9/4/14	11:30 a.m.-1 p.m.	NW AEA-Le Mars CSD, Administrative Offices (conference room upstairs)
Holly Barnes	9/4/14	2-4 p.m.	Mississippi Bend AEA, Bettendorf-Room 3
Eric Heitz	8/26/14	10-12 p.m.	AEA 267-Cedar Falls Office
Eric Heitz	8/27/14	10-12 p.m.	AEA 267-Marshalltown Office
Eric Heitz	8/28/14	10-12 p.m.	AEA 267-Clear Lake Office
Cindy Butler	9/3/14	12:30-2 p.m.	Prairie Lakes AEA-Pocahontas, Twin Lakes Conference Room
Beth Happe	9/2/14	1-3 p.m.	West Des Moines Learning Resource Center
Janet Boyd	8/27/14	10-11 a.m.	Red Oak-GHAEA
Janet Boyd	8/29/14	10-11 a.m.	Halverson-GHAEA



# PBS LearningMedia: A free digital learning resource

Iowa teachers can sign up for a powerful interactive tool with over 87,000 free digital resources available through [PBS LearningMedia](#). This on-demand service provides easy access to classroom-ready resources based on educational media developed by Iowa Public Television (IPTV) and other PBS stations. This resource is being provided by IPTV and the Iowa Communications Network.

PBS LearningMedia encompasses short video and audio segments and interactive learning experiences, while teachable lesson plans provide highly effective learning exercises and help position educators on the leading edge of technology. IPTV has an expansive library of local resources; with the support of the ICN, IPTV will be able to upload Iowa content to make it readily available to educators and students inside and outside of the classroom. IPTV also offers increased outreach at school sites and in classrooms to help educators learn about, explore, and effectively use PBS LearningMedia. For more information, contact Angela Hiatt at [angela.hiatt@iptv.org](mailto:angela.hiatt@iptv.org).



## ***Continued from page 1***

support to school districts in the planning stage. We also are learning from people who have worked with teacher leadership systems in and outside Iowa, including folks featured at the Iowa Teacher and Principal Leadership Symposium on Aug. 4.

Second, we're excited to expand Iowa Learning Online. This state-run system is delivered entirely through Internet-based courses and desktop video-conferencing with face-to-face regional lab support for science courses.

This expansion provides additional learning opportunities at no charge for students. Iowa Learning Online benefits students and schools by offering courses not delivered in their school districts, as well as courses for credit advancement, credit recovery, as a solution to scheduling problems, and for students who want to experience an online learning environment. This fall, the number of courses offered through Iowa Learning Online will increase to 42. You can learn more at [iowalearningonline.org](http://iowalearningonline.org).

Third, this is an important year for the Iowa Core. The standards must be put into practice this year in all grades, kindergarten through 12<sup>th</sup> grade, according to Iowa law. I support the work of the Iowa Core 100 percent and have since I was a school administrator.

The Iowa Core raised the bar for what we expect from students, and it allows schools the flexibility to determine how they help students meet the standards. I appreciate all of the hard work that schools have put into implementation of our statewide standards, and watch for some great new resources from us soon to further help with that process.

Finally, we're seeing a huge increase in participation in the early warning system for literacy. A majority of school districts have received training to use these reading assessments and a statewide data system that allows teachers to screen their students, adjust instruction, and then monitor their progress. I'm excited to watch how this early warning system will drive improvement in our schools. We're off and running this school year, and I know you all are, too. Let's have a great year.

A handwritten signature in black ink, which appears to read "Bruce A. Bunn".



# How much energy are *your* school buildings using?

Are your schools using more energy than neighboring schools? Learn how school buildings near you are performing in this report from the [Iowa Public Buildings Benchmarking Program](#). The Iowa Public Buildings Benchmarking Program recently unveiled the report on public buildings participating in the program. To date, more than two dozen school districts that have joined are tracking their energy, making improvements, and saving money. At the program's core is a free, robust online tool designed to help your school district better manage energy in school buildings. The tool facilitates not only ongoing trending analysis but also provides modeling and peer comparison metrics to prioritize buildings for energy efficiency improvements.

The Iowa Public Buildings Benchmarking Program is recruiting 150 new buildings on a first-come, first-served basis, so click here for the [Iowa Energy Benchmarking Project Invitation](#) or contact Katie Schmitt at [katies@twgi.com](mailto:katies@twgi.com).

Name	Benchmark Score (0-5 stars)	kBtu / SF	\$ / SF Spent	Potential Savings \$	Total SF
Ankeny	2.8	66	\$0.81	\$69,000	1,303,857
BCLUW	5	43	\$0.80	\$7,000	160,167
Carroll	3.6	60	\$0.77	\$3,000	365,002
Cedar Falls	3.1	76	\$1.18	\$87,000	836,220
Cedar Rapids	3.3	66	\$1.13	\$254,000	2,996,356
Council Bluffs	3.9	61	\$0.81	\$51,000	1,580,915
Des Moines Independent	2.7	82	\$0.68	\$1,520,000	5,644,813
East Marshall	3.7	63	\$1.09	\$0	180,471
East Sac County	4.7	50	\$0.54	\$1,000	286,447
Fairfield	3.7	60	\$0.99	\$3,000	339,882
Gladbrook-Reinbeck	2.6	79	\$1.03	\$1,000	81,257
GMG	2.8	74	\$1.25	\$18,000	114,849
Grundy Center	3.3	59	\$0.81	\$10,000	165,550
Independence	3.5	66	\$0.98	\$33,000	244,300
Linn-Mar	3	77	\$1.23	\$140,000	1,074,103
Marion Independent	3.1	75	\$1.13	\$4,000	270,522
North Fayette	2.4	70	\$0.81	\$69,000	184,729
North Polk	3.7	62	\$0.78	\$1,000	211,962
Pleasant Valley	3.1	71	\$0.67	\$36,000	667,940
Rudd-Rockford-Marble Rk	4.5	51	\$1.09	\$0	136,571
Sioux Center	3.2	71	\$1.03	\$0	208,613
Starmont	3.2	63	\$0.95	\$0	147,106
Valley	4.4	56	\$1.05	\$0	111,000
Waterloo	4.3	52		\$57,000	2,747,053
West Delaware County	4.4	51	\$0.83	\$0	255,516

\* One school district is gathering data and has no results to report currently.



# Data and Reporting

## Time to submit bullying, harassment data

Accredited public and non-publics are required to submit and certify 2013-2014 bullying and harassment data by Friday, Aug. 15.

The application is accessed through the [Iowa Department of Education's Portal](#). All incidents that meet one or more of the following criteria based on the targeted student's perception of the incident should be reported:

- Conduct placed the student in reasonable fear of harm to the student's person or property.
- Conduct had a substantially detrimental effect on the student's physical or mental health.
- Conduct had the effect of substantially interfering with the student's academic performance.
- Conduct had the effect of substantially interfering with the student's ability to participate in or benefit from services, activities, or privileges provided by a school.

Additional guidance as well as instructions for accessing the application can be found on the [Department's website](#). For more information, contact Meredith MacQuigg at [meredith.macquigg@iowa.gov](mailto:meredith.macquigg@iowa.gov) OR 515-281-4705.

## Trainings for improved Title 1 application

The Iowa Department of Education Title I office is rolling out a new-and-improved Title I application, ready for use this fall. While the application format is new, the content remains much the same.

To assist you in working with the new app, the Title I team will be offering technical assistance and support workshops at locations throughout the state. We encourage you to register and attend one of the workshops. The sessions provide an opportunity for you to ask questions and possibly complete your district's 2014-2015 application with direct support from Title I consultants. Bring your computers and Title I data to enter while attending the session of your choice. Two workshops will be held at each location (9 a.m. to noon and 1 to 4 p.m.)

To register:

Aug. 19	Great Prairie AEA ( <a href="#">a.m. session</a> or <a href="#">p.m. session</a> )
Aug. 21	Cedar Falls ( <a href="#">a.m. session</a> or <a href="#">p.m. session</a> )
Aug. 26	Northwest AEA ( <a href="#">a.m. session</a> or <a href="#">p.m. session</a> )
Aug. 28	Council Bluffs ( <a href="#">a.m. session</a> or <a href="#">p.m. session</a> )
Sept. 3	Heartland ( <a href="#">a.m. session</a> or <a href="#">p.m. session</a> )

You also may register through the [Department Calendar](#). For questions regarding registration, contact Mary Bartlow at 515-242-5988 or [mary.bartlow@iowa.gov](mailto:mary.bartlow@iowa.gov). For questions regarding the content of the sessions, contact your Title I consultant.

## Trainings for BEDS, SRI and portal

To help you prepare for fall state reporting, fall training will be available in two different formats. Five regional trainings will be held in early September for new Student Reporting in Iowa (SRI) users and new or returning central office personnel. Webinars will be available for the SRI experts. Go to the [Student Reporting in Iowa](#) website for details on locations, dates, session descriptions, and the registration process. Sessions have been organized into three strands to meet the needs of many:

- Individuals new to state reporting (regional, face-to-face sessions);
- Central office personnel for fall Basic Educational Data Survey (BEDS), Certified Enrollment, and portal (regional, face-to-face); and
- SRI experts, defined as anyone who has had at least one year of SRI reporting (web-based).

Here are a few of the new items and changes for fall reporting:

- Rollout of portal security so you can manage your own users and application assignments;
- Coding for kindergarteners and preschoolers in mixed classrooms;
- Students in an educational program run by a consortium;
- Fall BEDS staff reporting for teacher leaders; and
- Fall BEDS radon testing and Civil Rights Collection participation form.

# Early Childhood Preschool Programs

## Deadline for child-care desk audit is extended

The deadline has been extended to Sept. 1 for submitting to the Iowa Department of Education the desk audit evidence of compliance with Iowa Department of Education Child Care Standards pertaining to child-care programs operated or contracted by a school.

Iowa Code section 279.49 requires that child-care programs operated or contracted by a school must either meet the licensing requirements of the Iowa Department of Human Services (DHS) or meet the standards for child-care programs adopted by the State Board of Education.

Schools with child-care operating on their property wanting to continue exemption from DHS licensing need to (a) complete electronic confirmation of intent to maintain exempt status and (b) participate in a desk audit process.

If the school has not completed electronic confirmation of intent to maintain DHS child-care licensing exempt status, complete the [electronic survey](#) as soon as possible and submit all documentation and assurances for the required standards. Guidance documents, webinars, and desk audit forms are posted at the Iowa Department of Education's [Early Childhood Standards](#) website.



Schools that submitted desk audit evidence to the Department of Education by the original timeline of July 23 will receive feedback in mid-August. Schools that submit by Sept. 1 will receive feedback by Sept. 30. Note that schools with child-care programs on their property licensed by DHS, or those who are pursuing DHS licensing, do not need to participate in the Department's child-care desk audit process. If you have any questions regarding this notification, contact Kate Small at [kate.small@iowa.gov](mailto:kate.small@iowa.gov).

## Early childhood care institute September 18-20



The 2014 Early Care and Education Fall Institute *Reflect, Refine, Renew* will be held Sept. 18-20 at the Conference Center at Prairie Meadows, Altoona. Over 800 early childhood teachers, administrators, trainers and consultants are expected to be in attendance.

This year, Viterbo University will offer one graduate credit toward teacher licensure renewal requirements for those in attendance for both Friday and Saturday's sessions. In addition, the Iowa Association for the Education of Young Children will be offering a special session for kindergarten-to-grade-two teachers and their administrators. Led by Des Moines Public School Principal Mary Minard and Sigourney Schools Kindergarten Teacher Brian Kingrey, those attending this session will receive a free copy of the book *Basics of Developmentally Appropriate Practice* by Eva C. Phillips and Amy Scrinzi.

For more information or to register, go to [Iowa AEYC](#). The Iowa Department of Education is an official co-sponsor of this year's institute.

## Early Childhood Preschool Programs continued

### Sign up for GOLD before the school year begins

Legislation in 2013 indicated the Teaching Strategies GOLD online system should be used to assess every pre-kindergarten student or four-year-old student enrolled in a district-sponsored program, implying that all preschool children enrolled in a district-sponsored program should be assessed.

Based on these requirements, districts and community partners should renew their existing agreements by contacting Teaching Strategies at [info@teachingstrategies.com](mailto:info@teachingstrategies.com). If you do not have a subscription agreement, you will need to complete the [Iowa Department of Education GOLD Online Application](#) form to sign up. Register with GOLD by Aug. 11 to activate your account before the school year begins. Teaching Strategies staff will contact you within two weeks of completing the form to set up your subscription agreement.

Districts may access professional development on the GOLD website once the local agreement is complete. Teachers and administrators are strongly encouraged to complete the professional development modules and the interrater reliability certification. Login to Teaching Strategies GOLD and click on the Professional Development link to access these features.

For information about the Statewide Voluntary Pre-school Program for Four-Year-Old Children, contact Jennifer Adkins at [jennifer.adkins@iowa.gov](mailto:jennifer.adkins@iowa.gov), Penny Milburn at [penny.milburn@iowa.gov](mailto:penny.milburn@iowa.gov) or Amy Stegeman at [amy.stegeman@iowa.gov](mailto:amy.stegeman@iowa.gov).





## Nutrition and Health Services

### Getting smart with snacks in school

The State Board of Education amended Chapter 58 of the Iowa Administrative Code, which is the Iowa Healthy Kids Act rule for the nutritional content standards for other foods and beverages sold to students outside of the meals program. The amended Healthy Kids Act standards are equivalent to the USDA Smart Snacks in School nutrition standards, which went into effect July 1.

These nutrition standards regulate foods sold to students during the school day (including before school and up to 30 minutes after) in vending, a la carte, school stores, and fundraising. More information about Smart Snacks can be found [here](#).

The Alliance for a Healthier Generation has developed an online [Smart Snacks Product Calculator](#). It can be used to assess food product compliance with the federal requirements for Smart Snacks in Schools. For more information, contact Patti Delger at [patti.delger@iowa.gov](mailto:patti.delger@iowa.gov).



### Still time to implement CEP for 2014-15

The USDA has extended the due date for districts and nonpublic schools to implement a Community Eligibility Provision (CEP). CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch Program and School Breakfast Program.

If your district is still deciding on CEP, there are additional guidance documents on how to handle the data gaps created without the Meal Eligibility applications and tools, including a Decision Tree and a calculator to determine potential reimbursement that will assist the district in determining if CEP is a good fit. The resources are available at [Community Eligibility Provision for Schools](#).

For food service-related questions, contact Patti Harding at [patti.harding@iowa.gov](mailto:patti.harding@iowa.gov).

For other program questions, contact Jeff Berger at [jeff.berger@iowa.gov](mailto:jeff.berger@iowa.gov).



### Parents interested in hawk-i?

Public Local Education Agencies (LEAs) are required by law to release to the Department of Human Services their Healthy and Well Kids in Iowa (*hawk-i*/Medicaid Program) household information for the students eligible for free or reduced-price meal benefits who have expressed interest in learning about *hawk-i*. Authorized representative and food service directors will receive an email notice of this in mid-August. Non-public schools are encouraged but not required to release household information.

Reporting the names of parents/guardians who have requested an application is done in an online process at [hawk-i Reporting Process for Schools](#).

Instructions are located in the Download Form section of IowaCNP. Public LEAs with no names to report must file a report with no names.

For assistance with submission of files or problems with accessing the website, contact the *hawk-i* database manager at [HawkiSchools@maximus.com](mailto:HawkiSchools@maximus.com) or call *hawk-i* toll free at 1-800-257-8563. Sharing of household information with the *hawk-i*/Medicaid Program is due Jan. 31. Contact Deb Linderblood at [deb.linderblood@iowa.gov](mailto:deb.linderblood@iowa.gov) for assistance.





## Legal Lessons

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

### Smores, sparklers, and, yep, back to school

I know officially we should be in the back-in-school mode, but I am just not mentally there yet. So before we say goodbye to summer, I wanted to provide you a little recap of my summer festivities this year. Over the Fourth, our family went camping with my parents. Camping is something I have done nearly every year of my life since birth. In fact, I don't recall a birthday that was not spent camping in the great outdoors with family and friends. So for me it is essential that my two kiddos experience this first hand. There is nothing more exciting for my kids than camping with Grandpa and Grandma. In fact, when they know we are going camping they tell anyone who will listen that they will be going. They love riding bikes, walking the trails, fishing, making smores, lighting sparklers, and watching Grandpa's "magic sticks" glow in the fire.

Now, you might be wondering what these "magic sticks" are? Well, I will tell you what my dad told me and now my daughter: They are magic sticks that the wizard of the woods gave to him to throw in the fire. They make the fire flames turn into beautiful colors of the rainbow to the amazement of both myself as a child and now my two children. I fondly recall when I was little begging my dad to put "magic sticks" in the fire, just as I heard my daughter beg Grandpa. Of all the activities we planned over the holiday weekend, including seeing the BIG fireworks display, it was these simple and inexpensive things my kids enjoyed the most. The lesson here for me is that it really is the little things that kids remember and take with them as they grow older. I hope my kids will remember the magic sticks when they are my age and pass on this memory to their kids. I will always cherish these memories and I have my dad to thank for that.

As we step into the new school year, it is the little things that kids remember and take with them on their lifelong journey of learning. Now, in preparation for yet another year in this edition of Legal Lessons, I bring you information on Displaced Students, FERPA responsibilities, the Top Five Registration Issues, Fees, and Assessment Incentives.

#### **Displaced Students due to natural disasters or emergencies**

Given recent flooding throughout the state, here is just a reminder regarding how to apply the McKinney-Vento definition of homeless to your displaced students. The law generally covers students who are displaced by natural disasters or emergencies.

#### **Education for Homeless**

##### **Iowa Administrative Code - IAC [281] Ch 33**

- A homeless child or youth ages 3-21;
- A child who lacks a fixed, regular and adequate night-time residence and includes the following:
  - A child who is sharing the housing of others (includes doubled-up families) due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, or camping grounds due to the lack of alternative accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital, or is awaiting foster care placement.
  - A child who has a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

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- A child who is living in a car, park, abandoned building, substandard housing, bus or train station, or similar setting;
- A migratory child/youth who qualifies as homeless because of the living circumstances described above; or
- Youth who have run away or youth being forced to leave home.

While posters and brochures may contain more informal language to communicate the concept of what is meant by homeless, the full definition as stated above should be posted somewhere in the district such as the K-12 handbook, school board policy or the website.

For additional information, see the following link. [Homeless Education Brochure](#)

## **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). Please see the following links.

[Model Notification of Rights under FERPA](#) (to be sent to families of elementary and secondary students)

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

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

[Model Notification of Rights Under the Protection of Pupil Rights Amendment \(PPRA\)](#)

## **Top Five Registration Issues**

1. **Birth Certificate.** Schools may require proof of date of birth to ensure the child is school age by Sept. 15. However, schools cannot require the proof be a birth certificate.
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 Sept. 15 to enter first grade.
3. **Social Security Numbers.** They 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.

## **Fees**

There is no such thing as a "registration fee," so avoid using that term. The allowable fees expressly authorized in Iowa Code are:

- Textbooks
- School supplies
- Summer school programs
- Driver education programs

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- Transportation fees for resident students who are not otherwise entitled to free transportation
- Eye and 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.
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.

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### **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.

### **Individual Incentives for Proficiency or Improvement**

During the last school year, the Department received numerous complaints from parents regarding the practice of rewarding individual students who are proficient or who show improvement on their assessments with pizza parties, bowling parties, participation in class celebrations, and other incentives to individual students. Many of the complaints centered on the negative effect that these incentives had on those individual students who were not proficient or did not show improvement. While this practice has not been found to violate state and federal laws, the Department strongly urges districts to avoid offering individual incentives and rewards for proficiency or improved performance on assessments. The bottom line is that individual students should not be put in a position by the school or district of being publicly embarrassed or humiliated about their performance on assessments. Districts may certainly offer incentives to increase overall student participation or performance; however, public incentives for how well an individual student performs should be avoided.

### **Students with Disabilities**

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



## Calendar

### Getting the special-needs student ready for school

Getting students ready to go back to school involves a host of busy things, from buying new fall clothes to returning the children to a school-night sleep schedule. For students in the special education community, however, it is much more involved. Read what one Urbandale woman is doing to ensure her son is ready to enter high school in the August *Each and Every Child* — coming to your inbox Aug. 4.

- August 1 • Special Education Claims due
- August 1 • Progress Report toward Reorganization due to DE/SBRC
- August 1 • Juvenile Home Program Claim due (AEAs only)

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