

School Leaders of Iowa

May 2004

Bureau of Administration and School Improvement Services Iowa Department of Education

(This document is also available on the DE web site.)

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

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

Tom Peters, *A Passion for Excellence*

1. **Comprehensive School Improvement Plan (CSIP).** After several pilot runs of the system, the target date for schools' access to the Department's new CSIP web-based system is intended to be the week of May 24. Before that access, the Department will distribute a Power Point and videotape that will guide users through the information input process. Both public school districts and accredited nonpublic schools will use the web-based system; however, they will not "certify" CSIP information until next fall.

CSIP technical assistance documents are available on the Department's web site at this address:

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

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

2. **Annual Progress Report (APR) for the 2003-04 School Year.** Until the Department's new student data management system is operational, public school districts and accredited nonpublic schools will continue to submit copies of "paper" APRs to the Department. To facilitate another transition year, the Department will distribute APR checklists (one for public school districts and one for accredited nonpublic schools) for the 2003-04 within the next few weeks. *Note: APR checklist content will remain essentially the same as for the 2002-03 school year, with minor changes.*

The Department will distribute the APR checklists through the APR contact distribution list. **Should your school have any changes with regard to the local APR contact person**, please send the new e-mail address to Sheryl Holdeman at Sheryl.holdeman@ed.state.ia.us

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

3. **Legislative Update for 2004.** The legislature has adjourned for 2004, but until the Governor acts, legislation is not final. The Governor's office has 30 days to review and act on any legislation passed by both houses. The Omnibus budget bill was amended on the last day to incorporate several other bills including the infrastructure bill, so this bill is now over 300 pages. Consequently, the review of this bill is expected to take the full 30 days. You can access current bills including status and summaries at the Department's legislative update web site at <https://www.edinfo.state.ia.us/web/legisupdate.asp>.

The Department will also be preparing an end of session compilation that summarizes all action relating to educational issues. The link to this document will be distributed in a future *School Leaders of Iowa* Update, as well as available on the Department's web site.

If you have some specific corrective actions that should be addressed next session or want to comment generally on issues for next year, please email Jeff Berger directly. The Department will begin preparation for next session soon by developing a legislative agenda well in advance of elections for next year, so your input would assist the Department in any recommendations for change.

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

4. **Public School District Changes.** Effective July 1, 2004, the following reorganizations, dissolution, and whole grade sharing agreements will become effective:

Reorganizations

- Aplington and Parkersburg
- Van Buren and Fox Valley

Dissolution

- East Monona

Whole Grade Sharing Agreements

- Fredericksburg and Sumner
- Allison-Bristow and Greene
- Graettinger and Terril
- Alden and Iowa Falls

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

5. **Rural Schools Achievement Program (REAP) Information for 2004-05.** The U.S. Department of Education has released the following information for the Small Rural Schools Achievement Program under REAP. This notice marks the beginning of the REAP FY 2004 Grant Awards Process. There are basically five phases in the FY 2004 process:

Phase 1: NCES Spreadsheets are e-mailed to each state by the US Department of Education on April 20, 2004.

Phase 2: States submit, through email, the NCES Spreadsheets with Iowa LEA data to the Department. (May 14, 2004)

Phase 3: The U.S. Department posts Iowa Spreadsheets to the web. (On or before June 1, 2004)

Phase 4: Local Education Agencies (LEAs) apply for REAP grants. (June 2, 2004 - June 30, 2004)
As soon as Iowa Spreadsheets are posted to the USDE web, LEAs can begin applying to the USDE.

Phase 5: The USDE makes grant awards to LEAs and mails out Grant Award notifications. (August 15, 2004 - September 30, 2004)

U.S. Department of Education web site: <http://www.ed.gov/programs/reapsrsa/awards.html>. Watch for updated links on this site in the near future.

Contact: Mary Beth Schroeder Fracek, 515-281-3160, marybeth.schroederfracek@ed.state.ia.us

6. **School Bus Driver Contracts.** It is the time of year for renewing contracts with school bus drivers. Iowa Code 285.5(9) states: "All bus drivers for school-owned equipment shall be under contract with the board." This requirement includes substitute bus drivers as well. What needs to be in the contract? The Department has sample contracts that you can either use as they are or use as a guide for building your own driver contracts, in consultation with local legal counsel. The following web site contains sample bus driver contracts: <http://www.state.ia.us/educate/ecese/asis/trans/documents.html>

School Bus Driver In-Service Training. Some classes are still available, but the 2003-04 three-hour training sessions will be finished after June 30, 2004. The current session will not be repeated for any reason after that date. If you still have drivers who have not obtained their three-hour in-service training for the 2003-04 school year, register them now. Contact your local community college for a class schedule. If a driver does not take the 03-04 3-hour session, he/she will have to retake the 12-hour STOP training. This could not only cost a district or driver more money for training, but it could also jeopardize driver availability.

Annual Update for 9,000 School Bus Driver Authorizations. As most of you who have been in the school bus business for any amount of time will remember, the yearly "School Bus Driver Permit" was always issued between May 1st and August 15th, with all permits expiring on August 15th of any given year. With the adoption the past year of the "Driver Authorization," part of that system remains the same and part has changed. The part that has remained the same is that authorizations will continue to expire for everyone on August 15 any given year. This guarantees that every district, contractor, and RTA will be updating its driver list at least once a year. This helps to keep you both current and legal. The part that has changed is that you cannot start to update your lists until July 1. The entire "Driver Authorization System" operates on the same fiscal year calendar (July 1-June 30) as the rest of the district.

Update Process

Log in to your "Driver List" and click on the "View" button for each driver. Assuming all dates and information are current, click the "Create Authorization" button at the top of the page. This creates the new authorization for the 2004-2005 school year. You will then need to print a copy for your office file and a copy for the driver to carry. If not all the information and/or dates are current, you will need to correct as needed, then go on and create the new authorization.

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

7. **Statewide Web Resource for Iowa Physical Educators.** The Iowa Association for Health, Physical Education, Recreation and Dance is working with the Department of Education to develop a statewide web resource for Iowa physical educators: http://www.iowaahperd.org/best_over.htm. This site will list the specific physical education content specifications required by Chapter 12 of the Iowa Administrative Code. Links to and other materials about what schools throughout Iowa are doing in each content specification will continually be added. Iowa schools with unique ideas for meeting state physical education content requirements are encouraged to submit information about their programs. Contact: Dr. Rip Marston, Ripley.Marston@uni.edu
8. **Data Driven Leadership (DDL): Reimbursement Eligibility and Purchasing. FINAL UPDATE**
 - a) Items currently available for purchase are listed on the AV Coop website at <http://av.coop.k12.ia.us> and the Media and Technology Coop at <http://www.iec-ia.org>. If you have questions for the AV Coop site please contact Bud Carruthers at the AV Coop (319) 753-6561 x157 or bcarruth@aea16.k12.ia.us for assistance. Item availability may vary depending upon the vendor.
 - b) A listing of Apple products is attached. **Order for items on this list must be placed by April 30, 2004.**
 - c) All funding available to support the DDL reimbursement awards expires June 30, 2004. **As a result the deadline for accepting certification forms with attached documentation of purchases from any eligible principal or superintendent is still May 15, 2004.** Faxes are acceptable. Please, address this process as soon as possible in order to avoid the loss of reimbursement. Once the order is placed any issues of delivery of product and provision of invoices is between the district and the vendor. If there is a delay in the order and/or the billing, please work with the vendor. **If the invoices come to you after May 15, 2004, go ahead and send your documentation and everything possible will be done to process your claim for reimbursement.**

Contact: Warren K. Weber, 515-281-3750 (office) 515-669-7007 (mobile) or 515-281-7700 (FAX), warren.weber@ed.state.ia.us

TAGLIT

- a) The department is now registering schools who have not already been registered for TAGLIT. Notification and directions will come as an email. The building will be given a thirty-day window to complete the TAGLIT online assessment.
- b) The department is also notifying schools who have been registered for TAGLIT but whose teachers have not completed the survey. Incomplete schools are being asked if they want to continue or not. If they do, we will work to help that happen.
- c) All of this will be done to assure every opportunity to obtain eligibility for the reimbursement.
- d) If you don't want to wait for notification, please contact warren.weber@ed.state.ia.us or call 515-281-3750 (office) or 515-669-7007 (mobile)
- e) If you have registered but want to check to see if 80% of your teachers have completed the online assessment survey, log on to the TAGLIT website and review the current status or contact Warren K. Weber at the Department.

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

Iowa Evaluator Approval Training Program

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

An activity or athletic director who evaluates only coaches and does not have a current (new) evaluator license may take part as a contributing evaluator, but an administrator who does hold a current (new) evaluator's license will need to assume final responsibility in the evaluation of the coach. Coaching and teacher evaluations need to be conducted by someone with a current (new) evaluator approval license.

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

The following schedule is for evaluator training beginning this summer. Please share with anyone in your building/district who may be interested. All registration should take place through the five AEAs listed below. Funding supporting the first two years of training has ended. Please note the registration fee for any participant who enrolls in any of these cohorts.

Statewide Training Schedule

Iowa Evaluator Approval Training Program

Summer/Fall, 2004

Registration Information

In each of the five regions, registration information is available on the listed web site or by using the contact information provided. Registration will be on a first-come, first-serve basis, but **priority** will be given as follows:

- a. District administrators (principals and/or superintendents) hired for the 2004-05 school year that will be evaluating beginning teachers, but have not had the IEATP training. Administrators who are first time administrators in Iowa who have not had the training as a part of their administrative preparation program or who have come from another state.
- b. Activities Directors who evaluate coaches but are not assigned to evaluate teachers whether or not they have completed an administrative preparation program. (Any activity director currently involved in an administrative preparation program at the university level should check with his or her university to determine the transfer value of this training to the universities program.)

Registration Fee: \$300

Each registrant will indicate a first and second option for training in the event that a particular cohort fills based on the priorities stated above.

Cohort	Location	Dates	Site
Central Region (AEA 11)			
Register at www.aea11.k12.ia.us . Click on the Professional Development Catalog link. Regional Coordinator: Lora Wunsch. Contact professional development at 515-270-9030 or 800-362-2720.			
C 25	West Des Moines	July 19, 23, 26, 30 (8:30-4:00) August 31 (5:00-8:30 p.m.) September 2, 7, 9 (5:00-8:30 p.m.)	West Des Moines CSD, Valley Southwoods
C 26	West Des Moines	July 27 (8:30-4:00) August 2, 3, 10 (8:30- 4:00) August 21, 28 (8:30- 4:00)	West Des Moines CSD, Valley Southwoods
East Region (AEAs 9 and 10)			
Register at www.aea10.k12.ia.us/prof/evalapp.html . Regional Coordinators: Mary Muehl and Christine Day. Contact professional development at 319-399-6700 or 800-332-8488.			
E 25	Cedar Rapids	June 29 July 6, 9, 19 September 11, 18 (8:30-4:00)	Grant Wood AEA
E 26	Davenport/Bettendorf	July 21, 28 Davenport Adm Office (8:30-4:00) August 7, 14 September 11, 18 AEA 9 (8:30-4:00)	Davenport Administrative Offices/Mississippi Bend AEA
Northeast Region (AEAs 1, 267)			
Register at http://edservices.aea7.k12.ia.us/sd/ . Regional Coordinator: Denise Schares. Contact educational services at 319-273-8200 or 800-542-8375.			
NE 25	Cedar Falls	June 7, 14 August 9, 16 (8:30-4:00) September 8, 15, 22, 29 (5:30-8:30)	AEA 267, Cedar Falls Office
NE 26	Clear Lake	June 8, 15 August 12, 19 (8:30-4:00) September 18, 25 (8:30-4:00)	AEA 267, Clear Lake Office

Northwest Region (AEAs 4, 8, 12)			
Register at http://www.aea12.k12.ia.us . Regional Coordinator: Judy Keith, Sioux City CSD. Contact at 712-279-6676. Martha Kaufman, AEA 12, at 712-274-6000 or 1-800-352-9040.			
NW 25	Sioux City	July 7, 14, 21,28 (8:00-4:00) September 9,16, 23, 30 (5:00-8:00)	AEA 12
NW 26	Storm Lake	July 12, 19, 26 August 9 September 18, 25 (all days 8:00-4:00)	AEA 8
South Region (AEAs 13, 14, 15, 16)			
Register at http://www.aea13.org/evaluatorapproval . Regional Coordinator: Joan Crowl. Contact professional development at 712-366-0503 or 800-432-5804.			
S 25	Council Bluffs	August 9, 12, 28 September 11, 25 October 2 (8:30-4:00)	AEA 13, Halverson Center
S 26	Ottumwa	August 7, 21, 28 September 11, 18 October 2 (8:30-4:00)	AEA 15

South Region (AEAs 13, 14, 15, 16)

Register at <http://www.aea13.org/evaluatorapproval>. Regional Coordinator: Joan Crowl. Contact professional development at 712-366-0503 or 800-432-5804.

Central Region (AEA 11)

Register at www.aea11.k12.ia.us. Click on the Professional Development Catalog link. Regional Coordinator: Lora Wunsch. Contact professional development at 515-270-9030 or 800-362-2720.

Northeast Region (AEAs 1, 267)

Register at <http://edservices.aea7.k12.ia.us/sd/>. Regional Coordinator: Denise Schares. Contact educational services at 319-273-8200 or 800-542-8375.

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Register at <http://www.aea12.k12.ia.us>. Regional Coordinator: Judy Keith, Sioux City CSD. Contact at 712-279-6676. Martha Kauffman, AEA 12, at 712-274-6000 or 1-800-352-9040.

- Teacher Shortage Area: Strategist I/Class Licenses.** The greatest teacher shortage area in Iowa, as defined by the numbers of licenses issues, is in the area of special education resource, or Strategist I. Classroom teachers with nine hours of coursework in special education can apply for and receive a Class C license that allows them to teach in a resource room while completing requirements for a Strategist I license.

A new program will begin this fall to help address this shortage. Nine institutions of higher education have partnered to form the Strategist I Network so that teachers with Class C Licenses can take coursework at any of the institutions, their satellite locations, over the ICN, and by correspondence. Once teacher competencies have been met, the Department of Education, rather than an institution of higher education will recommend the teacher for licensure. The goal of this program is to provide convenient, timely, quality coursework needed by Class C teachers (especially those that are rurally isolated) so that all students have the benefit of qualified teachers.

Administrators anticipating a need for special education teachers next fall are encouraged to refer interested staff to this program. Any teacher with a Class C license need only contact the counselor/advocate Michael Cavin to learn about options to meet his/her individualized needs. Mr. Cavin can be reached toll free at this number: 1-877-807-9589.

Contact: Jane Todey, 515-281-8514, jane.todey@ed.state.ia.us

10. **New School Building Construction: Approval Process Update.** (Please see the letter from the Department of Public Safety that appears after “Legal Lessons” in this *School Leaders of Iowa Update.*) Plans and specifications for all new school buildings, building additions, and renovations used for school functions should be submitted to 401 SW 7th Street, Des Moines, IA, 50309 at the same time they are submitted to contractors for bidding purposes. *Note: It is no longer necessary to submit plans to the Iowa Department of Education.*

These plans should be prepared by an architect or an engineer licensed to practice in Iowa (Iowa Code 544A). Fire alarm plans and sprinkler plans, if appropriate, should be submitted separately by the specific contractor doing that work. One set of the plans and specifications are required for submittal, along with the plan review fee and the plan submittal sheets.

For further information, see the letter that follows “Legal Lessons” at the end of this document.

Contact: 515-281-5132, Iowa Department of Public Safety

Legal Lessons

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

11. **Kindergarten Enrollment Age: Reminder**

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

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

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

12. **Update on National School Fitness (NSFF) Foundation**

The Minnesota State Department of Commerce has issued an order to show cause why NSFF (National School Fitness Foundation) should not be ordered to cease and desist from offering and selling L.I.F.T. (Leadership in Fitness Training) equipment and curricula to school districts in that state. A pre-hearing conference is scheduled for May 20, so the hearing on the merits will not be held until sometime this summer.

The Minnesota order is based on allegations that NSFF committed fraudulent practices under the Minnesota Securities Act, which is similar to the law in Iowa regarding securities. The Iowa Attorney General, State Auditor, and this agency continue to monitor the situation and keep school districts informed of developments.

13. **Electronic Signatures Approved for FERPA Consents**

The U.S. Department of Education has amended the Federal Educational Rights and Privacy Act (FERPA) to permit written consents (when required of parents or adult students) to be provided through electronic means. This change is effective May 21, 2004. The feds will be issuing future guidance as to what examples of e-signatures are acceptable which the Department will forward to schools upon availability.

14. **Commencement Time Approaches – To Pray or Not to Pray?**

School-sponsored prayer at graduation ceremonies for public school students is unconstitutional. The hard issues center around “spontaneous” prayer from students or other speakers.

If district personnel are aware that a speaker intends to infuse his/her speech with a religious message or intends to lead a prayer, the district will be committing a violation of the Establishment Clause of the First Amendment if the district does not take steps to prevent the prayer or other religious message. Letting students and all other speakers know in advance that religious speech and prayer are not allowed is permissible and smart. No one benefits spiritually when prayer is forced upon a captive audience at a school-sponsored event designed to recognize graduates.

Remember that a district may permit a baccalaureate ceremony with religious content when the event is sponsored and organized by private parties and student attendance is not mandatory (nor even encouraged by the district). The ceremony may be held on district property only if the district allows a similar opportunity to any private group that makes a similar request.

15. **Recent Good Conduct Appeal Decision**

The State Board of Education ruled on a good conduct policy appeal in April. The student's misconduct (drinking alcohol) was admitted. At issue was whether a coach's team rule could supersede the written board policy. The answer is “no.”

Where a local school board decides to enact a good conduct policy for students who participate in extracurricular activities, the board – and ONLY the board – gets to provide for the punishments for first, second, etc. offenses of the policy.

Coaches still have broad authority to determine who dresses for competitions, who plays, what positions are played by whom, how much playing time a student gets, etc. However, if the local board has a good conduct policy, the board policy trumps any team rule to the contrary. If the local board doesn't have a rule regarding certain conduct, a coach may fill the void with a team rule.

Examples: Board policy states that drinking alcohol is a two-game suspension. That is the rule to which everyone must defer. If the board policy says nothing about being late to practice, the coach may have a rule and penalty to deal with this type of conduct.

16. **Coaches, Volunteer Coaches, and Aides – What's the Difference? Why does it Matter?**

The Department has recently issued guidance to the IHSAA and IGHSAA regarding volunteer coaches of interscholastic athletic programs in Iowa high schools. Parts of that memorandum are repeated below:

DEFINITIONS:

- A *coach* is a person who holds a coaching authorization or coaching endorsement from the Iowa Board of Educational Examiners, and who diagnoses, prescribes, evaluates, assists, or directs

student learning of an interscholastic athletic endeavor at a practice session or on the field of competition.

- A *volunteer coach* is a person who holds a coaching authorization or coaching endorsement from the Iowa Board of Educational Examiners, and who instructs, diagnoses, prescribes, evaluates, assists, or directs student learning of an interscholastic athletic endeavor at a practice session or on the field of competition but does not receive compensation from a school or school district for his or her efforts.
- An *aide* is a person who performs managerial duties (such as timing students, retrieving equipment, recording statistical information, etc.) but does not instruct, diagnose, prescribe, evaluate, assist, or direct student learning of an interscholastic athletic endeavor at a practice session or on the field of competition. An aide does not hold a coaching authorization or coaching endorsement from the Iowa Board of Educational Examiners.

Whether a person is an aide or a coach is dependent solely on the duties assumed by that person, and not on the person's title or pay, or whether the person is under contract to the school or school district. The duty about which there exists the most concerns is *supervision*.

An aide may supervise solely in the sense of passively observing students to ensure, for instance, that no injuries are sustained. An aide may not supervise with a critical eye as students run through drills for the purpose of evaluating their skills. After a coach has demonstrated a given technique, an aide may not observe for the purpose of ensuring that the students are following the coach's instructions correctly. To do so crosses the line from acting as an aide to performing as a coach.

All coaches, whether paid or volunteer, are subject to all coach-athlete contact rules, as follows:

36.15(6) Summer camps and clinics and coaching contacts out of season.

- a. School personnel, whether employed or volunteers, of a member or associate member school shall not coach that school's student athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from the official first day of practice through the finals of tournament play. Nor shall volunteer or compensated coaching personnel require students to participate in any activities outside the season of that coach's sport as a condition of participation in the coach's sport during its season.
- b. A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season.
- c. A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in open gym in the hours immediately before or after school, school personnel shall be assigned to supervise. Open gyms are subject to the following restrictions:
 - (1) The supervisor shall not engage in any type of coaching nor participate during supervision.
 - (2) Attendance by students is voluntary.
 - (3) Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
 - (4) Open gym shall not be called or posted for specific sports.
 - (5) An open gym notice shall be posted on the general student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising the open gym.
- d. Penalty. A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

17. Student Transfers: Open Enrollment vs. Whole Grade Sharing Transfers

When two or more districts enter into a new whole grade sharing agreement, not all affected students and their parents are pleased. Some desire to transfer out. Below is a chart that may assist districts in knowing how to deal with transfer requests:

Key Point	Whole Grade Sharing	Open Enrollment
Iowa Code cite	Section 282.11	Section 282.18
Timeframes	When new whole grade sharing agreement is signed, parents have 30 days prior to the signing of the agreement to request a transfer of an affected student	Before January 1 or within 45 days of final board action to end whole grade sharing negotiations or to terminate an existing whole grade sharing agreement
Grounds for timely request	Either (1) that the whole grade sharing agreement will not meet the student's educational program needs or (2) that adequate consideration was not given to geographical factors	No reasons or grounds needed when request is filed by January 1
Receiving district	Must be contiguous to resident district	No restrictions, other than must be another Iowa school district
Student	Must be in a grade affected by the whole grade sharing agreement	Any student

Hot Links—News You Can Use

Calendars: Critical Dates and Schedules

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

Comprehensive School Improvement for Student Benefit

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

Parental and Student Choice

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

School Profiles

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

Student Progress: Annual Reporting

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

Waiver Request Processes and Forms

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

Winter Institute—CSIP and Program Evaluation

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



IOWA STATE BUILDING CODE BUREAU

May 3, 2004

To: School District Administrators and Facilities Managers:

Re: Building Projects Involving Schools

This is to update the approval process required for the construction of school buildings. Plans and specifications for all new school buildings, building additions, alterations and renovations used for school functions should be submitted. They should be submitted to the address below at the time they are submitted to contractors for bidding purposes. These plans should be prepared by an architect or an engineer licensed to practice in Iowa, (Iowa Code 544A). Fire alarm plans and sprinkler plans, (if appropriate), should be submitted separately by the specific contractor doing that work. One set of the plans and specifications are required for the submittal, along with the plan review fee and the plan submittal sheets. The state is required to make comments on these documents within sixty days.

It is no longer necessary to submit plans to the Department of Education. Information about portable buildings is given in Division VI of Chapter 16 of the Iowa Administrative Code 661, (available on the web site mentioned below).

Some of the larger cities have jurisdiction to do plan reviews and final inspections. In those cases, submittal to the state is not required. For further information, call 515-281-5132.

For further information on building projects, you may want to visit our web site:

www.dps.state.ia.us

Click "State Fire Marshal Division"

Click "Building Code Bureau"

Sincerely,

Handwritten signature of Jeff Quigle in cursive.

Jeff Quigle, Fire Prevention Supervisor

Handwritten signature of Ljerka Vasiljevic in cursive.

Ljerka Vasiljevic, Lead Facilities Engineer

CC: Milt Wilson, Department of Education