



# School Leader Update

A MONTHLY JOURNAL  
FOR IOWA EDUCATORS

April 2018

## Time for spring BEDS

It will soon be time for spring BEDS 2018. The spring BEDS application is undergoing a major programming overhaul, with fewer forms and improved navigation.

Along with the upgraded user interface, there will be some changes, additions, and deletions to the data collection.

Zoom trainings will be held mid-to-late April and the application will go live in early May.

Check the [spring BEDS webpage](#) for updated information, training links, and documentation. For assistance, contact Shelly Neese at 515-281-3111 or [shelly.neese@iowa.gov](mailto:shelly.neese@iowa.gov).



## In This Issue

- ESSA Conditions Surveys..Pg.3
- Title III shifts and ESSA ..Pg. 4
- Threat assessment training..Pg. 5

## Principals: Hitting a home run (and more)

As the teaching profession changed with the development of the Teacher Leadership and Compensation (TLC) system, so did the role of the principal. Instead of being the sole “instructional leader,” principals now have a team of leaders, with unique skill sets and abilities, to utilize as they work to improve student achievement.

And to that end, Governor Reynolds and Lieutenant Governor Gregg held a press conference in March to announce that School Administrators of Iowa (SAI) has launched a statewide principal support program, which builds on the Iowa Department of Education’s previous work with the New York City Leadership Academy. This program is designed to support that transition and to maximize the impact of principals.



**Director Ryan Wise**

The administrator support program has sparked my thinking about what the most effective principals do differently. And given that the spring sports season is under way in Iowa, my framework for reflection is a sports analogy.

Baseball and softball fans will be familiar with the term “five tool players.” These players can hit for average (i.e. regularly get a hit when at bat), hit for power (i.e. hit doubles, triples, and home runs), run the bases well, have a strong arm, and can field the ball when it comes their way. They are the dream of coaches and fans alike.

What, then, are the five tools of school leadership? I’ll share my five, though I hope this ignites your own reflection and furthers conversation on this critical topic. Five tool school leaders...

**Communicate:** They clearly articulate and share their school’s mission, vision and core values. They inspire stakeholders by communicating what

*Continued on page 2*

## Converting from an Initial to Standard license — WAIT!

Teachers on an initial license must wait until **after the last day of school** to apply for their standard license once they have met the experience requirement. Applications received early will not be processed.

School administrators should not sign their portion of the application form if it is submitted early. If the initial license expires before the last day of school, there is a \$25 extension available.



## Principal coaching, administrator support program 1.0 and 2.0

Principals are encouraged to take their leadership to the next level with a comprehensive, year-long professional development program. The 1.0 version will focus on building the capacity to develop and facilitate distributed leadership in their school that aligns to the values and Teacher Leadership and Compensation purpose within the district. Principals who previously participated in the Administrator Support Program and are looking to continue to grow their leadership may sign up for the newly added 2.0 program. Both options feature 1:1 principal coaching and three half-day workshops with their leadership team. Principals in 1.0 will also attend a June 26-27 Summer Institute. [Read](#) a complete program description. The program is sponsored by the School Administrators of Iowa in partnership with the Iowa Department of Education and Iowa's Area Education Agencies.

### *Continued from page 1*

student success looks like and how the school will achieve this for all students.

**Cultivate:** They build the capacity of others by developing leadership among teachers, students and community members. Effective school leaders develop relationships both inside and beyond the school itself. Ultimately, great school leaders bring out the best in others and they operate with an equity mindset to ensure they are focused on respect and fairness for all.

**Collaborate:** While being a leader, they also see themselves as part of a team. They actively engage with students, staff and community members.

**Plan:** They set goals, prioritize, use data to analyze progress and adjust course, and focus on making decisions in the best interest of all students.

**Learn:** Finally, effective school leaders are resilient, adaptable, and focused on continuous improvement. They are committed to learning each day for the betterment of their school.

As you consider your five tools, the [Iowa Standards for School Leadership](#), the [Professional Standards for Educational Leaders](#), and the NYCLA Leadership Performance Planning Worksheet (which is available to those who are part of the principal support program), are all helpful reflection resources. I look forward to continuing this conversation as we further support and develop school leaders in Iowa.

*Ryan M. Wise*

## Important Reminder: ESSA Conditions for Learning survey

Iowa school principals and superintendents are urged to carefully read recent emails from Iowa Department of Education Director Ryan Wise about the upcoming Conditions for Learning survey. Principals will be responsible for administering this survey to all students in grades 5-12 between April 11 and May 30. The survey covers student engagement, safety and school environment and is required as part of Iowa's Every Student Succeeds Act plan.

In particular:

- Please read an information packet you received via email on March 28 (starting with a recorded webinar).
- Principals will receive an email containing a unique URL to use in having students in grades 5-12 complete the survey.
- Principals must identify a building-level survey facilitator, as well as a technology facilitator to ensure the availability of technology for students taking the survey.
- Online Q & A sessions have been scheduled on April 9 at 3:30 p.m. and April 23 at 3:30 p.m. Links to these sessions were emailed to you on March 28.

For more information, visit the Iowa Department of Education's [website](#).

## Regents, community colleges work together to help students complete degrees

More students will be awarded high-quality credentials, thus increasing college completion rates in the state, thanks to a partnership between the Iowa Department of Education, the Iowa Board of Regents, the state's public two- and four-year postsecondary institutions, and the [National Student Clearinghouse](#) (NSC).



Referred to as [Reverse Credit Transfer](#) (RCT), the process aims to increase successful degree completion by retroactively granting postsecondary credentials to students who transfer from Iowa's community colleges to one of the state's public universities prior to completing an associate degree, diploma or certificate. This work supports the Future Ready Iowa initiative which calls for 70 percent of Iowa's workforce to have education or training beyond high school by 2025.

A recently signed Memorandum of Understanding (MOU) between the NSC and each of Iowa's 15 community colleges and three public universities facilitates the sharing of student course records so that community colleges can use the combined credits to award credentials while students are also working toward bachelor's degrees.

To help ensure students take advantage of this opportunity, the state's three public universities are identifying and contacting students who have transferred 30 or more community college credits to encourage them to participate. Students can also opt in to participate

before leaving their community colleges, or at any point after they have transferred. The Department recently issued a [press release](#) about this expanded opportunity for students.

## Title III shifts under ESSA

The Every Student Succeeds Act (ESSA), replacing No Child Left Behind (NCLB), is in effect and builds on key areas of progress in American education while including provisions that will help to ensure equity by safeguarding critical protections for our disadvantaged and high-need students. English Learners (EL) and immigrants are two such groups.

### A closer look at Subgroups

- Recognizing separate groups of ELs such as ELs with disabilities, recently arrived ELs, and long-term ELs is a focus under ESSA.

### Considerations beyond time in program

- Grade level, age, native language proficiency level, limited or interrupted formal education are all considerations of EL progress under ESSA.

### Accountability shift

- Accountability for ELs shifts from Title III to Title I under ESSA; encourages Title I and Title III collaboration

### State and Local Control/Flexibility

- ESSA allows for greater local control and flexibility for Title III work within the federal framework.

### Title III Requirements Under ESSA

1. Provide programming to build English proficiency and acquire grade-level content knowledge.
2. Preschool teachers, State Education Agencies, Local Education Agencies, and schools are now included in list of educators of ELs for the professional development requirement; professional development must include educational strategies to best meet the academic and language needs of ELs.
3. Schools/districts will deliver activities that promote EL parent, family and community participation.
4. States must establish standardized entrance, as well as exit, criteria and procedures for ESL programs and services.
  - Iowa is switching to the ELPA 21 Screener as of Aug 1.
  - The ELPA 21 Screener is one piece of the determination for ELL program placement.
  - EL student exit will be based on proficiency as demonstrated on the ELPA21 (beginning 2018-19 school year, this is the single exit criteria).
  - Exited student success will be monitored by a licensed teacher for two school years.

For questions regarding ELs, immigrants, or Title III, contact Pam McDonnell at 515-380-5115 or [pam.mcdonnell@iowa.gov](mailto:pam.mcdonnell@iowa.gov).

## End of ELPA21 Assessment window approaching

The deadline to complete all ELPA21 testing is Friday, April 13. According to federal law, Iowa schools are required to assess 100 percent of the population of English Learners, including those whose parents have chosen to waive instructional services. Across Iowa, there are approximately 32,100 English Learners, and as of March 28 just over 88 percent of students had completed their tests. Congratulations to the 110 school districts for whom 100 percent of their English Learners have submitted their assessments.

The results should be available in the Online Reporting System by the end of May. For questions, contact Jennifer Riedemann at 515-661-7066 or [jennifer.riedemann@iowa.gov](mailto:jennifer.riedemann@iowa.gov).



## School behavioral threat assessment training available

The Iowa Department of Education in collaboration with the Iowa School Safety Alliance will be hosting school behavioral threat assessment training that is part of developing comprehensive school emergency operations plans. The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center, in partnership with the U.S. Department of Education (ED), Office of Safe and Healthy Students (OSHS), is offering a one-day Train-the-Educator training designed to familiarize schools and school districts with school behavioral threat assessments in preventing and reducing targeted violence at K-12 schools.

Topics covered include how a threat assessment team can be integrated into the broader framework of school safety, security, emergency management and preparedness put forth in the *Guide for Developing High-Quality School Emergency Operations Plans (School Guide)*. The intended audiences for this training are school administrators, teachers, counselors, support staff, community partners such as law enforcement and school resource officers, and representatives from community groups.

This is a great way to improve safety efforts in your school. The course is free and will be held on May 1 at Heartland Area Education Agency, 6500 Corporate Drive, Johnston, Room 152, from 8 a.m. – 4 p.m. Due to limited seating, it is important to register soon. [Registration](#) closes on Tuesday, April 24. For more information about the training, see the [Threat Assessment Training flyer](#).

## Our Kids Summer Institute for education staff of English Learners

Ayanna Cooper will be a keynote and presenter at the 14<sup>th</sup> annual Our Kids Summer Institute for teachers and administrators of English learners (EL). Cooper is an English Language Learner specialist who has extensive and diverse experience teaching educators how to enhance instruction for culturally and linguistically diverse learners. Cooper is nationally recognized in the EL field, and has done much research and is published in this arena.

Growing up on the Mexican border in Texas, David Edward Garcia shares his inspiring story of living in two worlds, linguistically and culturally. Growing up as an EL, he did not experience academic success but has become a successful speaker of five languages, teacher, entrepreneur, comedian and an inspiration to both students and educators. Garcia will offer a keynote as well as breakout sessions for teachers and instructional leaders/administrators about strategies for meeting the academic needs of English Learners.

**When:** [June 12 and 13](#)

**Where:** North Polk High School  
(7 minutes N. of Ankeny; 20 minutes S. of Ames)

Click for more information and to [register](#). For questions, contact Pam McDonnell at 515-380-5115 or [pam.mcdonnell@iowa.gov](mailto:pam.mcdonnell@iowa.gov).



## Iowa Learning Online now accepting summer enrollments

[Iowa Learning Online \(ILO\)](#) is now accepting enrollments for the summer 2018 term. ILO is offering more than 50 courses. For the first time, ILO now offers French and Spanish levels 1 and 2 at an accelerated pace during the summer 2018 term.



**IOWA** Learning  
Online

Visit the Iowa Learning Online website for a complete [course list](#). The summer term begins May 23 and ends Aug. 3 (early enrollment ends June 1 at 4 p.m.). If you have enrollment questions, contact the Iowa Learning Online registrar at 515-725-2075 or [registrar@iowalearningonline.org](mailto:registrar@iowalearningonline.org).

## Professional learning for curriculum leaders, connecting standards to students' future success

Join us for this opportunity to discover your role in advancing Future Ready Iowa. This one-day event will set the stage for future work aimed at connecting careers and civic life to instruction of the Iowa Academic Standards. It is designed for curriculum leaders including members of statewide leadership teams, administrators, curriculum directors, teacher leaders, and teachers. Future Ready Learning is on June 13 at the FFA Center on the DMACC Ankeny Campus from 9 a.m.-3:30 p.m. To register, click [here](http://www.educateiowa.gov/event/future-ready-learning).

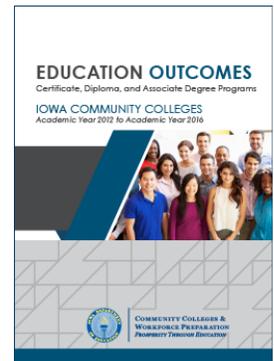


The workplace Iowa's students will enter will be very different from today's workplace. The Des Moines Register's David Chivers will kick-off the day asking and answering the question, "Why is future ready learning important for Iowa's students and educators?" National keynote Joe Fuller from Harvard Business School will discuss current labor statistics and coming trends. In addition, Gary Beach from the *Wall St. Journal* will moderate a panel of business and community leaders about future skills and market needs. At the Iowa Business Council Educator Career Fair, business representatives will share career options and what Iowa's top employers will be looking for when they hire. Participants will collaborate in teams to connect academic standards to opportunities for students in business and community life. Finally, educators connecting careers and civic life to academic standards will share their secrets of success. For more information, contact Erika Cook at (515) 240-3103 or [erika.cook@iowa.gov](mailto:erika.cook@iowa.gov) or Rita Martens at (515) 281-3145 or [rita.martens@iowa.gov](mailto:rita.martens@iowa.gov).

## Students completing career-technical programs have high employment rates, earnings

Students who earn career and technical awards from Iowa community colleges have higher rates of employment and higher earnings after program completion than other community college students who directly enter the workforce, according to an analysis of education, employment and wage patterns of Iowa community college graduates.

The report, developed in partnership with Iowa Workforce Development (IWD), follows five groups of community college graduates from academic years 2012-2016 and tracks them into further postsecondary education and the workforce. [Read more](#).



## Professional Learning on the Advanced Learner MTSS Guide

The Advanced Learner Multi-tiered System of Support (MTSS) Guide was created to assist classroom teachers, ensuring all students are appropriately challenged. The Advanced Learner MTSS Guide is written content neutral and can be used across disciplines for K-12 grade learners.

Register for this professional development opportunity by clicking on the link of the day you will attend.

[April 10](#) – Des Moines/Urbandale – Holiday Inn Hotel & Suites located at 4800 Merle Hay

[April 17](#) – Coralville – Radisson Hotel and Conference Center located at 1220 1<sup>st</sup> Avenue

[April 20](#) – Sioux City – Hilton Garden Inn Riverfront located at 1132 Larsen Park Road

Districts are encouraged to bring teams to this opportunity comprised of general education elementary classroom teachers, secondary educators, a counselor, teacher leaders, a building administrator, the gifted and talented program coordinator, and gifted and talented program teachers. This professional development is offered at no cost to the participants.

For questions, contact Erika Cook at 515-419-1104 or [erika.cook@iowa.gov](mailto:erika.cook@iowa.gov), or Rosanne Malek at 515-281-3199 or [rosanne.malek@iowa.gov](mailto:rosanne.malek@iowa.gov).

## Tiny office, big opportunity

A steel shipping container sitting outside the Jones County Regional Center in Monticello isn't storing equipment or supplies. High school students are transforming it into a tiny office that will be relocated to construction sites across eastern Iowa. It's all a part of the Architecture, Construction and Engineering Academy (referred to as ACE) where high school students gain real-world experience and industry certifications, preparing them for both college and careers. [Read more.](#)



## Students encouraged to enter Juneteenth essay contest



Iowa students in grade 9-11 are invited to celebrate 154 years of Juneteenth by entering an essay contest. Juneteenth is an international observance marking the end of slavery in the United States on June 19, 1865. The purpose of the contest is to help young people appreciate scholarship, cultural diversity, and community relations, according to the Iowa Juneteenth Observance, which organized the contest. This year's essay theme is: "Together We Can Do More: Reclaiming Our Time."

The deadline for entries is May 4. Winners will be honored with trophies and cash prizes at the Iowa Juneteenth Observance awards ceremony in Des Moines. Contest requirements and entry forms can be found [here](#). For more information, contact Nakia Ewing at the Iowa Juneteenth Observance at [nakiae78@gmail.com](mailto:nakiae78@gmail.com).

## High school students sought to be Broadband Ambassadors

Iowa Communications Network (ICN) is accepting student applications for its Statewide Youth Broadband Advisory Council (SYBAC) for the 2018-19 school year. The deadline for applications is May 4.

The SYBAC engages high school students on a variety of broadband related topics, to identify trends and strategies to improve broadband connectivity. SYBAC students discuss a range of topics including: the Internet of Things (IoT), expanding broadband availability in rural areas, wireless access, infrastructure, and cybersecurity.



Students entering 10th - 12th grades during the 2018-19 school year may apply for membership. Selected students will be notified by ICN in May. Meetings will take place monthly, beginning in September through May 2019, via video conference, teleconference, and/or in-person. Council members also will communicate via email. Interested students should visit ICN's [SYBAC](#) webpage. Applications are due by May 4.

## What comes after the *Shifts* in Mathematics?

Aligned Instructional Practice

[Use the Instructional Practice Guide](#) (suite of tools)

The purpose of the Instructional Practice Guide suite of tools is to help teachers and those who support teachers to make the Shifts in instructional practice required by the Common Core and other college- and career-ready standards. The Instructional Practice Guide suite includes resources for coaching, lesson planning, and training support that are all designed to work together.

1. Resources for Instructional Practice
2. What Makes Instruction Aligned
3. Recognize the "Actions" and "Indicators" of Aligned Instruction
4. Research Support for Content-Specific Observation
5. <http://bit.ly/IAIPGSOT>

Implementing the Shifts in the Mathematic Standards <http://bit.ly/iacblog>. For questions, contact April Pforts at 515-314-6243 or [april.pforts@iowa.gov](mailto:april.pforts@iowa.gov).

## [Social-emotional learning: A critical link to the classroom](#)

Nick Yoder works with states and districts on the integration of social and emotional learning (SEL) and school climate with other educational reform initiatives, including college- and career-readiness and teacher effectiveness efforts.

## [Making healthy choices count](#)

5-2-1-0 Healthy Choices Count is an obesity prevention initiative with evidence-based strategies that support healthy choices, reaching children and adults where they live, learn, work, and play.

## [Multiple pathways to becoming a teacher in Iowa](#)

Ever think about becoming a teacher? There are more ways than one.

## [16 Iowa districts get funds to improve bus emissions](#)

Sixteen Iowa school districts received awards from the federal Environmental Protection Agency that will reduce emissions from their school bus fleets.

## [Register for Social Studies Institute](#)

Registration is under way for the June 20-21 [Best Practices in Social Studies Institute](#) in Des Moines. The institute is at no cost to participants.

## [Schools honored for creating safe, positive environments](#)

The Iowa Department of Education has awarded 110 schools statewide for their work on implementing Positive Behavioral Interventions and Supports (PBIS).

## [Full circle: Retiring principal returns to her beginnings](#)

When Kathie Danielson first walked into Des Moines' Hoover High School, it was the fall of 1974. Then, she was a student teacher. When she walks out of Hoover in a few months nearly 44 years later, she'll be retiring as principal.

## [Public input sought on computer science standards](#)

Iowa Department of Education Director Ryan Wise announced he's seeking public input on computer science standards that are under consideration in Iowa.

## [Iowa public universities, community colleges help students earn degrees](#)

Iowa community college students who transfer to one of the state's three public universities before earning a degree or certificate will find it easier to receive a credential retroactively under a new state partnership.

## [Side-by-side, different species, same journey. Everybody wins.](#)

A quick visit to the classrooms at Crestview School of Inquiry in Clive when Ares, Zeus, or Apollo are on site is all it takes to understand that Akita puppies, children, and reading belong together.

## [Exercising the mind \(and body\)](#)

Michael Tierney is a former special education teacher. Now he's a physical education teacher. And he loves bringing both worlds together.

## [Student state board member brings inequity to the forefront](#)

As a North High School senior in Des Moines, Nishimwe's year-long term ends in March. In that time, he's received insight into the business of education in the state. But he's also offered insight.

# Early Childhood Preschool Programs

## *MyTeachingStrategies*™ GOLD Assessment System

The three checkpoint dates for the 2018-19 school year will be Nov. 16, 2018, Feb. 22, 2019 and May 24, 2019. Based on feedback and information received from districts regarding the checkpoint reporting periods, the Iowa Department of Education has amended reporting requirements to the completion of two checkpoint reporting periods. Districts are encouraged to complete the fall and spring checkpoints to represent the beginning and end of the preschool program year. This is represented in Iowa Code § 279.60.

While the reporting requirements have been amended, districts may continue and are encouraged to utilize the three checkpoint periods as best practice in administering the assessment in a valid and reliable manner. Additionally, data from the three checkpoints is best used both in formative and summative means as teachers and administrators are determining appropriate instructional decisions for students.

Decisions to alter the frequency of completing checkpoint reporting will affect the availability of various reports in the *MyTeachingStrategies*™ system. Also, the *MyTeachingStrategies*™ system may also require additional checkpoints be completed when utilizing the OSEP reporting function.

Guidance and procedures regarding GOLD® have been updated for the current year based on amended reporting requirements and may be found on the [Teaching Strategies in Iowa web page](#) and the [Statewide Voluntary Preschool Program web page](#) under the subheading Assessment. For information about GOLD® checkpoints, contact Kimberly Villotti at 515-339-5519 or [kimberly.villotti@iowa.gov](mailto:kimberly.villotti@iowa.gov), or Teaching Strategies Tech Support for Iowa at 866-246-5352.

## Preschool Desk Audit for 2018-19

**Continued Requirement** - Each district is required to provide information for all Statewide Voluntary Preschool Program (SWVPP) sessions, including community partners, and for sessions serving one or more students with an Individualized Education Program (IEP) regardless of participation in the SWVPP.

**Collection Period** – Aug. – Sept. 15

**New Requirement** - The Evidence of Iowa Quality Preschool Program Standards (IQPPS) Implementation portion of the Preschool Desk Audit will be scaled statewide. Every school district that is implementing the IQPPS at any location, including community partners, will upload IQPPS evidence to the Preschool Desk Audit between Sept. 15 and Dec. 15. Districts that will receive an onsite IQPPS visit during the 2018-19 or 2019-20 school year are exempt from this requirement.

**Collection Period** – Sept. 15- Dec. 15

The Preschool Desk Audit is housed in the Consolidated Accountability and Support Application (CASA). Please make sure that the person responsible for submitting this information has access to CASA by following the instructions posted to the [Iowa Department of Education's website](#).

Guidance for IQPPS evidence will be posted on the [Differentiated Accountability web page](#) by the end of May. All classrooms that have adopted IQPPS are encouraged to use the variety of resources available on the [Early Childhood Standards web page](#) to support implementation of the IQPPS.

For questions about the Preschool Desk Audit, contact Jennifer Adkins at 515-954-5652 or [jennifer.adkins@iowa.gov](mailto:jennifer.adkins@iowa.gov).

## Nutrition and Health Services

### Fresh Fruit & Vegetable Program grant applications available

The Iowa Department of Education will be accepting applications beginning April 2 from qualifying elementary schools for the Fresh Fruit & Vegetable Program grant for school year 2018-19.

Elementary schools having 50 percent or more of their enrolled students eligible for free or reduced-price meals are selected for the program based on an annual grant application. Priority must be given to schools with the highest free and reduced-price populations.



This grant opportunity provides children with free fresh fruits and vegetables during the school day. The goal is to create healthier school environments by expanding the variety of fruits and vegetables consumed, and by making a difference in children's diets to impact their present and future health.

Applications must be submitted online in the [IowaCNP](#) by midnight on April 30. For more information, visit the [FFVP website](#) or contact Sandra Fiegen at 515-681-5750 or [sandra.fiegen@iowa.gov](mailto:sandra.fiegen@iowa.gov).

A student at Cardinal Elementary in Eldon models a cantaloupe smile.

### School nutrition summer training opportunities

Iowa Department of Education Bureau of Nutrition and Health Services and Iowa State University Extension and Outreach are partnering to hold school meal trainings this summer. Course description and details can be found at the [registration link](#). Encourage your district food service directors to attend.

- **Procurement Basics – June 5:** An introduction to school nutrition procurement requirements.
- **ServSafe ®– June 19:** At least one employee at each school location is required to be a Certified Food Protection Manager.
- **HACCP 101 – June 20:** School nutrition programs are required to have an up-to-date Food Safety or HACCP plan.
- **Manager Update - June 28:** Keynote speaker Dr. Katie Wilson will speak on leadership. Katie has a wealth of school nutrition experience to share from being a food service director, Executive Director of the Institute for Child Nutrition, and Deputy Under Secretary for USDA Food, Nutrition, and Consumer Services.
- **New Manager Orientation:** A workshop planned for newer school nutrition directors.
- **Healthy School Meals – July 31 – Aug. 1:** A review of nutrition meal pattern requirements.



## Legal Lessons

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

### Spring

“Spring’s Greatest Joy without a Doubt is when it brings the Children Out” – *Edgar Guest*

As the ground begins to thaw you can see signs of spring everywhere. The green grass is peaking out through dead grass, the red robins are singing, and children are out playing. Spring is such a breath of fresh air after the winter snow. I love the gentle spring air and the smell of fresh cut grass. It’s time for new growth and change and it’s also a hint that summer is just around the corner. As we prepare for the final few months of school, make sure to get your students outside and enjoying this beautiful whether.

Now in this April Edition I bring you an Updated Manual on Chapter 102 Investigations, School Behavioral Threat Assessment Training, Annual Reminders on School Days and Graduation, and the Four Ds of Prom.

#### **Chapter 102 Investigations Manual UPDATE!**

It’s been several years since we did an update to the Level 1 Investigators Manual. After a lot of review with my predecessor Kathy Collins-Reilly here it is. We have tried to clean up some of the examples and definitions. We have also included a flow chart. Make sure you share this manual with your districts Level 1 Investigators and have them print this out so it is at their disposal. Additionally, make sure your Level 1 Investigator is up to date on training. We will also be working on a webinar in the coming months for Level 1 Investigators so stay tuned.

[Chapter 102 Manual Link](#)

#### **School days and graduation**

With graduations fast approaching we have had quite a few phone calls regarding when schools can let out their seniors for the school year under the days/hours rules. So here is a quick reminder of the rules for seniors.

- 1) **Can we still let seniors out a week early?** Yes. Seniors may be released for up to 30 hours toward the district total reported hours (minimum of 1,080 hours) or 5 days toward the 180 days.
- 2) **What if we have extended our regular school calendar to make-up for inclement weather?** You may excuse a graduating senior who has met district or school requirements for graduation from attendance during the extended school calendar.

For other questions on school calendar please see our [guidance](#).

#### **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

- April 16 • Spring VRF/SRI test sites open
- May 1 • Second semester parental claim forms for nonpublic transportation reimbursement due



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



[www.educateiowa.gov](http://www.educateiowa.gov)

## Iowa Department of Education

400 E 14th Street  
Grimes State Office Building  
Des Moines, Iowa 50319  
Ph: 515-281-5294  
[www.educateiowa.gov](http://www.educateiowa.gov)