

Title 28 EDUCATION

Part CXV. Bulletin 741—Louisiana Handbook for School Administrators

Chapter 1. Foreword

§101. Purpose

A. Policies passed by the Board of Elementary and Secondary Education (BESE) govern the operation of public elementary, middle, and secondary schools. *Bulletin 741—Louisiana Handbook for School Administrators*, contains ~~these~~ policies for the administration of public schools.

B. The contents of this bulletin have been revised and reorganized for more efficient use as a reference document for district and school administrators. The bulletin has been extensively reviewed by members of BESE, the Louisiana Department of Education (~~DOE LDE~~), and a statewide review committee.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6; R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1257 (June 2005).

Chapter 3. Operation and Administration

§303. General Powers of Local Educational Governing Authorities

A. Each ~~city and parish~~ local school board shall determine the number and location of schools to be opened, and the number ~~and selection~~ of teachers and other ~~certified~~ school personnel to be employed. ~~from recommendations made by the local superintendent.~~

1. Each local school board shall delegate authority for the hiring and placement of all school personnel to the local school superintendent.

2. Each local school board shall adopt policies for and establish procedures which require a local school superintendent to:

a. Delegate to the principal all decisions regarding the hiring or placement of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the local school superintendent. Any recommendations made by the principal shall not be binding upon the superintendent but shall be considered by the superintendent in making his recommendations to the board.

b. Consult with teachers prior to making any decisions regarding the hiring or placement of a principal at the school in which such teachers are employed. Any recommendations made by teachers shall not be binding upon the superintendent but shall be considered by the superintendent when making employment decisions.

B. Each ~~city, parish, and other~~ local school board is authorized to adopt rules and regulations for its own governance that are consistent with law and with the regulations of BESE.

1. Each member of a city and parish school board shall receive a minimum of six hours of training and instruction annually in the school laws of this state, in the laws governing the school boards, and in educational trends, research, and policy. Such training shall also include education policy issues, including but not limited to the ~~Minimum Foundation Program~~ (MFP) and formula, literacy and numeracy, leadership development, dropout prevention, career and technical education, redesigning high schools, early childhood education, school discipline, and harassment, intimidation, and bullying. Training shall also include instruction in Louisiana Open Meeting Laws and the Louisiana Public Bid Law. In an LEA that has one or more schools identified as an academically unacceptable school or a school in need of academic assistance as defined by BESE, at least two of the required hours shall focus on the improvement of schools identified as failing schools as defined by BESE.

2. The training may be received from a postsecondary education institution, the ~~DOE LDE~~, ~~or~~ the local school board central office staff, or the Louisiana School Board Association (LSBA) provided that the instruction and the method for demonstrating attendance are pre-approved by the ~~Louisiana School Board Association~~ LSBA or at any conference presented by the National School Boards Association or by the Council of the Great City Schools, provided that verification of attendance by the school board member at the training is obtained.

3. Each school board member's attendance shall be reported by the instructor to the ~~Louisiana School Board Association~~ LSBA. Each school board member who completes required instruction shall receive a certificate of completion and a copy of such certificate shall be entered into the minutes of the school board on which the member serves.

4. The superintendent of the school system on which the school board member serves shall be responsible for verifying that any training or instruction received by the school board member as set forth in this Section meets the necessary requirements.

5. Distinguished School Board Member

a. A school board member who has received a certificate of completion for the initial 16 hours of training and instruction and has also received an annual certificate of completion of the required training for three subsequent consecutive years shall receive the designation of "Distinguished School Board Member."

b. ~~DOE LDE will~~ shall issue each such member an appropriate certificate attesting to such designation.

c. A member in office on Jan. 1, 2011, who has prior service on the board may receive the designation if he completes 16 hours of training during 2011 and completes the required training for the subsequent three consecutive years.

d. At least annually, the school system superintendent shall transmit to the newspaper which is the official journal of the school board a press release detailing the information for his school board that is posted on the LSBA website relative to training hours and subject matter completed by each school board member and to include in such press release information concerning each member who has been designated a "Distinguished School Board Member."

C. – G. ...

~~H. No city or parish school board shall accept any funds or grants for any new curricular or pilot programs unless the board has received the prior approval of BESE.~~

~~H.I.~~ Each ~~city and parish~~ local school board shall develop and adopt rules and policies regarding the dismissal and discipline of school employees including but not limited to the following issues:

1. ~~dismissing teachers at any time a reduction in force is instituted by the school board;~~ delegating authority for reduction in force (RIF) decisions to the superintendent for use in dismissing teachers and other employees any time a RIF is instituted.

a. RIF policies for use in dismissing teachers and administrators shall be based solely on demand, performance, and effectiveness, as determined by the performance evaluation program provided in R.S. 17:3881 et seq. Any RIF by a superintendent shall be instituted by dismissing the least effective teacher within each targeted subject area or area of certification first, and then proceeding by effectiveness rating until the RIF has been accomplished.

b. RIF policies for use in dismissing school employees who are not evaluated pursuant to R.S. 17:3881 et seq., shall be based upon performance and effectiveness as determined by school board policy, and certification or academic preparation, if applicable.

c. No RIF policy adopted by a local public school board shall include seniority or tenure as the primary criterion to be considered when instituting a RIF.

d. All RIF policies shall include the right of an employee notified of an RIF action to request in writing a review of such action and to receive notice of the results of such review.

~~2. dismissing school employees who have not attained tenure;~~

~~2.3.~~ the investigation of employees accused of impermissible corporal punishment or moral offenses involving students;

~~3.4.~~ the investigation of any employee in any case in which there is a public announcement by the board that the employee may be disciplined, whether or not there is an accompanying reduction in employee pay; and

~~4.5.~~ grievance procedures for teachers and school employees.

~~L.J.~~ No city or parish school board shall adopt any policy which forbids or discourages any teacher or other school board employee from reporting directly to any appropriate law enforcement authority any apparent criminal activity by any person involving, or appearing to involve, controlled dangerous substances, or any other apparent illegal activity.

1. No parish or city school board shall adopt any policy that would have the effect of preventing or hindering the response of law enforcement officials on school board property, to reports of illegal activity.

~~L.K.~~ Each city and parish school board may enter into voluntary compacts with other LEAs for the purpose of providing multiparish education programs of all kinds in accordance with R.S. 17:100.2.

~~L.L.~~ Each city, parish, or other local public school board shall conduct exit interviews for teachers who leave their employ and annually report this information to BESE. The local school board shall use the forms and reporting system developed by BESE for this purpose.

~~L.M.~~ No board member shall act in an individual capacity to use the authority of his office or position as a member of the school board in a manner intended to interfere with, compel, or coerce any personnel decision including the hiring, promotion, discipline, demotion, transfer, discharge, or assignment of work to any school employee.

~~M.N.~~ No board member shall use the authority of his office or position as a member of the school board in a manner intended to interfere with, compel, or coerce any school employee to make any decision concerning benefits, work assignment, or membership in any organization.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:53; R.S. 17:54; R.S. 17:81; 17:81.2; 17:81.4-8; R.S. 17:100.2; ~~R.S. 17:104;~~ R.S. 17:151.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1257 (June 2005), amended LR 35:1474 (August 2009), LR 35:1876 (September 2009), LR 37:1136 (April 2011), LR 39:

§307. Philosophy and Purposes

A. It shall be the responsibility of each LEA and school to formulate a written statement of its philosophy and purposes and/or mission statement. This statement shall give direction to the education program. The philosophy and purposes shall be on a system-wide basis and shall be adapted to meet the needs of each school within the system.

~~1. Copies of the statement of philosophy and purposes shall be on file at the offices of the superintendent and the principal.~~

AUTHORITY NOTE: Promulgated in accordance with La. Const. Art. VIII Preamble and R.S. 17:6; R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1258 (June 2005), amended LR 39:

§311. System Accreditation Repeal

~~A. Each school system shall participate in a program of system accreditation and receive a classification granted by the DOE based upon a fifth year, on-site verification of the Annual System and School Reports.~~

~~B. All school systems shall receive an accreditation classification.~~

~~C. Schools systems shall be classified according to the following categories based upon the fifth year, on-site visitation.~~

~~1. Accredited~~

~~a. Accredited. The programs offered by the school system are in compliance with the policies and standards of BESE.~~

~~b. Accredited Provisionally. One or more programs offered by the school system has deficiencies in standards other than those stated in the probational category, and the system is being advised and requested to make corrections. Improvement is expected prior to the next school year.~~

~~c. Accredited Probationally. One or more programs offered by the school system has major deficiencies in one or more of the following areas:~~

~~—— i. at least one member of the professional staff does not hold a valid Louisiana teaching certificate;~~

~~—— ii. the school system does not offer a curriculum to meet graduation requirements or a balanced elementary curriculum as prescribed in this bulletin;~~

~~—— iii. the school system has a student who is currently enrolled in a special education program and whose last individual evaluation occurred three or more years ago;~~

~~—— iv. the school has an identified exceptional student who does not have a current Individualized Education Program (IEP);~~

~~—— v. the school system does not adhere to and implement the various sections of the Revised Statutes of Louisiana as they affect the health and safety of the students and staff. (These include fire prevention and drills, provisions for a healthful environment, and safety regulations for transportation.);~~

~~—— vi. the physical facilities do not conform to the current federal, state, and local building fire, safety, and health codes; and~~

~~—— vii. if deficiencies are cited, after being accredited provisionally for one year, the system shall be accredited probationally.~~

~~2. Unaccredited~~

~~a. If deficiencies are cited, after being accredited probationally for one year, the system shall be unaccredited.~~

~~B. A school system's accreditation status may be altered (either upgraded or downgraded) based upon either the on-site verification of the implementation of the action plan and/or the on-site verification of the Annual School and System Reports.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:391.9.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1258 (June 2005).

§313. Special Education ~~Compliance~~ Program Monitoring

A. Each ~~school system~~ LEA shall participate in a system of special education ~~compliance~~ program monitoring. The ~~school system~~ LEA shall receive a formal ~~compliance document~~ monitoring report. If areas of noncompliance are identified, the LEA shall be required to propose corrective actions that must will be undertaken and identify timelines for correction.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:1941 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1259 (June 2005), amended LR 39:

~~§315. School Approval~~ REPEAL

A. ~~In order to benefit from state and federal funds, each elementary and secondary, career/technical, and special school under the jurisdiction of BESE shall participate in a program of school approval and receive an approved classification category from the DOE LDE based upon information submitted to the DOE LDE by the school.~~

B. ~~Schools shall be classified according to the following categories:~~

- ~~1. Approved—school meets the standards of BESE.~~
- ~~2. Approved Provisionally—school has some deficiencies in standards other than those stated in the probational category and is being advised and requested to make corrections; or the school and/or the LEA on behalf of the school:~~
 - ~~a. fail to complete the actions required of schools in School Improvement 1 as defined in Bulletin 111 after being identified for School Improvement 1; or~~
 - ~~b. fail to respond to the findings of a data audit of School Performance Score indicators conducted by the DOE LDE or a third party contracted by the DOE LDE; or~~
 - ~~c. the school is in School Improvement 3.~~
- ~~3. Approved Probationally—school has one or more of the following deviations from standards:~~
 - ~~a. the principal is not certified;~~
 - ~~b. at least one member of the professional staff does not hold a valid Louisiana teaching certificate;~~
 - ~~c. the school does not offer a curriculum to meet graduation requirements or a balanced elementary curriculum as prescribed in this bulletin;~~
 - ~~d. the school has a student who is currently enrolled in a special education program and whose last individual evaluation occurred three or more years ago;~~
 - ~~e. the school has an identified exceptional student who does not have a current IEP;~~
 - ~~f. the school does not adhere to and implement the various sections of the Revised Statutes of Louisiana as they affect the health and safety of the students and staff. (These include fire prevention and drills, provisions for a healthful environment, and safety regulations for transportation.);~~
 - ~~g. the physical facilities do not conform to the current federal, state, and local building fire, safety, and health codes;~~
 - ~~h. the school has been on provisional approval for at least two years; or~~
 - ~~i. the school and/or the LEA on behalf of the school:~~
 - ~~i. fail to complete the actions required of schools in School Improvement 2 or 3 as defined in Bulletin 111: Louisiana School, District, and State Accountability after being identified for School Improvement 2 or 3; or~~
 - ~~ii. fail to implement the school's/district's proposed plan to correct the findings of a data audit of School Performance Score indicators conducted by the DOE LDE or a third party contracted by the DOE LDE; or~~
 - ~~j. the school is in School Improvement 4, 5, or 6.~~
- ~~4. Unapproved—any school shall be unapproved if the school has not corrected the stated deficiencies within the time fixed by the DOE LDE; or the school and/or the LEA on behalf of the school:~~
 - ~~a. fail to complete the actions required of schools in School Improvement 4, 5, or 6 as defined in Bulletin 111—Louisiana School, District, and State Accountability after being identified as being in School Improvement 4, 5, or 6; or~~
 - ~~b. submit a Reconstitution Plan that BESE does not approve as defined in Bulletin 111.~~

C. ~~The DOE LDE shall set the guidelines and fix the period of time for corrections.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:10.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1259 (June 2005).

~~§319. Classification of Established Schools REPEAL~~

~~A. The local superintendent shall require from the principal of each school, on or before the date established by the DOE, the completed Annual School Report based upon minimum requirements for school approval.~~

~~B. The local superintendent shall submit to the State Superintendent of Education, on or before the date established by the LDE, an Annual School Report for each school in the system showing the extent to which each school is meeting the minimum requirements for classification.~~

~~C. A composite report of the findings and ratings of the schools by the DOE shall be presented to the State Superintendent of Education for final action. A final report shall be submitted to BESE.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6; R.S. 17:92.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1259 (June 2005).~~

~~§321. Review and Evaluation REPEAL~~

~~A. School self evaluation shall be used to affect improvement in the purposes of the school, and in the understanding of pupils, instructional methods, and educational outcomes.~~

~~1. Provisions for evaluating the school, the students, the teachers, the methods and materials, the curricular content, and the organization shall be made.~~

~~2. The principal shall have the responsibility of providing the leadership for school self evaluations.~~

~~B. Instructional programs of the school system shall be continually reviewed and analyzed for the purpose of making improvements.~~

~~1. Each school shall, with the assistance of the LEA, show evidence of continuous review, study, research, and analysis aimed at school improvement.~~

~~2. A file on all self evaluation procedures and results shall be accessible in the principal's office.~~

~~3. Test results and other data on student potential and achievement shall be used in efforts to improve instruction.~~

~~C. Follow up studies shall be conducted by the school for in school students, out of school graduates, and/or school dropouts when mandated by federal directives.~~

~~D. The school system shall assist schools in conducting follow up studies for in school students, out of school graduates, and/or school dropouts when mandated by federal directives.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6; R.S. 17:7; R.S. 17:22.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1260 (June 2005).~~

~~§323. Louisiana Educational Assessment Program~~

~~A. Each LEA shall participate in the Louisiana Educational Assessment Program.~~

~~B. Performance standards for LEAP for the 21st Century (LEAP 21) and Graduation Exit Examination for the 21st Century (GEE 21) and End-of-Course tests are equal should be comparable to the rigor of national achievement tests including but not limited to the National Assessment of Educational Progress (NAEP) performance standards.~~

~~C. Achievement Level Labels~~

Label and Short Description	Policy Definition
Advanced	A student at this level has demonstrated superior performance beyond the mastery level.
Mastery (Exceeding the Standard)	A student at this level has demonstrated competency over challenging subject matter and is well prepared for the next level of schooling.
Basic (Meeting the Standard)	A student at this level has demonstrated only the fundamental knowledge and skills for the next level of schooling.
Approaching Basic (Approaching the Standard)	A student at this level has only partially demonstrated the fundamental knowledge and skills needed for the next level of schooling.
Unsatisfactory	A student at this level has not demonstrated the fundamental knowledge and skills needed for the next level of schooling.

~~D. District wide test results, but not scores or rankings of individual students, shall be reported to the local educational governing authority at least once a year at a regularly scheduled local educational governing authority meeting.~~

EC. LEAP Alternate Assessment participation criteria shall be used by IEP teams to document that a student meets the criteria to participate in LEAP Alternate Assessment.

FD. Schools shall ensure that student participation is documented on the LEAP Alternate Assessment Participation Criteria form as approved by BESE.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1260 (June 2005), amended LR 39:

§325. Kindergarten and Prekindergarten

A. – B.1. ...

C. Each LEA shall require that every child entering kindergarten for the first time be given a nationally recognized readiness screening. The results of this screening shall be used in placement and for planning instruction. The pupil progression plan for each LEA shall include criterion for placement.

1. The parent or guardian of each child shall be advised of the nature of the child's level of readiness.

2. Each LEA shall report to the ~~DOELDE~~ screening results by school on an annual basis by December first of each year.

D. – D.2. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:24.8; R.S. 17:151.3; R.S. 17:391.11.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1260 (June 2005), amended LR 39:

§329. Remedial Education Programs

A. – B. ...

C. Each LEA shall participate in the ~~DOELDE~~'s remedial education program evaluation.

NOTE: Refer to Bulletin 1566—Guidelines for Pupil Progression, and the addendum to Bulletin 1566—Regulations for the Implementation of Remedial Education Programs Related to the LEAP/CRT Program, Regular School Year.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:394 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1261 (June 2005), amended LR 39:

§331. Special Education Programs

A. Each LEA shall provide special education programs for all exceptional students.

B. ~~The Education for~~ exceptional students shall be maintained in the least restrictive environment appropriate to the students' needs.

C. Each LEA shall ensure that the placement of exceptional students in special education services and settings is determined by the student's IEP placement committee and occurs only with the written consent of the parent(s) or legal guardian for the initial IEP.

NOTE:—Refer to Bulletin 1706—Regulations for Implementation of the Exceptional Children's Act.

D. Children who have been receiving special education in another state or in another school system within Louisiana, ~~and children who possess a severe, low incidence impairment documented by a qualified professional may be initially enrolled in a special education program concurrent with the conduct of the remainder of the evaluation according to the requirements of *Bulletin 1508—Pupil Appraisal Handbook*, and have~~ an IEP in effect from the previous system shall be provided FAPE, based on the exceptionality.

NOTE: Refer to Bulletin 1706—Regulations for Implementation of the Exceptional Children's Act.

~~E. The enrollment shall occur in accordance with §416 and §416 of *Bulletin 1706—Regulations for Implementation of the Exceptional Children's Act*.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:1941, et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1261 (June 2005), amended LR 39:

§333. Instructional Time

A. Each LEA shall adopt a calendar that includes a school year that is in accordance with applicable state regulations.

~~A. Each LEA shall adopt a calendar for that includes a minimum school year of 182 days, of which at least 177 days shall be scheduled to provide the required of instructional time. Two days shall be for staff development; the remaining days may be used for emergencies and/or other instructional activities. However, each LEA may authorize some or all of its schools to modify the total number of instructional minutes per day and instructional days per year, provided that 63,720 minutes of instructional time per year are met.~~

1. Instructional time shall include time devoted to teaching courses outlined in the Program of Studies. Instructional time does not include such things as recess, lunch, change of class time, and parent-teacher conferences.

B. Each LEA may include in its calendar a provision for dismissal of senior students prior to the end of the school year. This provision is not to exceed 10 days of instructional time or the equivalent number of minutes.

~~C. Each LEA has the option to make the determination regarding the length of the school day for high school seniors.~~

~~DC.~~ General election day shall be designated by each LEA as a holiday every four years for the presidential election.

~~E. Each instance of an LEA not meeting the minimum number of 177 days of required instructional time or the equivalent (63,720 minutes per year) shall be examined by the DOE and reported by the DOE or LEA to BESE.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:154.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1261 (June 2005), amended LR 39:

§335. ~~Program Evaluation for State Board Approval Programs~~ REPEAL

~~A. Anyone who accepts and executes responsibility for planning, implementing, and reporting evaluations of educational programs and projects approved by BESE shall have a valid Louisiana program evaluator's certificate.~~

~~B. The evaluations of educational programs and projects approved by BESE shall demonstrate the application of the Standards for Educational Evaluations.~~

NOTE: Refer to Joint Committee on Standards for Educational Evaluation as approved by BESE on January 20, 1981.

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6; R.S. 17:7; R.S. 17:391.6; R.S. 17:391.10.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1261 (June 2005).~~

§337. Written Policies and Procedures

A. Each LEA shall have written policies governing all school activities as they relate to students, the instructional program, staff, buildings, services, and the curriculum.

~~B. Each LEA shall have policies and procedures stated in written form for instructional programs, graduation ceremonies, student activity programs, and student services.~~

~~C.~~ B. Each LEA shall have policies and procedures that address, but are not limited to, the following:

1. the establishment of the number of school days, length of the school day, and other necessary guidelines for the operation of the schools;

2. provision of special educational and related services to exceptional students in accordance with the IEP for the entirety of the school year no fewer than 177 days or the equivalent during the normal 182-day school cycle;

B. 3. – B.4.

5. the exclusion of students with communicable diseases and their readmittance them following their recovery (refer to ~~§1131~~ Bulletin 135—Health and Safety, §309);

6. the control of communicable problems such as lice and scabies (refer to ~~§4134~~ Bulletin 135—Health and Safety, §309);
 7. the care of sick or injured students, including notification of parents, in cases of emergencies that occur while students are under the jurisdiction of the school;
 8. the administration of medication in schools (refer to ~~§4129~~ Bulletin 135—Health and Safety, §309);
- B. 9. – B.23.
24. ~~pre-service and ongoing~~ grade appropriate classroom management training for teachers, principals, and other appropriated school personnel regarding positive behavioral supports and reinforcement, conflict resolution, mediation, cultural competence, restorative practices, guidance and discipline, and adolescent development;
 25. a schedule for the retention and disposition of records. The schedule shall be approved by State Archives as required by R.S. 44:411.
 26. appropriate responses to the behavior of students with exceptionalities that may require immediate intervention (see for reference: *Guidelines for the Use of Seclusion Rooms and Restraint of Students with Exceptionalities*).
 - ~~27. provision of a district administered induction program for all newly appointed principals, assistant principals, and district level leaders with provisional principal or Educational Leader Level 1 certification (refer to §507).~~
 - ~~28.~~an employee arrested for any of the crimes listed in R.S. 15:587.1, any other sexual offense affecting minors, or any justified complaint of child abuse or neglect.
 - ~~29.~~the reporting of school bus operator arrests for violations of R.S. 14:98, 98.1, or any other law or ordinance that prohibits operating a vehicle while under the influence of alcohol or any abused substance or controlled dangerous substance set forth in the schedules provided in R.S. 40:964; and
 29. in the student code of conduct, the prohibition against bullying as defined in §1303.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6; R.S. 17:7(29); R.S. 17:81; R.S.17:240; R.S. 17:100.8.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1261 (June 2005), amended LR 33:429 (March 2007), LR 35:1101 (June 2009), LR 36:1224 (June 2010), LR 37:1141 (April 2011), LR 37:1380, 1380 (May 2011), LR 37:2134 (July 2011), LR 38:40, 41 (January 2012), LR 39:

§341. Homeless Children and Youth

A. Each LEA shall establish a written policy to provide for the placement in school and for the education of any child temporarily residing within the jurisdiction of the board who has no permanent address, who has been abandoned by his parents, or who is in foster care pursuant to placement through the ~~Department of Social Services~~ Department of Children and Family Services. However, this does not require the enrollment of any child not permitted by another school system to attend school, either permanently or temporarily, as a result of disciplinary action(s).

B. – J. ...

K. Each LEA that receives a homeless direct grant award from the SEA Office of Education for Homeless Children and Youth (EHCY) must coordinate the services provided and designate a homeless~~ness~~ liaison to carry out certain mandates.

L. Each LEA shall review and revise any policies that may act as barriers to the enrollment of homeless children and youth. Further, LEAs must adopt policies and practices to ensure that homeless children and youth are not isolated or stigmatized.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:238; 20 USCS 6311, 6312, 6313, and 6315.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1262 (June 2005), amended LR 39:

§343. Unsafe Schools

A. Students who are the victims of violent crime shall be afforded the opportunity to transfer to a different school.

1. A student at a public elementary school, middle school or high school who becomes a victim of a crime of violence as defined by R.S. 14:2, while on school property, on a school bus or at a school-sponsored event, shall be given the option to transfer to a public school within the school district in which the student's current school is located, which offers instruction at the student's grade level and which is not persistently dangerous, if there is such a school within that school district.

A.2. – B.5.c.viii. ...

~~6. An LEA with one or more schools meeting two of these three criteria during one school year shall identify the problem, submit a corrective action plan to the DOE for approval and implement the corrective action. A school system should generally develop a corrective action plan within 20 school days from the time it is notified of the need for the corrective action plan.~~

~~7. An LEA with one or more schools identified as persistently dangerous must submit a new corrective action plan to the DOE for approval and must implement the new corrective action. An LEA should generally develop a corrective action plan within 20 calendar days from the date the school district is notified of the need for the corrective action plan.~~

86. The ~~DOE~~ LDE shall annually reassess persistently dangerous schools. If a school no longer meets the criteria for a persistently dangerous school, taking into account the most recent completed school year and the school year immediately preceding the most recent completed school year, the school will not be deemed persistently dangerous.

C. Nothing herein shall prohibit LEAs from entering into agreements with one another allowing students who become the victims of crimes of violence while on school property, on a school bus, or at a school-sponsored event or who are attending persistently dangerous schools in one school district the option to transfer to a school, which is not persistently dangerous, in another school district. A student who has been assigned to a particular school, such as an alternative school or a special school, by court order shall not have the option to transfer.

AUTHORITY NOTE: Promulgated in accordance with 20 USCS 7912.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1263 (June 2005), amended LR 36:1498 (July 2010), LR 39:

§345. Requesting Waivers of BESE Policy

A. The superintendent of the LEA requesting deviation of any standard in this Bulletin shall submit documentation to the ~~DOE~~ LDE, justifying the request.

B. Technical assistance for meeting the policy as stated in this Bulletin shall be provided to the LEA by the ~~DOE~~ LDE.

C. When a deviation cannot be corrected by technical assistance, the ~~DOE~~ LDE may consider a waiver of policy using the following guidelines.

1. Waivers for Class Size

~~a. Waivers granted by the DOE in the following categories will be considered only when the citation would place the school in an approved probational category.~~

~~ba.~~ The DOE may waive class size requirements up to two students over the maximum allowable upon receipt of the following:

- i. a letter from the local superintendent detailing each class that exceeds the class size;
- ii. documentation from the principal and the superintendent showing how efforts have been made to comply with standards; and

~~iii. a copy of the school's master schedule, with class sizes included; and~~

~~iviii.~~ class sizes above the limit of two will go directly to the appropriate board committee with an executive recommendation from the DOE.

2. School Counselor/Librarian Ratios Waivers

~~a. Waivers granted by the DOE in the following categories will be considered only when the citation would place the school in an approved probational category.~~

~~b. The DOE may waive the required school counselor and librarian ratios upon receipt of the following:~~

- ~~i. a letter of justification from the local superintendent;~~
- ~~ii. a list of all administrative personnel in the school (part time and full time); and~~
- ~~iii. a detailed plan stating how the services will be provided to students.~~

32. Course Requirement Waivers

a. The ~~DOE~~ LDE may waive up to one Carnegie unit required for graduation in the following circumstances:

i. waivers for students who transfer to Louisiana from another state during their senior year, are on course to graduate in their previous state of residence, and are unable to schedule and complete the needed course; and

ii. waivers due to administrative errors.

b. In each situation, the district must provide:

- i. a letter of justification from the local superintendent; and
- ii. a copy of the student's transcript.

~~D. The DOE will report to the appropriate BESE committee bi annually in June and December on the waivers that have been granted.~~

~~D-E.~~ Requests that do not meet BESE-approved guidelines for an administrative action shall be submitted by the State Superintendent of Education to the appropriate BESE committee with an executive recommendation for action.

~~F. The agenda of the appropriate BESE committee shall have a standing item for submission of reports from the State Superintendent of Education required in Paragraph E above.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:10.2(B)(5); R.S. 17:24.10(C)(1)(c); R.S. 17:151(B)(2); R.S. 17:192(B)(2); R.S.17:274(D); R.S. 17:416.2(B).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1264 (June 2005), amended LR 39:

§349. Complaint Procedures

A. These complaint procedures are established for resolving complaints which may be filed against the ~~DOE~~ LDE or an agency pursuant to provisions of the *Elementary and Secondary Education Act of 1965*, 20 U.S.C. §6301 et seq., (ESEA).

B. The following definitions apply to this Section.

Agency—a local educational agency, educational service agency, consortium of those agencies, or entity.

Applicable Program—any of the following ESEA programs for which the ~~DOE~~ LDE has submitted a consolidated state plan or consolidated state application under the ESEA, which may include:

- a. Title I, Part A (Improving Basic Programs Operated by Local Educational Agencies);
- b. Title I, Part B, Subpart 3 (Even Start Family Literacy Programs);
- c. Title I, Part C (Education of Migratory Children);
- d. Title I, Part D (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk); ~~the Administrative Procedure Act, notice is hereby given that the Board of Elementary and Secondary Education approved for advertisement revisions to Bulletin 741—Louisiana Handbook for School Administrators: §349, Complaint Procedures;~~
- e. Title I, Part F (Comprehensive School Reform);
- f. Title II, Part A (Teaching and Principal Training and Recruitment Fund);
- g. Title II, Part D (Enhancing Education through Technology);
- h. Title III, Part A (English Language Acquisition, Language Enhancement, and Academic Achievement);
- i. Title IV, Part A, Subpart 1 (Safe and Drug-Free Schools and Communities);
- j. Title ~~VI~~ IV, Part A, Subpart 2 (Community Service Grants);
- k. Title IV, Part B (21st Century Community Learning Centers);
- l. Title V, Part A (Innovative Programs);
- m. Title VI, Part A, Subpart 1, Sections 6111 and 6112 (Improving Academic Achievement Programs); and
- n. Title VI, Part B, Subpart 2 (Rural and Low-Income Schools Program).

Covered Program—a federal program not defined as an applicable program for which the ~~DOE~~ LDE is required to provide a complaint procedure and for which a complaint procedure is not otherwise provided by rule of the ~~DOE~~ LDE.

C. This Subsection sets forth the specific procedures for resolving complaints that are filed pursuant to the ESEA.

1. ~~DOE~~ LDE will receive complaints from individuals or organizations alleging:
 - a. a violation of law in the administration of an applicable program; or
 - b. a violation of a federal statute or regulation that applies to a covered program for which federal law permits the filing of a complaint with the ~~DOE~~ LDE.
2. The complaint must be in writing and must include:
 - a. a statement that ~~DOE~~ LDE or an agency has violated a requirement of a federal statute or regulation that applies to an applicable program or a covered program;
 - b. the facts on which the statement is based, including the name of the agency or agencies, and the specific requirement alleged to have been violated;
 - c. a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed;

- d. the signature and contact information for the complainant or his or her designated representative; and
- e. the complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received by the ~~DOE~~ LDE.

3. Upon receipt of a complaint against an agency that meets the requirements of §349.C.2, the DOE will acknowledge receipt of the complaint in writing and provide written notice to the agency against which the violation has been alleged. ~~DOE~~ LDE will provide the agency with the opportunity to resolve the complaint without a finding, with the participation and agreement of the complainant.

4. If the complaint concerns a violation by the ~~DOE~~ LDE and meets the applicable requirements of §349.C.2, the State Superintendent of Education will appoint an impartial person(s) to conduct an investigation and resolve the complaint. The person(s) so appointed will acknowledge receipt of the complaint in writing.

5. All complaints must be resolved within 60 days of the date the ~~DOE~~ LDE receives the complaint. Within that 60-day timeline, the ~~DOE~~ LDE, or the impartial investigator when a complaint is filed against the ~~DOE~~ LDE, will:

- a. carry out an independent on-site investigation, if the ~~DOE~~ LDE or impartial investigator determines that an investigation is necessary;
- b. give the complainant the opportunity to submit additional information, either orally or in writing, about the allegations in the complaint;
- c. provide the ~~DOE~~ LDE or agency with the opportunity to respond to the complaint, including, at the discretion of the agency, a proposal to resolve the complaint;
- d. review all relevant information and make an independent determination as to whether the ~~DOE~~ LDE or agency is violating a requirement of the ESEA; and
- e. issue a written decision to the complainant that addresses each allegation in the complaint and contains:
 - i. findings of fact and conclusions;
 - ii. the reasons for the final decision; and
 - iii. a statement of the complainant's right to request the Secretary of the U.S. Department of Education (Secretary) to review the final decision, at the secretary's discretion.

6. Complaints regarding participation by private school children must be appealed to the secretary no later than 30 days after the decision is issued. An appeal regarding participation by private school children must be accompanied by a copy of the decision and a complete statement of reasons supporting the appeal.

7. Written decisions on complaints alleging violations by ~~DOE~~ LDE will be provided to BESE.

8. Timelines for ~~DOE~~ LDE 's final decision may be extended if exceptional circumstances exist with respect to a particular complaint.

9. The ~~DOE~~ LDE 's final decision must be implemented and include, if needed:

- a. technical assistance activities;
- b. negotiations; and
- c. corrective actions to achieve compliance.

10. Nothing herein shall preclude the availability of an informal resolution between the complainant and the ~~DOE~~ LDE or agency, nor shall anything herein preclude or abrogate the availability of any administrative hearing opportunities as provided for by federal statute or regulation.

11. ~~DOE~~ LDE will implement a process for tracking complaints received by ~~DOE~~ LDE to facilitate timely investigation and resolution.

12. ~~DOE~~ LDE will maintain a complaint log which includes the following components:

- a. date of receipt of complaint;
- b. name of complainant;
- c. name of agency, or ~~DOE~~ LDE if complaint is against ~~DOE~~ LDE;
- d. resolution, including technical assistance activities and corrective action plan, if needed;
- e. date of resolution;
- f. date of follow-up on technical assistance activities and corrective action plan, if assigned, and the results of that activity.

D. An agency will disseminate, free of charge, adequate information about the complaint procedures to parents of students, and appropriate private school offices or representatives.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 20 U.S.C. §6320, 20 U.S.C. §7883(a); 20 U.S.C. §7844(a)(3)(C); 34 C.F.R. § 106.8(b), and 34 C.F.R. §§299.11-299.12.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 33:1613 (August 2007), LR 39:

Chapter 5. Personnel

§501. Criminal Background Checks

A. Each ~~public~~ LEA shall establish by regulation, requirements and procedures consistent with R.S. 17:15 and R.S. 15:587.1, ~~through which it may request information from request in writing that~~ the Louisiana Bureau of Criminal Identification and Information ~~supply information necessary~~ to ascertain whether an employee, or applicant for employment as a teacher, substitute teacher, bus driver, substitute bus driver, or janitor, or as a temporary, part-time, or permanent employee of any kind, including any person employed to provide cafeteria, transportation, or janitorial or maintenance services by any person or entity that contracts with a school or school system to ~~pervade~~ such services, has been arrested for, convicted of, or pled nolo contendere to, any criminal offense.

1. The regulation shall include the requirement and the procedure for the submission of a person's fingerprints on a form acceptable to the Bureau.

42. The request for information necessary to determine whether a person has been arrested for, convicted of, or pled nolo contendere to, any criminal offense must be on a form prepared by the Bureau and must be signed by a responsible officer or official of the LEA making the request.

23. It must include a statement signed by the person about whom the request is made which gives ~~his or her~~ permission for such information to be released and must include the person's fingerprints in a form acceptable to the bureau.

34. A person ~~who has submitted his or her~~ whose fingerprints have been submitted to the Bureau may be temporarily hired pending the report from the Bureau. ~~as to any convictions of, or pleas of nolo contendere to, by the person to a crime listed in R.S. 15:587.1.~~

B. No person who has been convicted of or has pled nolo contendere to a crime listed in R.S. 15:587.1-1587.1 (C) shall be hired by a public elementary or secondary school as a teacher, substitute teacher, bus driver, substitute bus driver, janitor, or as a temporary, part-time, or permanent employee of any kind, including any person employed to provide cafeteria, transportation, or janitorial or maintenance services by any person or entity that contracts with a school or school system to ~~pervade~~ provide such services unless approved in writing by a district judge of the parish and the district attorney or, if employed on an emergency basis, unless approved in writing by the superintendent of the school system.

1. This statement of approval shall be kept on file at all times by the school and shall be produced upon request to any law enforcement officer.

2. Not later than 30 days after its being placed on file by the school, the school principal shall submit a copy of the statement of approval to the State Superintendent of Education.

C. The LEA shall dismiss any ~~permanent~~ teacher or any other school employee having supervisory or disciplinary authority over school children, if such teacher or ~~other school~~ employee is convicted of, or ~~pled~~ pleads nolo contendere to, any crime listed in R.S. 15:587.1(e) (C) except R.S. 14:74.

D. An LEA may reemploy a teacher or other school employee who has been convicted of, or pled nolo contendere to, a crime listed in R.S. 15:587.1(e) (C) ~~except R.S. 14:74~~, only upon written approval of the district judge of the parish and the district attorney or upon written documentation from the court in which the conviction occurred stating that the conviction has been reversed, set aside, or vacated.

1. Any such statement of approval of the judge and the district attorney and any such written documentation from the court shall be kept on file at all times by the school and shall be produced upon request to any law enforcement officer.

2. Not later than 30 days after its being placed on file by the school, the school principal shall submit a copy of any such statement of approval or written documentation from the court to the state superintendent of education.

E. A teacher or other school employee, upon final conviction or a plea of guilty or ~~a plea of~~ nolo contendere to any criminal offense, excluding traffic offenses, shall report the fact of the conviction or ~~the plea of~~ to his employer within 48 hours of the conviction or plea ~~of guilty or nolo contendere~~.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:15; R.S. 17:587.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1265 (June 2005), amended LR 33:431 (March 2007), LR 34:607 (April 2008), repromulgated LR 35:443 (March 2009), amended LR 35:1473 (August 2009), LR 39:

§503. Staff Organization

A. The professional staff of the local LEA's central office shall be organized with assigned roles, responsibilities and authority to provide a structure for implementing local school policies.

B. Each LEA shall be required to employ certified personnel as required by state/federal law:

1. superintendent;
2. special education supervisor;
3. Title IX coordinator;
4. child welfare and attendance supervisor;
5. school nurse;
6. school food services supervisor;
7. business manager.

NOTE: See Bulletin 1929: Louisiana Accounting and Uniform Governmental Handbook, §1301.

~~C. The LEA shall assign principals to schools as appropriate.~~

~~CD.~~ For LEAs in any parish having a population of at least ~~475~~300,000 persons, a full-time social worker shall be employed in each school which has been identified as a failing school.

~~DE.~~ There shall be alcohol, drug, and substance abuse counselors who regularly visit every secondary school and elementary school at a maximum ratio of four schools to one counselor, for the purpose of counseling students who have been identified as having an alcohol, drug, or substance abuse problem.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:15, R.S. 17:28, R.S. 17:29, R.S. 17:54, R.S. 17:81, R.S. 17:84.2, R.S. 17:228, R.S. 17:403, R.S. 17:1947(F); Title 34, Sect. 1068; Fed. Reg. 7CFR 210.3(a).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1265 (June 2005), amended LR 33:2352 (November 2007), LR 39:

§505. Certification of Personnel

A. To be eligible legally for teaching, administrative, supervisory, or other professional services in the public schools of Louisiana, personnel shall hold a valid Louisiana certificate appropriate to the services rendered or shall receive annual approval in accordance with provisions allowed by BESE.

NOTE: Refer to Bulletin 746—Louisiana Standards for State Certification of School Personnel.

B. In the event that an LEA in Louisiana, through its locally authorized governing board, chooses to select a superintendent who does not meet the eligibility requirements necessary to obtain certification as a superintendent, such LEA may appoint the candidate, provided that:

1. the district appoints a chief academic officer whose primary and substantial job description shall govern the academics of the district including curriculum and instruction;
2. the chief academic officer possesses a valid state-issued teaching certificate;
3. the chief academic officer also meets all criteria required of a superintendent set forth in existing BESE policy; and
4. the chief academic officer is appointed no later than 120 days after the appointment of the superintendent candidate.

~~C. Effective with the 2006-2007 School Year~~

~~C.4.~~ Teachers in core academic subject areas (English, reading/language arts, mathematics, science, foreign languages, arts, and social studies) must meet the highly qualified requirements in order to teach in any core academic subject.

~~21.~~ For the non-core academic subject areas, full-time secondary certified teachers in schools including grades 6 through 12 (or any combination thereof) may be allowed to teach a maximum of two periods in one subject out of their field of certification if they have earned 12 hours in that subject. Secondary certified teachers shall not teach below the sixth grade level.

~~D. Prior to the 2006-2007 School Year~~

~~1. Full time secondary certified teachers in schools including grades 6 through 12 (or any combination thereof) may be allowed to teach a maximum of two periods in one subject out of their field of certification if they have earned 12 hours in that subject. Secondary certified teachers shall not teach below the sixth grade level.~~

~~2.—Certified elementary teachers may teach Reading I and Reading II at the high school level.~~

~~DE.~~ Each LEA shall ensure that supervision is provided for school psychologists, school social workers, speech therapists, and any other personnel not certified or licensed to practice their respective discipline without supervision and who are provisionally employed contingent upon such specific documented supervision in accordance with policy in Bulletin 746.

~~EF.~~ Any employee of any LEA whose duty is to transport students in any city or parish activity in a school bus shall meet ~~State Department of Education~~ LDE requirements.

NOTE: Refer to *Bulletin 1194—School Transportation Handbook*.

~~F.G.~~ Each LEA shall establish standards for certification of special education paraprofessionals and shall issue permits based on these standards.

~~H.~~ School food service managers and food production managers shall be certified through the Division of Nutrition Assistance of the DOE.

~~G.I.~~ Teachers certified at the secondary level shall be allowed to teach at the sixth grade level in their respective areas of certification. ~~This provision shall in no way be applied to the policies relative to teachers who teach two hours per day out of their field of certification by virtue of completion of 12 hours in a field.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:7.1; R.S. 17:24.10; R.S. 17:81; R.S. 17:491; 17:497.2; R.S. 17:1974.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1265 (June 2005), amended LR 33:2353 (November 2007), amended LR 38:1224 (May 2012), LR 39:

~~§507.—District Educational Leadership Induction Program— REPEAL~~

~~A.~~ All newly appointed principals, assistant principals, and district level leaders with provisional principal or Educational Leader Level 1 certification shall participate in a district administered educational leadership induction program aligned to state guidelines available on www.teachlouisiana.net. (Prior to July 1, 2011, newly appointed principals, assistant principals, and district level leaders with provisional principal or Educational Leader Level 1 certification were required to participate in the state-approved Louisiana Educational Leader Induction (LELI) program.)

~~B.~~ The district educational leadership induction program shall include but is not limited to these four core components:

- ~~1.—professional development;~~
- ~~2.—school site visits;~~
- ~~3.—mentor facilitated face to face meetings; and~~
- ~~4.—access to district assigned mentors.~~

~~C.~~ Completion of a district educational leadership induction program is required for the following:

- ~~1.—individuals appointed to a principalship, assistant principalship, or district level leadership position;~~
- ~~2.—an individual serving as acting principal or acting assistant principal if he/she is serving in a full-time, full-year administrative capacity.~~

~~D.~~ A newly appointed assistant principal, principal, and district leader who completes a district Educational Leader Induction Program and three years of successful educational leadership experience may request to have his/her provisional principal status or Educational Leader Level 1 endorsement updated to Educational Leader Level 2.

AUTHORITY NOTE:—Promulgated in accordance with R.S. 17:3761.

HISTORICAL NOTE:—Promulgated by the Board of Elementary and Secondary Education, LR 31:1266 (June 2005), amended LR 32:1416 (August 2006), LR 38:40 (January 2012).

~~§509.—Personnel Evaluation REPEAL~~

~~A.~~ Each LEA shall adopt a system of personnel evaluation for all certified and other professional personnel.

NOTE:—Refer to *Bulletin 1525—Personnel Evaluation Accountability: A Guide for Implementation*, Revised 2001.

~~B.~~ The LEA's personnel evaluation programs shall be monitored periodically by the DOE ~~LDE~~, when requested by BESE as deemed necessary, to determine whether such programs have been implemented, to what extent they have been implemented, and whether such programs comply with the provision of the law and DOE ~~LDE~~ guidelines.

NOTE:—Refer to *Bulletin 1525—Personnel Evaluation Accountability: A Guide for Implementation*, Revised 2001.

AUTHORITY NOTE:—Promulgated in accordance with R.S. 17:3881et seq.

HISTORICAL NOTE:—Promulgated by the Board of Elementary and Secondary Education, LR 31:1266 (June 2005).

~~§511. Personnel Evaluation Plan Dissemination REPEAL~~

~~A. The LEA shall disseminate copies of the personnel evaluation plan, adopted by the local educational governing authority and approved by the DOE, to all employees affected by the educational accountability program.~~

~~NOTE: Refer to Bulletin 1525—Personnel Evaluation Accountability: A Guide for Implementation, Revised 2001.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3881 et seq.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1267 (June 2005).~~

~~§513. Professional Staff Development REPEAL~~

~~A. The LEA shall provide opportunities for teachers and other staff members to participate in the development of policies and professional development activities to improve instruction and the administration of educational programs.~~

~~B. Teachers and other staff members may participate in the development of school policies that improve instruction and the administration of educational programs.~~

~~C. All staff members shall be provided opportunities to participate in professional development activities.~~

~~D. There shall be a continuing program of orientation of new personnel during their first year.~~

~~E. Teachers, school counselors, principals and certain other school administrators in public elementary and secondary schools shall receive two hours of annual in-service training in suicide prevention.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:10.2; R.S. 17:3881 et seq.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1267 (June 2005), amended LR 35:1475 (August 2009).~~

§515. Teachers' Retirement System—Part-Time, Seasonal or Temporary Classroom Teacher

A. R.S. 11:162(C) provides that membership in the Teachers' Retirement System of Louisiana (TRSL) shall be required of part-time, seasonal, or temporary employees, as defined in 26 CFR 31.3121(b)(7)-2, who are classroom teachers and who have or earn five or more years of creditable service in the ~~Teachers' Retirement System of Louisiana TRSL~~.

B. Classroom Teacher

1. For the purposes of R.S. 11:162(C), classroom teacher shall mean:

a. an employee of an LEA under the control of BESE or any educational institution supported by and under the control of BESE, or any LEA:

i. whose job description and assigned duties include the instruction of pupils in courses in traditional or nontraditional classroom situations for which daily pupil attendance figures for the school system are kept; and

ii. who is classified under Object Code 112, as provided in Bulletin 1929, Louisiana Administrative Code Title 28, Part XLI §901.B.1.b, or is performing the functions, on a substitute basis, of an individual classified under Object Code 112;

b. instruction of pupils, as used in Subparagraph B.1.a.i, shall include activities dealing directly with the interaction between teachers and pupils. Instruction may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co-curricular activities. Instruction may also be provided through some other approved medium such as television, radio, telephone, and correspondence;

c. classroom teachers shall include, but not be limited to:

i. traditional subject area;

ii. special education;

iii. library media;

iv. resource;

v. itinerant;

vi. music;

vii. band;

viii. chorus;

ix. physical education;

x. home economics;

- xi. agriculture;
- xii. industrial arts;
- xiii. computer science; and
- xiv. business teachers.

d. a teacher's status as an "employee," as used in Paragraph B.1.a, shall be consistent with the employment classification made by his or her employing agency, pursuant to applicable law.

C. Rehired Retirees

1. ~~R.S. 11:710 prohibits anyone other than a "retired teacher" from receiving a retirement benefit pursuant to present law while reemployed, provides that anyone other than a "retired teacher" shall have his benefit suspended during reemployment, and defines "retired teacher" under the new law as: Any retired member of TRSL, other than a "retired teacher" as defined in R.S. 11:710, who returns to active service covered by TRSL, shall have retirement benefits suspended for the duration of reemployment.~~

~~a. any retired member who returns to work full time or part time as a classroom teacher offering instructional services to any student in grades K-12 in a "critical shortage area";~~

~~b. any other retired member reemployed on or before June 30, 2010;~~

~~c. any retired member who returns to active service as a full time certified speech therapist, speech pathologist or audiologist whose position of employment requires a valid Louisiana ancillary certificate approved and issued by the state DOE in a school district where a shortage exists.~~

2. In order for a person who qualifies as a retired teacher because he teaches in a shortage area to receive benefits during the period of her or his reemployment, requires the superintendent and the personnel director of the employing school to certify to the BESE and the TRSL board of trustees that a shortage of teachers exists in the area in which the retired teacher was hired to teach. For speech therapists, speech pathologists, and audiologists in a shortage area, the employer is required to certify that a shortage of such persons exists.

3. Prior to certification, for any full-time teaching position, the employer shall advertise the position twice in the official journal of the school's governing authority and non-retirees shall be given hiring preference over retirees, unless fewer than three applicants have applied for the position.

4. LEAs shall adhere to all applicable state regulations regarding membership in TRSL.

AUTHORITY NOTE: Promulgated in accordance with R.S. 11:162(C); R.S. 11:710.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1267 (June 2005), amended LR 37:1140 (April 2011), LR 39:

§521. Physical Abuse of Teachers and School Employees by Students

A. LEAs shall adopt rules and regulations to implement the following requirements regarding the physical abuse of public school teachers and other school employees by students.

1. LEAs shall keep ~~An accurate record shall be kept~~ of incidents of such abuse.

2. LEAs shall provide appropriate equipment to protect teachers and other school employees from such abuse.

3. Support services shall be provided to teachers and other school employees which afford them the opportunity to discuss the stress caused by such abuse.

4. Any teacher or other school employee who has been the victim of such abuse shall be provided the opportunity to seek another position for which ~~he~~ the teacher is certified within the same parish in which ~~he~~ the teacher will not have contact with the student(s) involved, provided that there is another position available.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 37:1138 (April 2011), LR 39:

Chapter 7. Records and Reports

§703. Student Records

A. Each school shall keep records for the registration and attendance of students and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school.

1. Student cumulative records shall continually be updated and, when applicable, contain the following:

- a. name, gender, social security number or a state-assigned identification number, date of admission, and date of birth;
- b. name and address of parents, legal guardian, and/or next of kin;
- c. language or means of communication, spoken or understood;
- d. a cumulative record of the student's progress through the curriculum;
- e. health history;
- f. student grades;
- g. attendance records;
- h. results of vision and hearing screening;
- i. all immunizations given in accordance with the requirements of the ~~State Department of Public Health~~ Office of Public Health (OPH), Louisiana Department of Health and Hospitals (DHH) recorded on a cumulative health record;
- j. scores on ~~LEAP 21 statewide assessments tests~~ and scores on local testing programs and screening instruments necessary to document the local criteria for promotion;
- k. information (or reasons) for student placement, including promotion, retention, and/or remediation and acceleration;
- l. information on the outcome of student participation in remedial and alternative programs; and
- m. a copy of the letter informing the parent of either the placement of the student in or the removal of the student from a remedial education program.

2. The following are applicable to students eligible under IDEA or Section 504:

- a. records of parent/teacher conferences prior to referral to pupil appraisal;
- b. results of all educational screening information;
- c. educational interventions and their results;
- d. multi-disciplinary evaluation reports;
- e. a copy of the IEP, including least restrictive environment justification;
- f. a copy of the Individualized Accommodation Program (IAP);
- g. a copy of the parent's written consent for the student to be moved from an alternative to a regular placement program;
- h. documentation of contact with School Building Level Committee prior to referral to pupil appraisal; and
- i. access sheet for special education confidentiality; ~~and~~
- j. ~~LEAP 21 Individual Student Reports.~~

~~B. Each teacher shall be provided with record forms or materials on which the roster of each class taught shall be kept and on which all data used to determine student progress shall be recorded.~~

~~1. This record is and shall remain the property of the school and shall be filed with the principal at the end of the school.~~

C B. Student records shall be reviewed regularly, and results shall be used for instructional planning, student counseling, and placement.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:170; R.S. 17:182; R.S. 17:232; R.S. 17:391.3; R.S. 17:391.4; R.S. 17:400; R.S. 17:1944; R.S. 17:2112.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1268 (June 2005), amended LR 39:

§705. Student Academic Records and Reports

A. A report of each student's progress in school shall be provided to parents or guardians at intervals designated by the ~~local educational governing authority~~ LEA and shall contain a report of progress made by the student in each subject or area.

B. – F. ...

AUTHORITY NOTE: Promulgated in accordance with USCS 1232g; R.S. 17:112; R.S. 17:177; R.S. 17:391.7(D).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1269 (June 2005), amended LR 39:

§707. Evaluation of Transfer Students' Records

A. A student transferred from an ~~un~~ state-approved school, in- or out-of-state or foreign school, shall be allowed credit for work completed in the previous school. When a student transfers from one school to another, a properly certified transcript, showing the student's record of attendance, achievement, immunization, and the units of credit earned, shall be required.

1. Records, including evaluation information for exceptional students transferring from another system, shall be reviewed by pupil appraisal and approved by the Supervisor of Special Education before the student is enrolled in a special education program.

2. Students in grades five and nine transferring to the public school system from any in-state nonpublic school (state approved and unapproved), or home schooling program, or Louisiana resident transferring from any out-of-state school, shall be required to pass the English language arts and Mathematics components portions of the state-developed LEAP ~~24~~ placement test.

B. Local school officials from any state-approved school receiving a student from an unapproved school, in- or out-of-state, or approved home study programs, ~~or foreign schools~~ will shall determine the placement and/or credits for the student through screening, evaluations, and/or examinations.

1. The principal and/or superintendent may require the student to take an examination on any subject matter for which credit is claimed.

2. The school issuing the high school diploma shall account for all credits required for graduation, and its records will show when and where the credit was earned.

3. Students in grades five and nine transferring to the public school system from any in-state nonpublic school (state approved and unapproved), or home schooling program, or Louisiana resident transferring from any out-of-state school, shall be required to pass the English language arts and Mathematics components of the state-developed LEAP 21 placement test.

~~C. Credits earned by students in American schools in foreign countries shall be accepted at face value.~~

NOTE: ~~Refer to Bulletin 1566—Guidelines for Pupil Progression.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:236.2.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1269 (June 2005), amended LR 39:

§709. Transfer of Student Records

A. The principal shall provide for the transfer of the education records, including special education records if applicable, of any current or former student at the school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school within or outside of the state of Louisiana, where the student has become enrolled or is seeking enrollment.

1. The transfer of such records, whether by mail or otherwise, shall occur not later than 10 business days from the date of receipt of the written request.

2. If a student has been expelled, the transferred records shall include the dates of the expulsion and the reasons for which the student was expelled.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:112; R.S. 17:221.3.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1270 (June 2005), amended LR 36:1224 (June 2010) LR 39:

§711. ~~Textbook Records~~ REPEAL

~~A. The school and LEA shall keep a record of all textbooks on hand at the beginning of the session, as well as records of those added and those worn out.~~

~~B. Refer to §1703 for more policies related to textbooks.~~

~~C. Refer to *Bulletin 1794—Policy and Procedure Manual, Textbooks* (LAC 28:XXXIII) for information on the disposal of old textbooks.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:8; R.S. 17:8.1; R.S. 17:93.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1270 (June 2005).~~

§713. Attendance Records

A. The attendance of all school students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such records which shall be open to inspection by ~~the visiting teacher, or~~ Supervisor of Cehild Welfare and Attendance, or duly authorized representative, at all reasonable times. All schools shall immediately report to the visiting teacher, or Supervisor of Cehild Welfare and Attendance, any unexplained, unexcused, or illegal absence, or habitual tardiness.

B. No public elementary or secondary school student who has not been emancipated by judicial decree or by marriage shall be permitted for any reason to leave school during the school day on his or her own authority.

1. The school principal or the principal's designee shall make all reasonable efforts to notify the parent or other person responsible for the student's school attendance of any such prohibited absence by a student.

2. For the purposes of notification as required by this ~~Paragraph~~ section, a parent or other person responsible for a student's school attendance may designate in writing with the school principal one or more alternative contact persons.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:232; R.S. 17:235.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1270 (June 2005), amended LR 39:

§715. System and School Reports

A. Reports required by the ~~DOE LDE~~ and BESE shall be made on appropriate forms, shall contain accurate information, and shall be returned by the specified date.

~~B. On a date specified by the DOE, the local superintendent shall forward the Annual System Report to the DOE LDE.~~

~~C. On a date specified by the DOE, the principal shall forward the Annual School Report, through the local superintendent's office, to the DOE.~~

1. The certification form shall be signed by the superintendent verifying that all data submitted are accurate.

~~C.D.~~ Each local superintendent shall keep a record of all business transacted by him as superintendent.

~~D.E.~~ On dates specified by the ~~DOE LDE~~, the local superintendent shall forward the information required for the completion of the Annual Financial and Statistical Report to the ~~DOE LDE~~.

1. Schools shall furnish information required for the completion of the Annual Financial and Statistical Report on report forms supplied by the LEA.

F. Each LEA shall provide reports as required by the ~~DOE LDE~~ for the review of the status and needs for additional construction and/or renovation of the physical facilities of the physical facilities of the LEA.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:24.5; R.S. 17:92; R.S. 17:93.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1270 (June 2005), amended LR 39:

§717. Reports of High School Credit

A. A finalized list of graduates ~~and PreGED/Skills Options Program completers~~ shall be submitted by the state-approved high school accompanied by the assurance statement signed by both the principal and the superintendent of the LEA in order to receive diplomas.

1. Prior to February 15 for mid-term graduates ~~and PreGED/Skills Options Program completers~~ and prior to June 15 for spring graduates ~~and PreGED/Skills Options Program completers~~, a certificate of high school credits for each graduate ~~and each PreGED/Skills Options Program completer~~ shall be submitted by each state-approved high school as required.

2. A certificate of high school credits (transcript) shall be submitted by the state-approved high school in order for a diploma ~~or an Options Program skill certificate~~ to be issued to those students graduating or exiting at times other than mid-term and spring.

3. Upon receipt of the finalized list of graduates ~~and PreGED/Skills Options Program completers~~, the ~~DOE LDE~~ will issue the diplomas ~~and the Options Program skill certificates~~.

B. Prior to the date of graduation or Options Program completion, the ~~DOE LDE~~ shall have the authority to determine the issuance of a diploma or an Options Program skill certificate.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(11).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1270 (June 2005), amended LR 39:

§719. Reports to the Supervisors of Child Welfare and Attendance

A. The principals, or administrators, and the teachers of all schools shall report the names, birth dates, race, parents, and residence of all students in attendance at their schools or classes in writing to the central office within 30 days after the beginning of the school term or session, and at such other times as may be required by BESE or the ~~DOE LDE~~.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:232.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1271 (June 2005), amended LR 39:

Chapter 9. Scheduling

§901. Scheduling

A. The purpose of scheduling within available time frames and staff resources shall be to meet the educational needs of students.

~~1. A copy of the daily/weekly schedule of work providing for all subject areas in the curriculum shall be on file in the principal's office and shall be posted at all times.~~

B. Prior to student scheduling each year, each middle, junior, or high school shall provide the parent/guardian/legal custodian with a listing of course offerings including the Course Choice Catalog, the content of each course, and high school graduation requirements where appropriate.

1. By the end of the eighth grade, each student shall develop, with the input of his family, an individual graduation plan. Such a plan shall include a sequence of courses that is consistent with the student's stated goals for one year after graduation.

2. Each student's individual graduation plan shall be reviewed annually thereafter by the student, parents, and school advisor and revised as needed.

3. Every middle, junior, or high school shall require that the parent/guardian/legal custodian sign his/her child's schedule form and the individual graduation plan for students in grades 8-12.

C. Student scheduling shall be individually appropriate and flexible to allow entry into and exit from courses and course sequences that are available for meeting curricular requirements.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:175; R.S. 17:183.2; R.S. ~~17:391.13~~; R.S. 17:401.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1271 (June 2005), amended LR 36:1498 (July 2010), LR 39:

§903. Exceptional Students

A. Exceptional students shall not be placed in ~~alternative~~ educational settings that exceed the maximum pupil/teacher ratio or the three-year chronological age span. The age span requirement does not apply to programs for secondary-aged students (students aged 14 through 21).

B. Special class, separate schooling, or other removal of students with disabilities from the regular educational environment shall occur only when the nature or severity of the individual's needs is such that education in regular class with the use of supplementary aids and services cannot be achieved satisfactorily. ~~Reasons for selecting a more restrictive environment may not be based solely on category of disability, severity of disability, availability of educational or related services, administrative convenience or special equipment. Refer to Bulletin 1706—Subpart A Regulations for Students with Disabilities, §446.~~

NOTE: Refer to Bulletin 1706—Regulations for Implementation of the Exceptional Children's Act

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:151; R.S. 17:1946.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1271 (June 2005), amended LR 39:

~~§907. Secondary Class Times and Carnegie Credit~~ REPEAL (moved to §2314)

~~A.1. Since each school shall provide 63,720 minutes of instructional time per year, the minimum amount of instructional time required for one Carnegie credit to be earned shall be as follows:~~

~~a. 10,620 minutes for a six period schedule;~~

~~b. 9,103 minutes for a seven period schedule; and~~

~~c. 7,965 minutes for eight period or 4 x 4 block schedules.~~

~~2. For other schedule configurations, a minimum of 7,965 minutes of instructional time must be met for one Carnegie credit to be earned.~~

~~B. The schedule of subjects offered in the program of studies may be arranged by school principals in order to reduce or increase the number of class periods per week provided that the yearly aggregate time requirements and Carnegie credit time requirements are met.~~

~~C. The minimum length of any high school class in which one half (1/2) Carnegie unit of credit is earned shall be within ±120 minutes of one half (1/2) of the total minutes required for one full Carnegie unit of credit.~~

~~D. Any high school class scheduled for a 90 minute block of instructional time must meet for a minimum of one full semester, or the equivalent, in order to earn a Carnegie unit of credit.~~

~~E. Districts may submit applications for a waiver of the instructional time requirement for Carnegie credit to the DOE. The application for a waiver must contain a brief description of the program and an assurance that all other requirements for Carnegie credit and graduation requirements will be met.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:154.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1271 (June 2005), amended LR 38:1224 (May 2012).

§909. ~~Length of School Day Requirements~~ REPEAL

~~A. For grades prekindergarten-12, the minimum school day shall include 360 minutes of instructional time, exclusive of recess, lunch, and planning periods.~~

~~B. The minimum instructional day for a full day prekindergarten and kindergarten program shall be 360 minutes.~~

~~C. Each LEA may authorize some or all of its schools to modify the total number of instructional minutes per day and instructional days per year provided that 63,720 minutes of instructional time per year are met.~~

~~D. Each LEA has the option to make the determination regarding the length of the school day for high school seniors.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:154.1.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1272 (June 2005).~~

§913. Class Size and Ratios

A. The maximum enrollment in a class or section in grades K-3 shall be 26 students and in grades 4-12, 33 students, except in certain activity types of classes in which the teaching approach and the materials and equipment are appropriate for large groups.

B. No teachers at the secondary level shall instruct more than 750 student hours per week, except those who teach the activity classes.

1. When a number of staff members are involved in a cooperative teaching project, the amount of each person's involved time may be counted in computing the individual teacher's load.

C. The maximum class size for Health and Physical Education in grades K-8 and in Physical Education I and II shall be 40. No class may be combined with Physical Education I or II if the total number of students taught is more than 40.

D. The system-wide, student classroom teacher ratio in grades K-3 shall be a maximum of 20 students to one classroom teacher.

1. An LEA may request a waiver of this requirement from the state superintendent of education provided that the teacher has demonstrated effectiveness as defined by BESE in Bulletin 130, *Regulations for the Evaluation and Assessment of School Personnel*.

NOTE: Refer to Bulletin 1706—*Subpart A-Regulations for Students with Disabilities* Regulations for Implementation of the Children with Exceptionalities Act for pupil/teacher ratios for special education.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17: 151; R.S. 17:174.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1272 (June 2005), amended LR 39:

§915. Student Activities

A. Each school shall have a well-balanced and effectively administered student activity program.

~~B. Each LEA shall adopt a written policy on student activities that shall:~~

~~1. distinguish between co-curricular and extracurricular activities within the context of the definitions below:~~

~~a. co-curricular activities are those activities that are relevant, supportive, and an integral part of the course of study in which the student is enrolled and which are under the supervision and/or coordination of the school instructional staff;~~

~~b. extracurricular activities are those activities which are not directly related to the program of studies and which are under the supervision and/or coordination of the school instructional staff and which are considered valuable for the overall development of the student;~~

~~2. define an appropriate place for such activities in the school's program;~~

~~3. limit and control interruptions of instructional time in the classroom;~~

~~4. limit the number of absences allowed for such activities; and~~

~~5. specify student eligibility requirements.~~

~~C~~ B. Extracurricular activities shall not be scheduled during instructional time.

~~D~~ C. Extracurricular services and activities shall be offered to all exceptional students in a manner that allows them equal opportunity to participate in services and activities.

~~E~~ D. No school shall permit the existence or functioning of any fraternity, sorority, or secret society.

~~F.E.~~ The Scholastic Rule of the Louisiana High School Athletic Association (LHSAA) shall be adhered to by all high schools under its jurisdiction.

NOTE: See for reference the LHSAA Web site at www.lhsaa.org.

~~G.F.~~ All athletic contests shall be scheduled after school hours.

1. When possible, no instructional time should be missed by student athletes when traveling to athletic events.
2. If teams are allowed to be released from school early to attend these events, released time should be kept to a minimum and the LHSAA's Regular Season Released-Time Plan must be followed when determining the released time to be used.
3. All class work missed by student athletes while attending athletic events must be made up as soon as possible in the same manner that would be required of other students.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:176.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1272 (June 2005), amended LR 39:

Chapter 11. Student Services

§1103. Compulsory Attendance

A. – B.1.c. ...

2. If a student is under the age of 18, the parent or guardian may withdraw the student from high school if that student is ~~seeking admission~~ accepted into a National Guard Youth Challenge Program in this state.

B.3 – B.4.c. ...

C. Students shall be expected to be in attendance every student-activity day scheduled by the ~~local educational governing authority LEA~~.

D. A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel.

1. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, ~~or participating in school-authorized field trips,~~ or taking a state approved virtual course.

- a. Half-Day Attendance. Students are considered to be in attendance for one-half day when they:
 - i. are physically present at a school site or participating in authorized school activity; and
 - ii. are under the supervision of authorized personnel for more than 25 percent but not more than half (26-50 percent) of the students' instructional day.
- b. Whole-Day Attendance. Students are considered to be in attendance for a whole day when they:
 - i. are physically present at a school site or are participating in an authorized school activity; and
 - ii. are under the supervision of authorized personnel for more than 50 percent (51-100 percent) of the students' instructional day.

E. A student who is enrolled in regular or special education and who, as a result of health care treatment, physical illness, accident, or the treatment thereof, is temporarily unable to attend school, shall be provided instructional services in the home or hospital environment. ~~(Homebound Instruction).~~

1. Homebound instruction shall be provided by, a properly certified teacher, on the eleventh school day following an absence of more than 10 consecutive school days for a qualifying illness.

a. After a student has been absent for 10 days, for one of the above identified reasons, the student shall be referred for review by the SBLC, to determine need for referral for Section 504 services if the student has not previously been identified as a student with a disability.

2. Homebound instruction, at a minimum, shall be provided in the core academic subjects: English, Mathematics, Science and Social Studies.

3. A minimum of four hours of homebound instruction shall be provided per week, unless the student's health as determined by a physician requires less.

a. Consideration shall be given to the individual need for services beyond the core academic subjects for students with disabilities.

4. Homebound services may be provided via a consultative model (properly certified regular or special education teacher when appropriate, consults with the homebound teacher delivering instruction) for students needing such services less than 20 days during a school year.

~~F. The LEA shall provide educational and related services to exceptional students in accordance with the IEP for no fewer than 177 days, or the equivalent (63,720 minutes), during the normal 182-day school cycle.~~

~~GF.~~ Elementary students shall be in attendance a minimum of ~~167 six-hour days or~~ 60,120 minutes (equivalent to 167 six hour days) a school year. In order to be eligible to receive grades, high school students shall be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six hour school days), per semester or 60,120 minutes (equivalent to 167 six hour school days) a school year for schools not operating on a semester basis.

~~1. To receive Carnegie credit for a course, the minimum amount of time students must be present shall be as follows:~~

- ~~a. 10,020 minutes for a six period schedule;~~
- ~~b. 8,589 minutes for a seven period schedule; and~~
- ~~c. 7,515 minutes for an eight period or 4x4 block schedule;~~
- ~~d. for other schedule configurations, students must attend a minimum of 7,515 minutes;~~
- ~~e. if instructional time for Carnegie credit has been waived, students still must meet the attendance requirement of 60,120 minutes per year.~~

2. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other policies must be met.

H. – M. ...

N. If a student is absent from school for two or more days within a 30-day period under a contract or employment arrangement to render artistic or creative services for compensation as set forth in the Child Performer Trust Act (R.S. 51:2131 et seq.) the employer shall employ a certified teacher, beginning on the second day of employment, to provide a minimum of three education instruction hours per day to the student pursuant to the lesson plans for the particular student as provided by the principal and teachers at the student's school. There must be a teacher to student ratio of one teacher for every 10 students.

Note: Refer to §1117.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:112; R.S. 17:221.3-4; R.S. 17:226.1; R.S. 17:233.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1273 (June 2005), amended LR 32:546 (April 2006), LR 32:1030 (June 2006), LR 33:2351 (November 2007), LR 35:641 (April 2009), LR 35:1097 (June 2009), LR 35:1475 (August 2009), LR 36:482 (March 2010), LR 36:1224 (June 2010), LR 37:1126 (April 2011), LR 37:2132 (July 2011), LR 38:1000 (April 2012), LR 38:1225 (May 2012), LR 38:1399 (June, 2012), LR 39:

§1105. Types of Absences

A. – B.

C. *Exempted, Excused Absences*— ~~are~~ absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

D. – E.

AUTHORITY NOTE: Promulgated in accordance with R. S. 17:226; R.S. 17:235.2; R.S. 17:416.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1274 (June 2005), amended LR 36:482 (March 2010), LR 37:1127 (April 2011), LR 39:

§1107. Entrance Requirements

A.1. All students, upon entering ~~Louisiana~~ schools for the first time, shall present:

- a. an official birth certificate (Children born in Louisiana will be given a 15 day grace period to secure a copy of their birth record. Children born out of this state will be given 30 days' grace in which to produce a copy of their birth record);
- b. a record of immunization; and
- c. an official Social Security card. If no Social Security is available, the student shall be assigned a state identification number.

2. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept ~~whatever~~ other positive proof of age, race, and parentage is available. It shall be left to the discretion of the ~~parish or city~~ local

superintendent of schools, subject to the authority of the school board, as to whether or not a child shall continue in school upon failure to comply herewith.

B. Every child, as a prerequisite to enrollment in any first grade of a public school, shall meet one of the following criteria:

1. have attended a full-day public or private kindergarten for a full academic year; or
2. have satisfactorily passed academic readiness screening administered by the LEA at the time of enrollment for first grade.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:151.3; 17:170; 17:222.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1274 (June 2005), amended LR 33:2353 (November 2007), LR 39:

§1109. Assignment and Transfer of Students

A. – B.1.

2. If not specifically contrary to the provisions of an order of a court of competent jurisdiction providing for the assignment of students within the LEA, a city or parish school board ~~in any parish having a population of at least 140,000 but not more than 160,000 persons and the~~ in Caddo or St. Tammany Parish School Board, shall assign a student to attend any public high school requested by a parent or other person responsible for the student's school attendance when the requested school has space available and is of a suitable grade level, and the student resides not more than 2 miles from such school. A school board shall not be required to provide transportation to any student enrolled in high school pursuant to the provisions of this Paragraph.

NOTE: Refer to §303.D.

C. – D. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:105; R.S. 17:221.2; R.S. 17:221.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1274 (June 2005), amended LR 33:2353 (November 2007), LR 36:1225 (June 2010), LR 37:1126 (April 2011), LR 39:

§1110. Placement of Students Children Born at the Same Birth Event

A.- B.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:221.4,5

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 35:1099 (June 2009), LR 39:

§1111. Age Requirements

A. Special education shall be provided for exceptional students aged 3 through 21, unless they have received a diploma. The LEA shall have the option to provide preschool special education to students with disabilities aged 0 through 2 years.

B. Each LEA shall provide for and offer; full-day kindergarten instruction to each eligible child in every school having a first grade or in a parish kindergarten center, ~~full-day kindergarten instruction to each eligible child.~~

C. The minimum age for kindergarten shall be one year younger than the age required for that child to enter first grade ~~as established by the local educational governing authority.~~

1. Each local educational governing authority, by rule, may provide, for a child of younger age to enter kindergarten; provided that such child has been evaluated and identified as gifted in accordance with the regulations of the DOE for such evaluation. Any child admitted to kindergarten pursuant to this Paragraph shall be eligible to enter first grade upon successful completion of kindergarten, provided all other applicable entrance requirements have been fulfilled.

2. Any child transferring into the first grade of a public school from out-of-state and not meeting the requirements herein for kindergarten attendance, shall be required to satisfactorily pass an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade.

3. Any child not able to meet the kindergarten attendance requirements of this Section due to illness or extraordinary, extenuating circumstances as determined by the local educational governing authority, shall be required to satisfactorily pass an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade.

4. Every parent, tutor, or other person having control or charge of a child who is eligible to attend full-day kindergarten, as a prerequisite to enrollment in any first grade of a public school shall send such child to attend public or private full-day kindergarten when such instruction is offered in the public schools, or ensure that such child is administered an academic readiness screening prior to the time established for the child to enter first grade.

D. The age at which a child may enter the first grade of any public school at the beginning of the public school session shall be six years on or before September 30 of the calendar year in which the school year begins.

1. Any local educational governing authority in a parish having a population of at least 450,000 may adopt, by rule, and enforce ages for entrance into first grade in the schools in its system which vary from the provisions of this Section. All children

admitted into school as a result of a rule adopted pursuant to such a rule shall be counted in reports submitted for funding under the ~~Minimum Foundation Program (MFP)~~ and money allocated pursuant to such program shall be based on the report which includes such children.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:151.3; R.S. 17:222.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1275 (June 2005), amended LR 39:

§1115. Statements of Compliance

A. Each ~~local educational governing authority~~ LEA shall require each student in grades 4 through 12 in each school under the control of the ~~local educational governing authority~~ LEA annually to sign a statement of compliance committing to do at least all of the following:

1. attend school daily, except when absent for reasons due to illness or other excused absence;
2. arrive at school on time each day;
3. demonstrate significant effort toward completing all required homework assignments; and
4. follow school and classroom rules.

B. Each parent or guardian of each student in grades 4 through 12 in any public school in the state annually shall sign a statement of compliance committing to do at least all of the following:

1. ensure that his/her child attends school daily except for excused absences;
2. ensure that his/her child arrives at school on time each day;
3. ensure that his/her child completes all required homework assignments; and
4. attend all required parent and teacher or principal conferences.

C. Prior to the signing by any student of the statement of compliance as required in this Section, each homeroom teacher or teacher designated by the principal shall, on the first day of school each school year, provide information to and answer any questions from students in grades 4 through 12 relative to the statement of compliance.

D. Each ~~local educational governing authority~~ LEA shall adopt rules and regulations necessary for the implementation of this Section. Such rules and regulations shall include the following:

1. appropriate action to be taken against any student or parent or guardian who fails to comply with the signed statement as required in this Section; and
2. guidelines for homeroom teachers to provide information and answer questions about the compliance statements, including a specified amount of time necessary for teachers to accomplish such requirements.

AUTHORITY NOTE: Promulgated in accordance with R. S. 17:235.2.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1276 (June 2005), amended LR 39:

§1117. Child Welfare and Attendance

A. ~~Visiting teachers,~~ Supervisors of Child Welfare and Attendance, and home-school coordinators shall give written notice, either in person or by registered mail, to the parent or guardian of a student within the compulsory school attendance age, when no valid reason is found for a student's nonenrollment or unexcused absence from school, requiring enrollment or attendance within three days from the date of notice.

B. ~~Visiting teachers,~~ Supervisors of Child Welfare and Attendance shall receive the cooperation of all teachers and principals in the parish or city in which they are appointed to serve.

C. Each school shall, upon the request of the LEA where the school is located, state whether any individual student is enrolled in such school and whether such pupil is fulfilling the compulsory attendance requirements.

D. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by ~~visiting teachers and~~ supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

E. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester. The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

NOTE: Refer to §1103.H.

F. In those districts participating in an interagency agreement to operate a truancy and assessment service center and to the extent specified in said agreement, school boards and their systems in general will assist child welfare and attendance officers in creating student background data, including attendance records, unexcused absences, conduct violations, discipline records, report cards, and transcripts as permitted by law and families in need of services personnel will work in partnership with the child welfare and attendance officers to monitor client progress, file all petitions in the cases of noncompliance of the plan for court appearance, and coordinate other services.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:232, R.S. 17:233, R.S. 17:235.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1276 (June 2005), amended LR 34:608 (April 2008), LR 35:1475 (August 2009), LR 39:

~~§1119. Health Screening REPEAL~~

Editor's Note: §1119 has been moved to Bulletin 135—Health and Safety, §301.

~~A. Every LEA, during the first semester of the school year or within 30 days after the admission of any students entering the school late in the session, shall test the sight, including color screening, for all first grade students, and hearing of each and all students under their charge, except those students whose parent or tutor objects to such examination. Such testing shall be conducted by appropriately trained personnel, and shall be completed in accordance with the schedule established by the American Academy of Pediatrics.~~

~~B. Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be tested for dyslexia, that student shall be referred to the school building level committee for additional testing. Local school systems may provide for additional training for school nurses to aid in identifying dyslexic students. Refer to §1123.~~

~~C. The LEA shall keep a record of such examination, shall be required to follow up on the deficiencies within 60, and shall notify in writing the parent or tutor of every student found to have any defect of sight or hearing. A written report of all such examinations shall be made to the State Superintendent of Education but shall not be made available to the public.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17: 2112.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1276 (June 2005).~~

~~§1121. Immunizations REPEAL~~

Editor's Note: §1121 has been moved to Bulletin 135—Health and Safety, §303.

~~A. Each person entering any school within the state for the first time, at the time of registration or entry, shall present satisfactory evidence of immunity to or immunization against vaccine preventable diseases according to a schedule approved by the office of public health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress. Beginning with the 2009-2010 school year and thereafter, each person entering the sixth grade in any school within the state shall present satisfactory evidence of immunity to or immunization against vaccine preventable diseases according to a schedule approved by the Office of Public Health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress.~~

~~1. The schedule shall include, but not be limited to measles, mumps, rubella, diphtheria, tetanus, whooping cough, poliomyelitis, and hemophilus influenzae Type B invasive infections.~~

~~2. The schedule may provide specific requirements based on age, grade in school, or type of school. At its own discretion and with the approval of the office of public health, an educational institution or licensed day care center may require immunizations or proof of immunity more extensive than required by the schedule approved by the office of public health.~~

~~B. A student transferring from another LEA in or out of the state shall submit either a certificate of immunization or a letter from his personal physician or a public health clinic indicating immunizations against the diseases in the schedule approved by the office of public health having been performed, or a statement that such immunizations are in progress.~~

~~C. If booster immunizations for the diseases enumerated in the schedule approved by the office of public health are advised by that office, such booster immunizations shall be administered before the student enters a school system within the state.~~

~~D. School principals shall be responsible for checking students' records to see that the provisions of this Section are enforced:~~

~~1. Chief Administrators of all public elementary and secondary schools, kindergartens, and pre schools shall be responsible for checking students' records to see that the following provision is enforced: electronic transmission of immunization compliance reports when the public or private school has an existing student specific electronic data system.~~

~~E. No student seeking to enter any school shall be required to comply with the provisions of this Section if the student or his parent or guardian submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons, or a written dissent from the student or his parent or guardian is presented.~~

~~F. In the event of an outbreak of a vaccine preventable disease at the location of a school, the principal is empowered, upon the recommendation of the office of public health, to exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.~~

~~G. LEAs that provide information relative to immunizations are required to provide parents and/or guardians with information relative to the risks associated with meningococcal disease. The information should include availability, effectiveness and known contraindications of immunization against such disease as well as causes and symptoms of the disease and how the disease is spread. LEAs shall also provide information on where a student may be immunized and where parents may obtain additional information. Information shall be updated annually if new information is available.~~

~~H. Beginning with 2009-2010 school year, students entering sixth grade and students eleven years old entering any grade and students eleven years old participating in approved home study shall provide evidence of current immunization against meningococcal disease as a condition of entry into such grade at any city, parish or other local public school or nonpublic school. Chief administrators are responsible for checking students' records and ensuring enforcement of provisions. Exemptions include: parent/guardian waivers for religious or personal reasons, written statement from physician stating contraindicated medical reasons, shortage of supply of vaccine.~~

~~I. Each LEA that provides information relative to immunizations shall provide to the parent or legal guardian of each student in grades six through twelve information relative to the risks associated with human papillomavirus and the availability, effectiveness, and known contraindications of immunizations against human papillomavirus. This information will be provided by the Department of Education.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:170.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1277 (June 2005), amended LR 33:429 (March 2007), LR 35:1476 (August 2009), LR 35:2322 (November 2009), LR 37:2134 (July 2011).~~

§1123. Educational Screening and Evaluation

A. All LEAs shall ensure that appropriate educational screening and evaluation services are provided to students.

B. Every student in public school in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his parent or guardian objects to such screening.

1. Such impediments shall include:

- a. dyslexia and related disorders;
- b. attention deficit disorder; and
- c. social and environmental factors that put a student "at risk."

2. Students in need of services and/or assistance shall have it provided to them. ~~Services for dyslexia and related disorders shall be provided~~ in accordance with R.S. 17:7(11).

3. The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the LEA who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

C. – F. ...

G. Re-evaluation of exceptional students shall ~~be conducted~~ occur at least every three years unless the parent and the public agency agree that a re-evaluation is not necessary.

NOTE: Refer to §1119.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7(11); R.S. 17:392.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1277 (June 2005).

~~§1903-1124. Parental Involvement for Exceptional Students~~

Editor's Note: §1903 was moved to §1124.

A. Each LEA shall take whatever action is necessary to ensure parental participation as required by federal, state, and local guidelines in the development of the IEP for exceptional students.

B. Communication from the school to the parent shall be as follows:

1. written;
2. in language understandable to the general public;
3. in the native language of the parent or other mode of communication used by the parent when possible; and/or
4. communicated orally (when necessary) in the native language or other mode of communication so that the parent understands the content of such communication.

C. Full and effective notice communicated from the LEA to the parent of an exceptional student or a student thought to be exceptional shall also include the following:

1. a full explanation of all the procedural safeguards available to the parents, including confidentiality requirements;
2. a description of the proposed (or refused) action, an explanation of the reasons for such actions, and a description of any options that were considered and rejected;
3. a description of each evaluation procedure, type of test, record or report used as a basis for the action, and any other relevant factors; and
4. identification of the employee or employees of the school system who may be contacted.

AUTHORITY NOTE: Promulgated in accordance with; R.S. 17:1944.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1287 (June 2005), amended LR 39:

§1125. Comprehensive Counseling

A. School counselors shall spend the majority of their time ~~on~~ providing direct counseling related to students. Responsibilities of the school counselor shall not include the administration of discipline, substitute teaching or administrative clerical duties. Refer to the Louisiana State Comprehensive Guidance and Counseling Model.

B. ~~It is recommended that~~ Each secondary school ~~shall~~ provide school counselors at a ratio of 1:450 or a major fraction thereof. Each elementary school and middle school shall provide school counselors when enrichment formula funds are provided.

C. A planned, comprehensive counseling program that is preventive and developmental in nature shall be provided in the school through an interdisciplinary approach.

1. These services shall include, but not be limited to providing counseling, educational information, career/occupational information, personal/social information services, referral services, consultation, orientation, testing, placement, and follow-up.

2. Individual and group counseling services ~~shall~~ may be provided to students at all levels, as well as to teachers, administrators and parents.

3. Individualized counseling shall be provided to students to ensure appropriate placement into and exit from the courses and course sequences that are available for curricular requirements.

4. Immediate assistance shall be provided for students who experience problems, and long-range services shall be made available when necessary.

~~5. Each school shall have in the student counseling area or library center, guidance materials to aid students in their educational, vocational, personal, social, health, and civic development.~~

NOTE: Refer to the Louisiana State Comprehensive Guidance and Counseling Model.

AUTHORITY NOTE: Promulgated in accordance with R. S. 17:3002 et seq.; R.S. 17:3005.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1277 (June 2005), amended LR 39:

§1127. Preventive Programs

A. ~~Positive p~~Preventive programs are those programs aimed at identifying and eliminating problems that impede student learning.

~~B. Each school shall develop a professional approach to the prevention of nonattendance and to problems involving chronic absenteeism.~~

~~C. Each LEA shall include in the curriculum a program of substance abuse prevention, to include effective informational and counseling strategies, and information designed to reduce the likelihood that students shall injure themselves or others through the misuse and abuse of chemical substances.~~

~~1. The substance abuse programs and curricula shall also include procedures for identifying students who exhibit signs of misuse or abuse of such substances and procedures for referral for counseling or treatment. (Note: Moved to §2305 F. 4.)~~

~~D B.~~ Each LEA shall have a program on the prevention of crime and disruptive behavior. ~~The program shall follow the minimum guidelines established by the DOE LDE in Bulletin 1627—Act 689 Guidelines (Crime and Disruptive Behavior).~~

~~§ C.~~ Each LEA may develop and implement, after submission to BESE for approval, a plan for the modification of approved course content and structure to produce interdisciplinary courses for purposes of enhancing dropout prevention programs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:13.1; R.S. 17:283; R.S. 17:403; ~~R.S. 17:416.14.~~

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1278 (June 2005), amended LR 39:

~~§1129. Administration of Medication~~ REPEAL

Editor's Note: §1129 has been moved to Bulletin 135—Health and Safety, §305.

~~A. Administration of Medication~~

~~1. Each local educational governing authority shall establish guidelines based upon the joint policy of BESE and the Louisiana State Board of Nursing for the administration of medications which shall include but not be limited to the following provisions:~~

~~2. Any waivers, deletions, additions, amendments, or alterations to this joint policy shall be approved by both boards.~~

~~B. Written Orders, Appropriate Containers, Labels and Information~~

~~1. Medication shall not be administered to any student without an order from a Louisiana, or adjacent state, licensed physician or dentist, and it shall include the following information:~~

- ~~a. the student's name;~~
- ~~b. the name and signature of the physician/dentist;~~
- ~~c. the physician/dentist's business address, office phone number, and emergency phone numbers;~~
- ~~d. the frequency and time of the medication;~~
- ~~e. the route and dosage of the medication; and~~
- ~~f. a written statement of the desired effects and the child specific potential of adverse effects.~~

~~2. Medication shall be provided to the school by the parent or guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:~~

- ~~a. name of pharmacy;~~
- ~~b. address and telephone number of pharmacy;~~
- ~~c. prescription number;~~
- ~~d. date dispensed;~~
- ~~e. name of student;~~
- ~~f. clear directions for use, including the route, frequency, and other as indicated;~~
- ~~g. drug name and strength;~~
- ~~h. last name and initial of pharmacist;~~
- ~~i. cautionary auxiliary labels, if applicable; and~~
- ~~j. physician's or dentist's name.~~

~~3. Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:~~

- ~~a. drug name;~~
- ~~b. dosage form;~~
- ~~c. strength;~~
- ~~d. quantity;~~
- ~~e. name of manufacturer and/or distributor; and~~
- ~~f. manufacturer's lot or batch number.~~

~~C. Administration of Medication—General Provisions~~

~~1. During the period when the medication is administered, the person administering the medication shall be relieved of all other duties. This requirement does not include the observation period required in Paragraph C.5.~~

~~2. Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications or in life threatening situations, trained unlicensed school employees may not administer injectable medications.~~

~~3. All medications shall be stored in a secured locked area or locked drawer with limited access except by authorized personnel.~~

~~4. Only oral medications, inhalants, topical ointments for diaper rash, and emergency medications shall be administered at school by unlicensed personnel.~~

~~5. Each student shall be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.~~

~~6. School medication orders shall be limited to medication which cannot be administered before or after school hours.~~

~~D. Principal~~

~~1. The principal shall designate at least two employees to receive training and administer medications in each school.~~

~~E. Teacher~~

~~1. The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students.~~

~~2. A teacher may request in writing to volunteer to administer medications to his/her own students.~~

~~3. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994.~~

~~4. A regular education teacher who is assigned an exceptional student shall not be required to administer medications.~~

~~F. School Nurse~~

~~1. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to insure the safety, health, and welfare of the students.~~

~~2. The school nurse shall be responsible for the training of non medical personnel who have been designated by each principal to administer medications in each school. The training shall be at least six hours and include but not be limited to the following provisions:~~

- ~~a. proper procedures for administration of medications including controlled substances;~~
- ~~b. storage and disposal of medications;~~
- ~~c. appropriate and correct record keeping;~~
- ~~d. appropriate actions when unusual circumstances or medication reactions occur; and~~
- ~~e. appropriate use of resources.~~

~~3. No employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing shall be required to perform an outside tracheotomy suctioning procedure on any child in an education setting. However, nothing shall prohibit an employee who volunteers to perform such procedure and who complies with the training and demonstration requirement from being allowed to perform such procedure on a child in an educational setting.~~

~~G. Parent/Guardian~~

~~1. The parent/guardian who wishes medication administered to his/her student shall provide the following:~~

~~a. A letter of request and authorization that contains the following information:~~

- ~~i. name of the student;~~
- ~~ii. clear instructions;~~
- ~~iii. prescription number, if any;~~
- ~~iv. current date;~~
- ~~v. name, degree, frequency, and route of medication;~~
- ~~vi. name of physician or dentist;~~

- ~~_____vii. _____printed name and signature of parent or guardian;~~
- ~~_____viii. _____emergency phone number of parent or guardian; and~~
- ~~_____ix. _____statement granting or withholding release of medical information.~~
- ~~b. _____Written orders for all medications to be given at school, including annual renewals at the beginning of the school year.~~
- ~~e. _____A prescription for all medications to be administered at school, including medications that might ordinarily be available over the counter.~~
- ~~d. _____A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/guardian or student.~~
- ~~e. _____A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent or guardian and licensed prescriber.~~
- ~~f. _____Arrangements for the safe delivery of the medication to and from school in the original labeled container as dispensed by the pharmacist; the medication shall be delivered by a responsible adult.~~
- ~~g. _____Unit dose packaging shall be used whenever possible.~~
- ~~2. _____All aerosol medications shall be delivered to the school in premeasured dosage.~~
- ~~3. _____No more than a 35 school day supply of medication shall be kept at school.~~
- ~~4. _____The initial dose of a medication shall be administered by the student's parent/guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.~~
- ~~5. _____The parent/guardian shall also work with those personnel designated to administer medication as follows:~~
 - ~~a. _____cooperate in counting the medication with the designation school personnel who receives it and sign a drug receipt form;~~
 - ~~b. _____cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication;~~
 - ~~c. _____assist in the development of the emergency plan for each student;~~
 - ~~d. _____comply with written and verbal communication regarding school policies;~~
 - ~~e. _____grant permission for school nurse/physician consultation; and~~
 - ~~f. _____remove or give permission to destroy unused, contaminated, discontinued, or out of date medications according to the school guidelines.~~

~~H. _____Student Confidentiality~~

- ~~1. _____All student information shall be kept confidential.~~

~~NOTE: _____There is a set of guidelines developed by an Administration of Medication Task Force and approved by the State Board of Nursing, which may be used by LEAs in developing their local administration of medication guidelines. These guidelines are available upon request in the BESE office.~~

~~I.1. _____Notwithstanding any provision of law or any rule, regulation, or policy to the contrary, the governing authority of each public elementary and secondary school shall permit the self administration of medications by a student with asthma or the use of auto injectable epinephrine by a student at risk of anaphylaxis, provided that the student's parent or legal guardian provides the school in which the student is enrolled with the following documentation:~~

- ~~a. _____written authorization for the student to carry and self administer such prescribed medications;~~
- ~~b. _____written certification from a licensed medical physician or other authorized prescriber that the student:~~
 - ~~_____i. _____has asthma or is at risk of having anaphylaxis;~~
 - ~~_____ii. _____has received instruction in the proper method of self administration of the student's prescribed medications to treat asthma or anaphylaxis;~~
- ~~c. _____written treatment plan from the student's licensed medical physician or authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan must be signed by the student, the student's parent or other legal guardian, and the student's licensed medical physician or other authorized prescriber and shall also contain the following information:~~
 - ~~_____i. _____the name, purpose, and prescribed dosage of the medications to be self administered;~~

- ~~ii. the time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered;~~
- ~~iii. the length of time for which the medications are prescribed;~~
- ~~d. any other documentation required by the governing authority of the public elementary or secondary school.~~

~~2. The documentation required by Paragraph 1 of this Subsection shall be kept on file in the office of the school nurse or other designated school official.~~

~~3. The governing authority of the public elementary and secondary school shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self administration of medication used to treat asthma or anaphylaxis. The parent or legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self administration of medications used to treat asthma or anaphylaxis.~~

~~4. For the purposes of the Subsection:~~

~~*Auto-Injectable Epinephrine*—a medical device for the immediate self administration of epinephrine by a person at risk for anaphylaxis.~~

~~*Inhaler*—a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.~~

~~5. A student who has been granted permission to self administer medication pursuant to this Subsection shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto injectable epinephrine, or both, at all times.~~

~~6. Permission for the self administration of asthma medications or use of auto injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self administration of asthma medications or the use of auto injectable epinephrine by a student shall be granted each subsequent school year, provided all of the requirements of this Subsection are fulfilled.~~

~~7. Upon obtaining permission to self administer asthma medication or to use auto injectable epinephrine pursuant to this Subsection, a student shall be permitted to possess and self administer such prescribed medication at any time while on school property or while attending a school sponsored activity.~~

~~8. A student who uses any medication permitted pursuant to this Subsection in a manner other than prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:436.1; R.S. 17:436.1(J).~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1278 (June 2005), amended LR 35:1476 (August 2009), LR 36:481 (March 2010).~~

~~§1130. Diabetes Management and Treatment REPEAL~~

Editor's Note: §1130 has been moved to Bulletin 135—Health and Safety, §307.

~~NOTE: This rule was developed in coordination with the Louisiana State Board of Nursing (LSBN). Any waivers, deletions, additions, amendments, or alterations to this policy shall be approved by both BESE and LSBN.~~

~~A. Diabetes Treatment Plans~~

~~1. Any public elementary or secondary school student who seeks care for his diabetes while at school or participating in a school related activity shall submit a diabetes management and treatment plan on an annual basis.~~

~~2. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or guardian to be responsible for such student's diabetes treatment.~~

~~3. The diabetes management plan shall be kept on file in the school in which the child is enrolled and shall include:~~

- ~~a. an evaluation of the student's level of understanding of his condition and his ability to manage his diabetes;~~
- ~~b. the diabetes related healthcare services the student may receive or self administer at school or during a school-related activity;~~
- ~~c. a timetable, including dosage instructions, of any diabetes medications to be administered to the student or self administered by the student; and~~

~~_____ d. the signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.~~

~~_____ 4. The plan shall be submitted annually to the principal or appropriately designated school personnel:~~

~~_____ a. prior to or within five school days after the beginning of each school year;~~

~~_____ b. upon enrollment, if the student enrolls in the school after the beginning of the school year;~~

~~_____ c. as soon as practicable following the student's receipt of a diagnosis of diabetes; or~~

~~_____ d. as warranted by changes in the student's medical condition;~~

~~_____ 5. The school nurse will be given not less than five school days to develop the Individualized Healthcare Plan (IHP) and shall implement the IHP within 10 school days upon receipt of the diabetes treatment plan.~~

~~_____ a. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.~~

~~_____ 6. The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until~~

~~_____ a. the IHP is developed;~~

~~_____ b. the parents or legal guardian have agreed and signed; and~~

~~_____ c. the diabetes management and treatment plan is put into place by the school nurse.~~

~~_____ 7. The school nurse shall be responsible for implementing and/or supervising the diabetes management and treatment plan for the student on campus, during school related activities, and during school related transportation of the student for the current year.~~

~~_____ B. Provision of Care — General Information~~

~~_____ 1. Upon receipt of the diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student in his educational environment and develop the IHP.~~

~~_____ 2. The school nurse shall provide care to a student with diabetes, or assist a student with the self care of his diabetes, in accordance with the student's diabetes management and treatment plan and IHP.~~

~~_____ 3. Diabetes management and treatment shall be provided to a student with diabetes during the school day and any school related activity. School related activities include but are not limited to extra curricular activities and sports.~~

~~_____ 4. No physician, nurse, school employee, school, or school district shall be liable for civil damages or subject to disciplinary action under professional licensing regulation or school disciplinary policies as a result of the activities of an unlicensed diabetes care assistant. Exception: If a professional licensing board has cause to believe that a licensee, within its jurisdiction, improperly trained an unlicensed diabetes care assistant or improperly assessed the ability of an unlicensed diabetes care assistant to perform his or her designated functions, then the professional licensing board may bring disciplinary action against the licensee.~~

~~_____ 5. With written permission from a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation or supervision of a student with diabetes during an off campus activity with an information sheet that provides the following information:~~

~~_____ a. the identity of the student;~~

~~_____ b. a description of potential emergencies that may occur as a result of the student's diabetes and the appropriate responses to such emergencies; and~~

~~_____ c. the telephone number of the person(s) to be contacted in case of an emergency.~~

~~_____ C. Unlicensed Diabetes Care Assistants — General Information~~

~~_____ 1. The use of unlicensed diabetes care assistants is optional. Schools shall not be required to utilize unlicensed diabetes care assistants.~~

~~_____ 2. An unlicensed diabetes care assistant is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by this rule, and is determined competent by the school nurse to provide care and treatment to students with diabetes.~~

~~3. A school employee shall not be subject to any penalty or disciplinary action for refusing to volunteer or serve as an unlicensed diabetes care assistant.~~

~~4. If a school chooses to use unlicensed diabetes care assistants to provide care for students with diabetes at school or during a school related activity, all of the rules of this section shall be followed.~~

~~5. Supervision requirements for unlicensed diabetes care assistants shall be as follows:~~

~~a. unlicensed diabetes care assistants may serve under the supervision of the school nurse or school principal for diabetes management care.~~

~~b. unlicensed diabetes care assistants shall serve under the supervision of a school nurse for medication administration.~~

~~i. where a school nurse is not physically present, he or she must be available by phone and within a reasonable mile radius for immediate access to the school.~~

~~6. Protocols for administration of medication for the treatment of diabetes shall be consistent with Bulletin 741, §1129.~~

~~D. Role of Unlicensed Diabetes Care Assistants~~

~~1. An unlicensed diabetes care assistant may provide diabetes care to a student only in accordance with the student's diabetes management and treatment plan.~~

~~a. the student's parent or legal guardian must sign an agreement authorizing such care.~~

~~b. the agreement must be on file with the school.~~

~~2. An unlicensed diabetes care assistant, in accordance with the diabetes management and treatment plan on file for a student, may provide diabetes care to a student, or assist a student in the self care of his diabetes by:~~

~~a. checking and recording blood glucose and ketone levels;~~

~~b. responding to blood glucose and ketone levels;~~

~~c. administering emergency treatment as prescribed in the student's Diabetes treatment plan and/or IHP;~~

~~d. following carbohydrate counting guidelines established by the school district or school; and~~

~~e. following medication administration protocols established by the school district or school.~~

~~3. Methods for training unlicensed diabetes care assistants include:~~

~~a. at least six hours of diabetes management and treatment instruction;~~

~~b. at least five return demonstrations of 100% skill competency; and~~

~~c. annual skill competency demonstration.~~

~~4. The unlicensed diabetes care assistant must be monitored by the school nurse for compliance of treatment plan and skill level.~~

~~5. The unlicensed diabetes care assistant must notify the school nurse of any changes in the status of the student.~~

~~6. During the specific time spent on management and/or treatment of the student with diabetes, the unlicensed diabetes care assistant shall be relieved of all other duties.~~

~~7. In performance of their duties, unlicensed diabetes care assistants shall be exempt from any applicable state law or rule that restricts the activities that may be performed by a person who is not a healthcare professional.~~

~~E. The Role of the School Nurse~~

~~1. The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for diabetes management and treatment and for the administration of medications in the schools to ensure the safety, health, and welfare of the students.~~

~~2. The school nurse or other healthcare professional with expertise in caring for persons with diabetes, in accordance with their authorized scope of practice, shall be responsible for the training and competency evaluation of non-medical personnel who have volunteered to serve as a diabetes care assistant.~~

~~3. The curriculum for training the unlicensed diabetes care assistants shall include, but not be limited to the following topics:~~

~~a. Recognize the signs and symptoms of hyperglycemia and hypoglycemia.~~

- ~~_____ b. Understand the details of the student's diabetes management treatment plan and when to contact the school nurse for additional directions on how to treat the student's change in condition.~~
- ~~_____ c. Understand the proper action to take if student's blood glucose levels are outside the target ranges specified in his diabetes management and treatment plan.~~
- ~~_____ d. Perform finger sticks to check blood glucose levels, check urine ketones levels, properly record the results, and notify the school nurse.~~
- ~~_____ e. Administration of medication as ordered by physician in accordance with school policies, procedures and the student's diabetes management treatment plan.~~
- ~~_____ f. Recognize complications which require emergency assistance. _____~~
- ~~_____ g. Understand carbohydrate counting, the recommended schedules and food intake for meals and snacks for a student with diabetes, the effect of physical activity on blood glucose levels, and the proper actions to be taken if a student's schedule is disrupted during school or any school-related activity.~~
- ~~_____ h. Review of school or school-district policies related to confidentiality and blood-borne pathogens.~~

~~— F. The Role of the Student with Diabetes in Self-Care~~

- ~~_____ 1. In accordance with a student's diabetes management and treatment plan the school shall permit the student to attend to the self-management, administration of medications, treatment and documentation as outlined in his diabetes management plan.~~

~~— H. The Role of the Principal~~

- ~~_____ 1. In consultation with the school nurse, if one is available, the principal may:~~
 - ~~_____ a. receive diabetes management and treatment plan.~~
 - ~~_____ b. seek school employee who is willing to be trained to serve as the unlicensed diabetes care assistant.~~
 - ~~_____ c. ensure the school has at least one unlicensed diabetes care assistant, if the school has a full-time nurse, or at least three unlicensed diabetes care assistants if the school has no full-time nurse.~~
 - ~~_____ d. require the school to develop carbohydrate count standard guides for those students who eat school-provided lunches.~~
 - ~~_____ e. supervise the implementation of the school policies for diabetes management and treatment and for the administration of medications in the schools to ensure the safety, health, and welfare of the students.~~
 - ~~_____ f. ensure appropriate supervision of the unlicensed diabetes care assistant.~~

~~— I. The Role of the Parent/Legal Guardian~~

- ~~_____ 1. Annually submit a copy of the student's diabetes management and treatment plan to the principal of the school in which the student is enrolled.~~
- ~~_____ 2. Give consent to implementation of the diabetes management and treatment plan.~~
- ~~_____ 3. Work with appropriate school personnel in development of the Individualized Healthcare Plan and provision of care for the student until the Individualized Healthcare Plan and Diabetes Management and Treatment Plan can be implemented.~~
- ~~_____ 4. Provide written calculation of carbohydrates in meals when lunch is provided from home.~~
- ~~_____ 5. Provide necessary supplies and equipment to deliver diabetes management and treatment plan.~~
- ~~_____ 6. Follow protocols for administration of medication consistent with Bulletin 741, §1129.G.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:436.3.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 39:~~

~~§1131. Communicable Disease Control REPEAL~~

Editor's Note: §1131 has been moved to Bulletin 135—Health and Safety, §309.

~~A. The DOE will work cooperatively with the Louisiana Department of Health and Hospitals for the prevention, control and containment of communicable diseases in schools.~~

~~B. Students are expected to be in compliance with the required immunization schedule.~~

~~1. The principal is required under R.S. 17:170 to exclude children from school attendance who are out of compliance with the immunizations required by this statute.~~

~~2. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Vaccine Preventable Disease Section's School Immunization Report forms (EPI 11, 11/84) to provide for preventable communicable disease control.~~

~~C. The superintendent may exclude a student or staff member for not more than five days from school or employment when reliable evidence or information from a public health officer or physician confirms him/her of having a communicable disease or infestation that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or staff member shall be excluded unless the public health officer approves school attendance or employment or the condition is no longer considered contagious.~~

~~D. When reliable evidence or information from a public health officer or physician confirms that a student/staff member is known to have a communicable disease or infection that is known not to be spread by casual contact, (i.e., HIV infection, Hepatitis B and other like diseases), the decision as to whether the affected person will remain in the school or employment setting will be addressed on a case by case basis by a review panel to ensure due process.~~

~~E. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not warranted as a condition for school entry or for employment or continued employment.~~

~~F. Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or bodily fluids within the school setting or on school buses. School personnel will be trained in the proper procedures for handling blood and bodily fluids and these procedures will be strictly adhered to by all school personnel.~~

~~G. Any medical information that pertains to students or staff members, proceedings, discussions and documents shall be confidential information. Before any medical information is shared with anyone in the school setting, a "Need to Know" review shall be made which includes the parent/guardian, student if age 18, employee or his/her representative unless the information is required to meet the mandates of federal or state law or regulation, or BESE policy.~~

~~H. Instruction on the principal modes by which communicable diseases, including, but not limited to, HIV infection, are spread and the best methods for the restriction and prevention of these diseases shall be taught to students and inservice education provided to all staff members.~~

~~I. Due Process Procedures~~

~~1. The Review Panel~~

~~a. Communicable diseases that are known not to be spread by casual contact (e.g., AIDS, Hepatitis B and other like diseases) will be addressed on a case by case basis by a review panel.~~

~~b. Panel Membership:~~

- ~~—— i. the physician treating the individual;~~
- ~~—— ii. a health official from the local parish health department;~~
- ~~—— iii. a child/employee advocate (e.g., nurse, counselor, child advocate, social worker, employee representative, etc., from in or outside the school setting) approved by the infected person or parent/guardian;~~
- ~~—— iv. a school representative familiar with the student's behavior in the school setting or the employee's work situation (in most cases the building principal or in the case of a special education student, a representative may be more appropriate);~~
- ~~—— v. either the parent/guardian of a child, a student if 18, employee, or their representative; and~~
- ~~—— vi. the school system superintendent.~~
- ~~c. The superintendent will assign a stenographer to record the proceedings.~~
- ~~d. The superintendent will designate the chair of the panel.~~
- ~~e. The chair of the review panel will designate the panel member who will write the "Proposal for Decision."~~

~~2. Case Review Process~~

~~a. Upon learning of a student/staff member with the LEA who has been identified as having a communicable disease that is known not to be spread by casual contact, the superintendent shall:~~

- ~~—— i. immediately consult with the physician of the student/staff member or public health officer who has evidence of a present or temporary condition that could be transmitted by casual contact in the school setting;~~

~~(a) if the public health officer indicates the student/staff member is well enough to remain in the school setting and poses no immediate health threat through casual contact to the school population because of their illness, the student/staff member shall be allowed to remain in the school setting while the review panel meets;~~

~~(b) if the public health officer indicates the student/staff member is currently not well enough to remain in the school setting and/or the affected individual currently has evidence of an illness or infection that poses a potential health threat through casual contact to the school population because of the illness, the student/staff member shall be excluded from the school setting while the review panel meets;~~

~~(c) if the public health officer recommends exclusion because a public health threat exists, the review panel will discuss the conditions under which the individual may return to school;~~

- ~~—— ii. — immediately contact the review panel members to convene a meeting to explore aspects of the individual's case;~~
- ~~—— iii. — submit to the parent/guardian or infected person if 18 or older, a copy of the Communicable Disease Control Policy;~~
- ~~—— iv. — observe all federal and state statutes, federal and state regulations, and all BESE policies pertaining to provision of special educational services.~~

3. ~~The Review Panel Process~~

~~a. The Review Panel shall meet within 24-48 hours to review the case. The following aspects should be considered in that review:~~

- ~~—— i. — the circumstances in which the disease is contagious to others;~~
- ~~—— ii. — any infections or illnesses the student/staff member could have as a result of the disease that would be contagious through casual contact in the school situation;~~
- ~~—— iii. — the age, behavior, and neurologic development of the student;~~
- ~~—— iv. — the expected type of interaction with others in the school setting and the implications to the health and safety of others involved;~~
- ~~—— v. — the psychological aspects for both the infected individual remaining in the school setting;~~
- ~~—— vi. — consideration of the existence of contagious disease occurring within the school population while the infected person is in attendance;~~
- ~~—— vii. — consideration of a potential request by the person with the disease to be excused from attendance in school or on the job;~~
- ~~—— viii. — the method of protecting the student/staff member's right to privacy, including maintaining confidential records;~~
- ~~—— ix. — recommendations as to whether the student/staff member should continue in the school setting or if currently not attending school, under what circumstances he/she may return;~~
- ~~—— x. — recommendations as to whether a restrictive setting or alternative delivery of school programs is advisable;~~
- ~~—— xi. — determination of whether an employee would be at risk of infection through casual contact when delivering an alternative educational program;~~
- ~~—— xii. — determination of when the case should be reviewed again by the panel; and~~
- ~~—— xiii. — any other relevant information.~~

~~b. Proposal for Decision~~

~~—— i. — Within three operational days (i.e., a day when the school board central office is open for business) after the panel convenes, the superintendent shall provide a written decision to the affected party based on the information brought out in the review panel process and will include the rationale for the decision concerning school attendance for the student or continuation of employment for staff member.~~

~~—— ii. — If the decision is to exclude the affected person from the school setting because of the existence of a temporary or present condition that is known to be spread by casual contact and is considered a health threat, the written decision shall include the conditions under which the exclusion will be reconsidered.~~

~~—— iii. — If the affected person is a special education student, an Individualized Education Program Conference must be convened to determine the appropriateness of the program and services for the student.~~

4. ~~Appeal Process~~

~~a. Rehearing Request~~

~~_____ i. The parent, guardian or affected person who considers the Proposal for Decision unjust may request a rehearing, in writing, directed to the superintendent within three days of the date of the decision. Grounds for requesting a rehearing are limited to:~~

~~(a) new evidence or information that is important to the decision; or~~

~~(b) substantial error of fact.~~

~~_____ ii. The superintendent, within 48 hours from the date of receipt of the request for rehearing, shall either grant or deny the request for rehearing. If the request for rehearing is granted, the chair shall reconvene the same panel that originally heard the matter within five business days of the date the hearing is granted.~~

~~_____ iii. Within three operational days (a day when the school system's central office is open for business) after the rehearing, the superintendent shall submit the decision to the parent/guardian or affected person.~~

b. Request for a Local Board Decision

~~_____ i. The parent/guardian, affected person or their representative, may make a final written appeal to the president of the local board of education within five operational days after the superintendent's decision. The board shall meet within three operational days and hear the student/staff member's appeal along with the Proposal for Decision and superintendent's decision. Within two business days of the hearing, the board shall render its decision in writing with copies sent to the superintendent, health department official, and parent/guardian or affected person.~~

~~_____ ii. Should the superintendent deny the request for rehearing, the appellant may appeal to the local board of education by exercising the process in Subparagraph b.~~

~~_____ iii. Review Panel Request for Appeal. If the Proposal for Decision or the superintendent's decision is contrary to the majority opinion of the review panel, a majority of the panel has the right to appeal either decision in the same manner stated in the "Appeal Process."~~

5. General

~~a. If the affected student cannot attend school, the LEA will provide an alternative school program.~~

~~_____ i. If the public health officer determines there is a risk of infection to an employee through casual contact while delivering this program, the employee will not be required to provide educational services.~~

~~_____ ii. If the public health officer determines there is no risk of infection to the employee, the employee will be expected to participate in the delivery of educational services.~~

~~b. The review panel member who is serving as the advocate for the infected individual (or another person designated by the panel and approved by the parent/guardian, or the infected person) will serve as the liaison between the student/staff member, family and attending physician as it relates to the school setting.~~

~~c. These procedures in no way limit or supersede the procedural due process requirements established in 29 USC 706(7); R.S. 17:1941, 7946, and 20 USC 1400-1485, et seq.~~

6. Confidentiality

~~a. All persons involved in these procedures shall be required to treat all proceedings, deliberations, and documents as confidential information. Records of the proceedings and the decisions will be kept by the superintendent in a sealed envelope with access limited to only those persons receiving the consent of the parent/guardian or infected person as provided in 20 USC 1232(g).~~

~~NOTE: See §1121.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(10)(15); R.S. 17:170; R.S. 17:437; R.S. 17:1941; 20 USCS 1232.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1279 (June 2005).~~

§1133. Substance Abuse

~~A. - C. ...~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:402 et seq. 14.403.1 et seq.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1282 (June 2005).~~

§1137. Student Identification Badges REPEAL

~~A. Each LEA in any parish having a population of between 120,000 and 130,000 persons may provide for an annual student identification badge to be issued to each student in grades 6 through 12 attending a public school in the school system. The badge shall include the student's name and picture, the name of the school which the student attends, and the calendar year for which it is issued. The student shall display such badge in a prominent manner at all times while on school grounds and when attending any~~

~~school function, including school sponsored cocurricular and extracurricular activities, unless circumstances otherwise prevent such display.~~

~~B. The LEA shall adopt rules and regulations for the implementation of this Section.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:179.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1282 (June 2005).~~

§1141. Electronic Telecommunication Devices

A. – B. ...

C. Each LEA shall develop, adopt, and implement policies, procedures and practices applicable to school employees relative to electronic communications by an employee at a school to a student enrolled at that school.

1. The policies, procedures, and practices shall:

a. define electronic communication and recognize the multiple means available for making such a communication, including specified forms of both direct communication and indirect communication;

b. require that all electronic communication by an employee to a student relative to the educational services provided use a means of communication provided by the LEA;

c. prohibit the use of the means of provided by the LEA to electronically communicate with a student that is not related to the education services provided, except communication with an immediate family member if such communication is specifically authorized by the LEA;

d. specify that the occurrence of any electronic communication made by an employee to a student, or vice versa, using a means other than one provided by the LEA shall be reported by the employee:

i. provides that records of any such reported communication be maintained by the LEA for one year;

e. specify that it is a duty of LEA employees to comply with the policies and provide that a failure to comply may result in disciplinary action and may constitute willful neglect of duty;

f. establish and provide for the imposition of consequences for a violation of the policies, including but not limited to termination of employment;

g. provide a means for the timely reporting and investigation of an alleged failure to comply with policies and for concluding such an investigation and resolving the allegation;

h. provide a means whereby any alleged failure to comply with the policies that also may be a violation of state or federal law is reported to the proper authorities;

i. provide a means to assure that all LEA employees are informed fully of the policies, procedures, and practices, and the possible consequences for a failure to comply;

j. provide a means to assure that a parent or guardian is fully informed of the policies, procedures, and practices;

k. provide a means for a parent or guardian to request that the child not be contacted through electronic communication by any school employee unless the purpose of such communication is directly related to the child's educational services and is sent and received by more than one student at the school; ~~and~~.

l. authorize a school principal or designee to permit an employee to contact one or more specifically identified students and be contacted by such students using a means other than one provided by the school provided the employee has requested and received permission from the principal or designee to do so and has provided documentation in writing to the principal or designee the purpose for such contact.

i. Such purposes may include but need not be limited to necessary communications relative to extracurricular activities, student athletic activities, community-based youth activities, and faith based activities.

2. No school board or board member shall be civilly liable for any electronic communication that is prohibited by law.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:81; R.S. 17:239

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1282 (June 2005), amended LR 37:1134 (April 2011), LR 39:

~~§1145. School Health Forms~~ REPEAL

Editor's Note: §1145 has been moved to Bulletin 135—Health and Safety, §311.

~~A. Effective August 2007, R.S. 40:5.12, requires all LEAs to implement the use of the standardized school health forms to eliminate the duplication of information submitted to schools and school nurses relative to health information and screenings, allergies, illnesses, sports physicals, medication administration, and prescribed procedures.~~

~~B. The most current version of the school health forms shall replace all other forms used to obtain health information, including previously piloted versions of these forms. These forms shall not be changed or altered in any manner.~~

~~C. The following is a brief description of each form:~~

~~1. School Entrance and General Health Exam Form/LHSAA Medical History Evaluation for all sports physicals and/or other health evaluations provided to school nurses and school systems. Exceptions: Physicians may continue to utilize the original LHSAA Sports Physical Form in performing sports physicals without sanctions for non-compliance.~~

~~2. Physician's Authorization for Special Health Care for any procedure orders, i.e., blood glucose monitoring, catheterization, etc., prescribed by a licensed provider that a student must receive during the school day.~~

~~3. Medication Order for medication orders prescribed by a licensed provider that a student must receive during the school day.~~

~~4. Health Information for pertinent health and emergency contact information provided by parents/legal guardians to the school district.~~

~~5. Authorization for Release of Confidential Information required to be signed by parent/legal guardian before health information can be shared between the LEA and health care providers, i.e., hospital, physician, service agency, school RN, and/or other health provider.~~

~~D. These forms will be made available for download via the internet on the Louisiana DOE and the Louisiana Department of Health and Hospitals web sites.~~

~~E. The DOE, in collaboration with the Department of Health and Hospitals/Office of Public Health, will review the school health forms bi annually and make revisions as needed.~~

~~F. Each LEA shall be monitored through the Department's NCLB Consolidated Compliance Monitoring process. LEAs that fail to implement the use of the standardized school health forms may be cited for non-compliance and requested to submit a corrective action plan.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S.40:5.12.; 20 USCS 6301, et seq. and 20 USCS 1232.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 33:2606 (December 2007).~~

~~§1147. Non-Complex Health Procedures REPEAL~~

Editor's Note: §1147 has been moved to Bulletin 135—Health and Safety, §313

~~A. The term "noncomplex health procedure" shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:~~

~~1. modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding;~~

~~2. health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, and gastrostomy feeding and monitoring of these procedures;~~

~~3. screenings such as growth, vital signs, hearing, vision, and scoliosis.~~

~~B. No city or parish school board shall require any employee other than a registered nurse, licensed medical physician, or an appropriate licensed health professional to perform noncomplex health procedures until all the following conditions have been met:~~

~~1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by a city or parish school board, has assessed the health status of the specific child in his specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.~~

~~2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two such employees to perform noncomplex health procedures on the specific child in his educational setting. The employees shall be given not less than four hours of training in the area of noncomplex health procedures.~~

~~3.a. Following the training provided for in Paragraph 2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state.~~

~~b. The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.~~

~~4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of this Section, may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy two hours.~~

~~5. Any employee shall have the right to request that another school board employee be present while he or she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.~~

~~C. For the purposes of this Section, "employee" means any appropriate member of the education staff.~~

~~D. Each city and parish school board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures as provided in this Section. Such safety equipment, materials, and supplies shall include but shall not be limited to gloves, anti bacterial soaps and wipes, paper towels, and masks.~~

~~E. Notwithstanding any provision of law or any rule, regulation, or policy to the contrary, no employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing shall be required to perform an tracheostomy suctioning procedure on any child in an educational setting. However, nothing in this Section shall prohibit an employee who volunteers to perform such procedure and who complies with the training and demonstration requirements as provided in Paragraphs B.2 and 3 of this Section from being allowed to perform such procedure on a child in an educational setting.~~

~~F. For purposes of this Section, "appropriate licensed health professional" shall include a licensed practical nurse.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:436(A)(2) and (E).~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 36:482 (March 2010).~~

§1149. Student Biometric Information

A. Biometric information is defined as any noninvasive electronic measurement and evaluation of any physical characteristics that are attributable to a single person, including fingerprint characteristics, eye characteristics, hand characteristics, vocal characteristics, facial characteristics, and any other physical characteristics used to electronically identify that person with a high degree of certainty.

B. Any LEA that collects such information shall develop, adopt, and implement policies that govern the collection and use of such information that, at a minimum shall:

1. require written permission from the student's parent or other legal guardian, or the student if he or she is age 18 or older, prior to the collection of any biometric information. It requires a form created for the express purpose of obtaining the required permission and requires that the granting of permission shall not be included as a part of any form used for enrollment purposes or other form required by the school's governing authority for any other purpose;

~~2. require written permission from the student's parent or other legal guardian, or the student if he or she is age 18 or older, prior to the collection of any biometric information. It requires a form created for the express purpose of obtaining the required permission and requires that the granting of permission shall not be included as a part of any form used for enrollment purposes or other form required by the school's governing authority for any other purpose;~~

2 ~~3.~~ provide that any biometric information collected from a student shall be used only for identification or fraud prevention purposes;

3 ~~4.~~ ensure that a student's biometric information shall not be disclosed to a third party without the written permission of the student's parent or other legal guardian, or the student if he or she is age 18 or older, unless the disclosure is required by court order;

4 ~~5.~~ provide for the secure storage, transmission, and protection of all biometric information from unauthorized disclosure;

5 6. encrypt student biometric information using an algorithmic process which transforms data into a form in which there is a low probability of assigning meaning to such information without use of a confidential process or key;

6 7. ensure that the use of a student's biometric information is discontinued upon:

- a. the student's graduation or withdrawal from school; or
- b. receipt of a written request to discontinue use of such information from the student's parent or other legal guardian, or the student if he or she is age 18 or older;

7 8. provide that all biometric information collected from a student be destroyed within 30 days after use of such information is discontinued;

8 9. provide that a student shall not be refused or denied any services due to the failure to provide written consent and that the collection of student biometric information must comply with all applicable state and federal law and requirements, including the federal Family Educational Rights Privacy Act of 1974 (FERPA).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:100.8.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 37:1139 (April 2011), LR 39:

Chapter 13. Discipline

§1301. Disciplinary Regulations

A. – F. ...

G. Students who are removed from the classroom for disruptive, dangerous, or unruly behavior or who are suspended for ten days or less shall be assigned school work missed and shall receive either full or partial credit for such work if it is completed satisfactorily and timely as determined by the principal or designee, upon the recommendation of the student's teacher. A student who is suspended for more than ten days or is expelled and receives educational services in an alternative school site, shall be assigned school work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was suspended or expelled.

1. The number of school days a student may be suspended shall not exceed the number of school days remaining in the school year.

H. - K.4.f ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:223-224; R.S. 17:416; 17:416.13.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1282 (June 2005), amended LR 36:1225 (June 2010), LR 37:1132, 1133 (April 2011), LR 39:

§13024. Classroom Management Training for School Staff

Editor's Note: Section 1302 has been renumbered to allow for new policies.

A. The school master plans for improving behavior and discipline required of ~~city, parish, and other local public school boards~~ LEAs shall make provision for pre-service and ongoing grade appropriate classroom management training for teachers, principals, and other appropriate school personnel regarding positive behavioral supports and reinforcement, conflict resolution, mediation, cultural competence, restorative practices, guidance and discipline, and adolescent development.

B. ~~City, parish, and other local public school boards~~ LEAs shall provide ongoing classroom management courses and regularly review discipline data from each school to determine what additional classroom management training is needed, if any, and what additional classroom support activities should be provided by the principal and school administration.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:252

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 37:1380 (May 2011), amended LR 39:

§13035. Reasons for Suspension

Editor's Note: Section 1303 has been renumbered to allow for new policies.

A. – B.17 ...

AUTHORITY NOTE: Promulgated in accordance with R.S.17:416.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1283 (June 2005), amended LR 39:

§13057. Due Process for Suspensions

Editor's Note: Section 1305 has been renumbered to allow for new policies

A. – E. ...

F. In all cases of suspensions, the parent, the superintendent of schools, ~~and the visiting teacher~~ and/or Supervisor of Child Welfare and Attendance or designee shall be notified in writing of the facts concerning each suspension, including the reasons therefore and terms thereof.

G. The decision of the superintendent on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the superintendent to remit any portion of the time of suspension.

AUTHORITY NOTE: Promulgated in accordance with R.S.17:416.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1283 (June 2005), amended LR 39:

§13078. Reasons for Expulsions

A. – C. ...

AUTHORITY NOTE: Promulgated in accordance with R.S.17:416.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1284 (June 2005), amended LR 34:608 (April 2008), LR 39:

§1313. Discipline for Students with Disabilities

A. If a school district removes a student with ~~a disability~~ from the student's current educational placement for 10 school days in a school year, consecutively or cumulatively, regardless of the circumstances, beginning on the eleventh day, ~~all students must be offered education services, including:~~ continue to receive educational services to enable the student to continue participating in the general education curriculum, to progress toward meeting the goals set out in the IEP, and to receive behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

~~1. access to the general curriculum;~~

~~2. implementation of the student's IEP;~~

~~3. access to statewide test/LEAP 21/GEE 21 preparation and/or remediation equal to those services provided to general education students;~~

~~4. services and modifications designed to prevent the behavior from recurring, if the behavior involves drugs, weapons or behavior substantially likely to cause injury to the student or others.~~

NOTE: Refer to Bulletin 1706—Subpart A Regulations for Students with Disabilities Regulations for Implementation of the Children with Exceptionalities Act.

AUTHORITY NOTE: Promulgated in accordance with R.S.17:1941 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1284 (June 2005), amended LR 39:

§1315. Corporal Punishment

A. Each LEA shall have discretion in the use of corporal punishment. In those cases in which an LEA decides to use corporal punishment, the LEA shall adopt such rules and regulations as it deems necessary to implement and control any form of corporal punishment in the schools under its jurisdiction.

B. Each LEA shall adopt a policy establishing procedures for the investigation of employees accused of impermissible corporal punishment.

C. Each LEA shall collect and report corporal punishment data according to procedures established by the LDE.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:81.6; R.S. 17:223; R.S. 17: 416.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1284 (June 2005), amended LR 39:

§1317. Search and Seizure

A. Any teacher, principal, school security guard, or administrator ~~in any LEA of the state~~ may search any building, desk, locker, area, or school grounds for evidence that the law, a school rule, or parish or city school board policy has been violated.

B. – D. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:416.3.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1285 (June 2005), amended LR 39:

Chapter 17. Instructional Support

§1703. Textbooks

A. Each school shall provide ~~textbook~~ instructional materials for each student and shall have proper procedures for selection, storage, and preservation of ~~textbooks~~ such materials.

~~B. In order to ensure the timely delivery of new instructional materials in the appropriate format (e.g., print, large print, Braille, audio, digital) for all students, each LEA shall place its instructional materials order at least six months in advance of the school year. Refer to *Bulletin 1794—State Textbook Adoption Policy and Procedure Manual* (LAC 28:XXXIII).~~

~~€ B.~~ State funds appropriated through the MFP may be used to buy books on the state-adopted textbook lists and academically related ancillary materials or computer hardware according to the state guidelines.

1. The annual appropriation for the purchase of instructional materials and supplies (state approved textbooks) is defined in the MFP appropriation bill on a per-pupil amount. In order to facilitate the purchase and receipt of these textbooks each year, LEAs are required to submit state textbook orders to the Publisher's Depository, centrally located within the state, between March 15 and May 15.

2. LEAs may use state ~~textbook~~ MFP dollars for the purchase of non-adopted instructional materials.

~~D. Refer to §711 for more policies related to textbooks.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:8 and R.S. 17:351 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1286 (June 2005), amended LR 37:1141 (April 2011), LR 38:2365 (September 2012), LR 39:

§1705. School Libraries/Media Centers

A. In an age of portable technology, schools shall provide resources for students to access literature and reference materials that relate directly to the educational program and provide opportunities to explore beyond the sphere of the regular instructional program.

~~A. The library/media center holdings shall reflect the philosophy and purposes of the school, relate directly to the educational program and the teaching techniques used by the teaching staff, and provide an opportunity to explore beyond the sphere of the regular instructional program.~~

~~B. The library/media center shall be the major instructional resource center of the school and shall offer varied services and activities for students.~~

~~C. Facilities, adequate in size, shall be provided to implement school-wide media services.~~

~~D. Available funds shall be expended to ensure a balanced and current library collection that includes the number of volumes and types of resources outlined in the *Guidelines for Library Media Programs in Louisiana Schools*.~~

~~E. Each school shall have in its library center a collection of print and nonprint media and equipment in sufficient number and quality to meet the instructional needs of teachers and students. Refer to *Guidelines for Library Media Programs in Louisiana Schools*.~~

~~F. Each school shall have library or media services appropriate to the instructional levels and exceptionalities of its students. Elementary schools that do not have a centralized library shall have classroom collections. Refer to *Guidelines for Library Media Programs in Louisiana Schools*.~~

~~G. The use of funds for library services for exceptional students shall be at least proportionate to that expended for regular students.~~

~~HB.~~ It is recommended that ~~Each~~ secondary school ~~shall~~ have a library and ~~shall~~ have librarian(s) as follows.

Student Enrollment	Required Recommended Librarians
299 or fewer	One half-time
300-999	One full-time
1000 or higher	Two full-time

NOTE: Refer to Guidelines for Library Media Programs in Louisiana Schools ~~for recommended staffing.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:351 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1286 (June 2005), amended LR 39:

Chapter 19. ~~Community Relations~~ REPEAL

§1901. ~~School Community Relations Program~~ REPEAL

~~A. The school community relations program shall be such that the community is fully informed about the educational program, the strengths and needs of the school, and the services available to the school community.~~

~~B. The LEA shall regularly assess community needs and shall conduct public relations activities.~~

~~C. Each school shall maintain a continuous and specific program of community relations that involves the professional staff, the students, and citizens.~~

~~D. Each school shall use its community resources in planning and conducting the total school program.~~

~~E. Each school shall seek to enlist the cooperative assistance of all communications media within the community and to provide access to public information about the school, its policies, and activities.~~

~~F. Teachers shall make appropriate and effective use of community resources.~~

~~G. Parental involvement and support shall be sought through communication between school and home.~~

~~H. Each school shall develop a written plan for community/parental involvement.~~

~~I. Each LEA shall establish local advisory councils as required by federal, state, and local guidelines.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:251; R.S. 17:406.1 et seq.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1287 (June 2005).~~

Chapter 21. Support Services

§2101. Transportation

A. The transportation program shall be safe, adequate, and suitable to the needs of the students and the community served while complying with the standards of the ~~DOE LDE~~. Refer to *Bulletin 1194—Louisiana School Transportation Handbook Specifications and Procedures*, and applicable laws.

B. – C. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1287 (June 2005), amended LR 39:

§2103. School Food Service

A. A recognized school of high school grade or under shall be eligible to participate in the school food service programs administered by the ~~DOE LDE~~, provided that requirements set forth in the agreements with the local educational governing authority are met.

B. Reimbursement ~~payment~~ shall be made only to schools operating under an agreement between the LEA or other governing authority and the ~~DOE LDE~~.

1. Agreements shall be signed by the designated representative of each LEA or other governing authority.

C. Participating schools shall adhere to conditions of Agreement and all applicable federal and state laws and United States Department of Agriculture (USDA) regulations and policies governing the USDA Child Nutrition Programs under the ~~DOE LDE~~.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17: 82; R.S. 17: 191 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1287 (June 2005), amended LR 39:

Chapter 23. Curriculum and Instruction

Subchapter A. Standards and Curricula

§2301. Standards and Curricula~~ma~~

A. Each LEA shall adopt and implement local curricula aligned with state content standards, benchmarks, and grade level expectations will provide instruction aligned to BESE-approved standards. The state documents are:

1. ~~English Language Arts Standards, Bulletin 1965;~~

2. ~~Mathematics Framework, Bulletin 1955;~~

3. ~~Science Framework, Bulletin 1962;~~

- ~~4. Social Studies Content Standards, Bulletin 1964;~~
- ~~5. Foreign Language Content Standards, Bulletin 1966;~~
- ~~6. Arts Content Standards, Bulletin 1963;~~
- ~~7. Physical Education Content Standards, Bulletin 102;~~
- ~~8. Health Education Content Standards, Bulletin 103;~~
- ~~9. K-12 Educational Technology Standards, Bulletin 104;~~
- ~~10. Standards for Serving Four Year Old Children, Bulletin 105;~~
- ~~11. Agricultural Education Content Standards, Bulletin 106;~~
- ~~12. Health Occupations Content Standards, Bulletin 107;~~
- ~~13. Marketing Education Content Standards, Bulletin 108;~~
- ~~14. Family and Consumer Science Content Standards, Bulletin 109;~~
- ~~15. Technology Education Content Standards, Bulletin 110;~~
- ~~16. Business Education Content Standards, Bulletin 1977;~~
- ~~17. Trade and Industrial Arts Content Standards, Bulletin 114;~~
- ~~18. English Language Development Standards, Bulletin 112.~~

~~B. Each teacher of required subjects shall provide instruction that includes those skills and competencies designated by local curricula that are based upon the state's content standards, benchmarks, grade level expectations, and Career and Technical Education Model Course Guidelines.~~

§ B. The Louisiana content standards shall be subject to ~~regular~~ review and revision to maintain rigor and high expectations for teaching and learning. Such review of each content area shall occur at least once every seven years.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158-24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1288 (June 2005), amended LR 31:3070 (December 2005), LR 33:429 (March 2007), LR 39:

§2302. Uniform Grading Policy

A. LEAs shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

Grading Scale for Regular Courses	
Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:~~7(29)~~ (31)(A).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 37:2390 (August 2011), LR 39:

§2303. Planning and Instruction

A. Course content shall meet state and local guidelines relative to unbiased treatment of race, sex, roles, religions, ethnic origins, and political beliefs.

B. Each school's instructional program shall be characterized by well-defined instructional objectives and systematic planning by teachers.

C. Planning by teachers for content, classroom instruction, and local assessment shall reflect the ~~use of local curricula and state's content standards, benchmarks, grade level expectations, and Career and Technical Education Model Course Guidelines.~~

D. The instructional program shall reflect the selection and use of varied types of learning materials and experiences, and the adaptation of organizational and instructional procedures to provide for individual student needs.

E. The instructional program shall reflect the use of varied evaluative instruments and procedures.

F. Teaching strategies and techniques shall be adjusted to accommodate the types of learners served and their individual learning styles.

G. Each school's educational program shall provide for individual differences of students.

H. Assessment of student performance shall be conducted in each course or instructional level, and mastery of concepts and skills shall be verified.

AUTHORITY NOTE: Promulgated in accordance with Louisiana Constitution Art. VIII Preamble.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1288 (June 2005), amended LR 39:

§2304. Science Education

A. BESE shall, upon request of an LEA, allow and assist teachers and school administrators to create and foster an environment that promotes critical thinking skills, logical analysis, and open and objective discussion of concepts, laws, principles, and scientific theories.

1. Such assistance shall include support and guidance for teachers regarding effective ways to understand, analyze, critique, and objectively review concepts, laws, principles, and scientific theories.

2. Any LEA may request such assistance by contacting the ~~Division of Curriculum Standards of the DOE LDE~~.

B. Teachers shall teach the ~~content presented in the Louisiana Comprehensive Curriculum or other curriculum developed by the LEA that is based on the Louisiana Science Content~~ state-approved science Standards and Grade Level Expectations, and the standard textbook supplied by the LEA.

1. The teacher may then use supplemental textbooks and other instructional materials as permitted by the LEA unless otherwise prohibited by BESE.

C. Classroom instruction and materials shall not promote any religious doctrine, promote discrimination for or against a particular set of religious beliefs, or promote discrimination for or against religion or nonreligion

D. BESE shall determine which supplemental materials shall be prohibited from use in science classes in public schools according the procedure below.

1. Any Louisiana citizen may challenge materials used by an LEA by submitting a complaint to the ~~Division of Curriculum Standards of the DOE LDE~~ for consideration by BESE. The complaint should contain the reasons for the challenge and cite evidence to substantiate the challenge.

2. The ~~DOE LDE~~ will notify the LEA using the supplementary material that the complaint has been filed.

3. The ~~DOE LDE~~ will conduct a meeting allowing the complainant, the LEA, and any interested parties adequate time to present their arguments and information and to offer rebuttals.

4. The ~~DOE LDE~~ will make a recommendation to BESE based on the following criteria.

a. The supplemental materials must be grade-level appropriate.

b. The information contained in the supplemental materials must be scientifically sound and supported by empirical evidence.

c. The materials shall not promote any religious doctrine, promote discrimination for or against a particular set of religious beliefs, or promote discrimination for or against religion or nonreligion.

E. The following procedure shall be followed for complaints filed about supplemental materials used in a science classroom.

1. Any Louisiana citizen may challenge materials used by an LEA by submitting a complaint to the ~~Division of Curriculum Standards of the DOE LDE~~ for consideration by BESE. The complaint should contain the reasons for the challenge and cite evidence to substantiate the challenge. The complaint should be sent to the Director of Curriculum Standards.

2. The ~~DOE LDE~~ will notify the LEA using the supplementary material that the complaint has been filed and will provide the LEA with a copy of the complaint. The ~~DOE LDE~~ will request from the LEA a copy of the supplementary materials in question.

3. The ~~DOE LDE~~ shall have the opportunity to appoint two reviewers of the materials. The challenger, the LEA, and the publisher (if any) shall each have the opportunity to appoint one reviewer of the materials. The ~~DOE LDE~~ will provide the reviewers with copies of the supplementary materials and the complaint. The reviewers should be experts who are capable of determining if the materials are grade-level appropriate, if the materials are scientifically sound and supported by empirical evidence, and if the materials do not promote any religious doctrine, promote discrimination for or against a particular set of religious beliefs, or promote discrimination for or against religion or non-religion.

4. The ~~DOE LDE~~ will determine a time and location for a meeting. The ~~DOE LDE~~ will notify the LEA, the complainant, and the reviewers of the date, time, and location. The LEA and the complainant may bring others with them to the meeting.

5. At the meeting, the LEA and the complainant and/or the representatives of each side will explain their positions. The reviewers may ask questions. All reviewers will complete a form indicating that the materials do or do not violate each of the following provisions and include explanations for their recommendations.

- a. The supplementary materials are grade-level appropriate.
- b. The information contained in the supplementary materials are scientifically sound and supported by empirical evidence.
- c. The materials shall not promote any religious doctrine, promote discrimination for or against a particular set of religious beliefs, or promote discrimination for or against religion or nonreligion.

6. The ~~DOE LDE~~ will forward the reports of the reviewers to BESE. The ~~DOE LDE~~ may elect to make its own recommendation. The ~~DOE LDE~~ will notify the challenger, the LEA, and the publisher of the date and time when the recommendations will be presented to BESE for consideration.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:285.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 35:1476 (August 2009), amended LR 36:483 (March 2010), LR 39:

§2305. Ancillary Areas of Instruction

A. Each LEA ~~shall~~ may develop a character education philosophy and implementation plan consistent with its locally developed curriculum.

B. – E. ...

F. Each LEA shall include in the curriculum a program of substance abuse prevention, to include informational, effective, and counseling strategies, and information designed to reduce the likelihood that students shall injure themselves or others through the misuse and abuse of chemical substances.

1. The substance abuse programs and curricula shall also include procedures for identifying students who exhibit signs of misuse or abuse of such substances and procedures for referral for counseling or treatment.

2. Elementary schools shall provide a minimum of 16 contact hours of substance abuse prevention education each school year. Instruction shall be provided within a comprehensive school health ~~program and in accordance with the state substance abuse curriculum (Bulletin 1864) or through substance abuse programs approved by BESE.~~

3. Secondary schools shall provide a minimum of eight contact hours of substance abuse prevention education each school year for grades 10-12 and 16 hours for grade 9. Instruction shall be provided within a comprehensive school health program ~~and in accordance with the state substance abuse curriculum (Bulletin 1864) or through substance abuse programs approved by the BESE.~~

4. The substance abuse programs and curricula shall also include procedures for identifying students who exhibit signs of misuse or abuse of such substances and procedures for referral for counseling or treatment. (Note: from §1125)

G. Each school shall hold an educational program pertaining to the United States Constitution on Constitution Day, September 17, of each year. The purpose of the program is to commemorate the September 17, 1787 signing of the Constitution. When September 17 falls on a Saturday, Sunday, or holiday, the Constitution Day program shall be held during the preceding or following week.

H. Each LEA shall provide age and grade appropriate classroom instruction regarding Internet and cell phone safety.

1. The LDE will identify and list appropriate resources on the LDE website.

2. The instruction shall be integrated into an existing course and shall include but not be limited to the following topics:

a. the safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, and other means of electronic communication;

b. risks of transmitting personal information;

c. recognizing, avoiding, and reporting solicitations by sexual predators;

d. recognizing and reporting illegal activities and communications;

e. recognizing and reporting harassment and cyberbullying;

f. recognizing and avoiding unsolicited or deceptive communications; and

g. copyright laws on written materials, photographs, music, and video.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:154; R.S. 17:261 et seq.; R.S. 17:281 et seq. R.S. 17:404.; R.S.17:404; R.S. 17:405 et seq; 36 USCS §106, RS 17:280.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1288 (June 2005), amended LR 33:2353 (November 2007), LR 39:

§2307. Assessment-Literacy Screening

~~A. Assessment of student performance shall be conducted in each course or instructional level, and mastery of concepts and skills shall be verified. (Moved to 2303)~~

~~B. Provisions shall be made for regular assessment of students, and test interpretation and consultation services shall be provided to students, parents, teachers, and administrators.~~

~~A-C.~~ Each LEA shall require that every child enrolled in Kindergarten through third grade be given a BESE approved literacy screening. The results of this screening shall be used to plan instruction and provide appropriate and timely intervention. The results of the screening will also provide information required by RS 17:182 Student reading skills; requirements; reports.

1. For students with significant hearing or visual impairment, nonverbal students, or students with significant cognitive impairment, the LEA shall provide an alternate assessment recommended by the ~~DOE~~ LDE.

2. Each LEA shall report to the ~~DOE~~ LDE screening results by child within the timeframes and according to the guidance established by the ~~DOE~~ LDE.

3. For grades 1 - 3, the school should use the prior year's latest screening level to begin appropriate intervention until the new screening level is determined.

4. Screening should be used to guide instruction and intervention.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1289 (June 2005), amended LR 38:1224 (May 2012), LR 39:

§2309. Curriculum for Exceptional Students

A. Schools and LEAs shall require the development of an IEP including educational placement for each student determined to be exceptional and in need of special education and related services.

B. Each school and LEA shall include on each IEP all special education and related services necessary to accomplish comparability of educational opportunity between exceptional students and students who are not exceptional.

C. Special education students shall be allowed to earn Carnegie units when possible.

~~1. The integrity of the Carnegie unit shall not be diminished by any special education program(s).~~

~~2.1.~~ The Carnegie units shall be granted by regular or special education teachers certified in the subject matter areas which they are teaching.

NOTE: Refer to Bulletin 1706—Regulations for Implementation of the Exceptional Children's Act, ~~Bulletin 1508—Pupil Appraisal Handbook, and Bulletin 150330—I.E.P. Handbook~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:1941 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1289 (June 2005), amended LR 39:

§2313. Elementary Program of Studies

A. Elementary schools shall adhere to the curricular and time requirements established by the ~~DOE~~ LDE and approved by BESE.

B. Schools and LEAs providing prekindergarten programs shall offer a curriculum that is developmentally appropriate and informal in nature with a balance of both teacher-directed and student-initiated activities.

NOTE: Refer to Bulletin 105—Louisiana Standards for Serving Four-Year-Old Children.

~~1. The following suggested minimum time requirements for prekindergarten shall be flexibly scheduled to meet the developmental needs of young students. Because transition times are teacher directed, they shall be included as teacher directed activities.~~

Teacher directed activities (whole and small group)	25%-35%
Student initiated activities (learning center)	35%-45%
Lunch	
Snack and restroom time	10%
Rest period	20%

1.2. Prekindergarten programs for exceptional students shall offer a curriculum:

- a. that is developmentally sequenced based on reliable research;
- b. that offers a plan for continuous evaluation; and
- c. that offers balanced experiences in pre-academic/academic skills, communication skills, social-emotional skills, self-help skills and motor skills, in accordance with an IEP.

C. The kindergarten shall be informal in nature with teacher-directed and student-initiated activities; it shall be planned to meet the developmental needs of young students.

~~1. The following minimum time requirements shall be flexibly scheduled to meet the developmental needs of young students.~~

Teacher directed activities (indoor and outdoor whole and small group)	40%
Child initiated activities (indoor and outdoor learning centers)	35%
Lunch	
Snack and restroom time	10%
Rest Periods	15%

D. Elementary Minimum Time Requirements

1. The elementary grades shall provide a foundation in fundamentals of the language arts, mathematics, social studies, science, health, physical education, and cultural arts.

2. Each grade level, grades one through eight, shall ~~teach the following content subject areas, ensuring strict adherence to the Louisiana Content Standards and grade level expectations, and locally developed curricula.~~ provide instruction aligned to state-approved standards.

3. Elementary schools shall offer an articulated foreign language program for 30 minutes daily in grades four through six, and 150 minutes per week in grades seven and eight.

NOTE: Refer to A Guide for Administrators of Elementary Level Second Language and Immersion Programs in Louisiana Schools.

a. If an LEA does not have a program for foreign language instruction in grades 1-12, a program shall be required upon presentation of a petition requesting the instruction of a particular foreign language. The superintendent of the LEA shall determine the required number of signatures needed.

b. For identified special education students, the IEP Committee shall determine the student's eligibility to receive foreign language instruction.

E. Each public elementary school that includes any of the grades kindergarten through eight shall provide at least 30 minutes of quality, moderate to vigorous, organized physical activity each day for all students.

~~1. No later than September 1 of each year, each elementary school shall report to its school board on compliance with this requirement.~~

2. The LEA shall report to ~~BESE~~ the LDE on compliance no later than October 1.

F. Each public elementary school shall provide 60 minutes of instruction in the performing arts and 60 minutes of instruction in the visual arts each school week for students in kindergarten through grade eight.

~~F. The following are suggested and required minimum minutes for elementary grades.~~

Grades 1, 2, and 3	
	Suggested Minimum Minutes Per Week
English Language Arts	825
Mathematics	300
Science and Social Studies	225

Foreign Language	150
	Required Minimum Minutes Per Week
Physical Education	150
Health, Music, Arts and Crafts	150

Grades 4, 5, and 6	
	Suggested Minimum Minutes Per Week
English Language Arts	600
Mathematics	300
Science	225
Social Studies	225
Foreign Language	150
	Required Minimum Minutes Per Week
Physical Education	150
Health, Music, Arts and Crafts	150

Grades 7 and 8 (Six Period Day Option)	
	Suggested Minimum Minutes Per Week
English Language Arts	550
Mathematics	275
Science	275
Social Studies	275
Grade 7—American Studies Grade 8—Louisiana Studies	
Foreign Language	150
	Required Minimum Minutes Per Week
Physical Education	150
Health, Music, Arts and Crafts	125
Grades 7 and 8 (Seven Period Day Option)	
	Suggested Minimum Minutes Per Week
English Language Arts	500
Mathematics	250
Science	250
Social Studies	250
Grade 7—American Studies Grade 8—Louisiana Studies	
Foreign Language	150
	Required Minimum Minutes Per Week
Physical Education	150
Health, Music, Arts and Crafts	250

1. It is strongly recommended that teachers integrate reading (skills and comprehension) throughout all content areas.
2. For students in grades 1 through 4 who have been identified as reading below grade level, the minimum time requirements in health, music, and arts and crafts are suggested in lieu of required.
3. For students in grades 5-8 who have scored below the Basic level on LEAP 21 in English language arts or mathematics, the minimum time requirements in health, music, arts and crafts, or electives are suggested in lieu of required.
4. English as a Second Language may be offered as a part of English language arts.
5. For students with specific needs, teachers may increase the weekly time in English language arts or mathematics by reducing instructional time in other subjects, subject to the review and approval of the principal.
6. Grade 6 may adhere to the same schedule as grades seven and eight only in organizational patterns that include grades seven and eight.
7. Grades 7 and 8 (and grade 6 when grouped with grades 7 and 8) may offer electives from the following:

Mathematics	Exploratory Agriscience
Reading	Exploratory Family and Consumer Sciences
Writing	Exploratory Keyboarding
Science	
Social Studies	Exploratory Technology Education:
Art	Communication/Middle School
Speech	Modular Technology/Middle School
Instrumental or Vocal Music	Construction/Middle School
Foreign Languages	Manufacturing Technology/Middle School
Computer/ Technology Education	Transportation Technology/Middle School

~~a. In Exploratory Technology Education, the minimum time for any cluster is six weeks. The maximum time allowed in a cluster is 36 weeks. All areas in each cluster should be taught.~~

~~8. Schools shall provide grade appropriate instruction relative to dating violence to students in seventh and eighth grade health classes.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7(26); R.S. 17:17.1; R.S. 17: 24.8; R.S. 17:81; R.S. 17:154-154.1; R.S. 17:261 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1289 (June 2005), amended LR 33:2353 (November 2007), LR 36:1225 (June 2010), LR 37:1135 (April 2011), LR 39:

§2314. Carnegie Credit and Credit Flexibility

A. LEAs may permit students to earn Carnegie credit as middle school and high school students in two ways:

1. By passing a course in which the student is enrolled and meeting instructional time requirements, as set forth below; or
2. By demonstrating proficiency as set forth below.

B. When awarding credit based on instructional time, LEAs shall require a minimum of 7,965 minutes for one Carnegie credit. In order to grant one-half Carnegie credit, LEAs shall require a minimum of 3,983 minutes.

C. When awarding Carnegie credit based on demonstrated proficiency, LEAs must inform the LDE of the following on behalf of any student or group of students:

1. the name of the examination used to measure proficiency, if nationally recognized, or
2. a copy of the examination used to measure proficiency, if locally developed or not nationally recognized and the score required to demonstrate proficiency; or
3. a listing of requirements to demonstrate proficiency through portfolio submissions.

D. The LDE may require revisions of assessments in order to ensure that they adequately measure proficiency.

E. Students meeting the requirements for Carnegie credit based on proficiency shall have the course title, the year proficiency was demonstrated, and the unit of credit earned entered on their transcript.

1. LEAs shall determine whether to award the letter grade earned on the proficiency assessment(s) or a P (pass) when a student demonstrates proficiency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:154.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 39:

§2315. Adding Electives to the Program of Studies Middle and Secondary REPEAL

~~A. An LEA choosing to add an elective course to its program of studies shall establish a policy and procedures for reviewing and approving courses that meet the following Standards for Locally Initiated Electives:~~

~~1. Locally initiated electives shall support the standards based initiatives and shall include the key components addressed in the content standards documents:~~

~~2. Electives shall support the mission of the standards based initiatives: "to develop rigorous and challenging standards that will enable all Louisiana students to become lifelong learners and productive citizens for the 21st century."~~

~~3. Electives shall incorporate the Foundation Skills of the State Content Standards (Communication, Problem Solving, Resource Access and Utilization, Linking and Generating Knowledge, and Citizenship).~~

~~4. Electives shall expand, enhance, and/or refine the Mathematics, Science, Social Studies, English/Language Arts, Foreign Languages, Arts, Agricultural Education, and Business Education Standards and grade-level expectations and those standards approved by BESE for other content areas.~~

~~5. Electives shall comply with all policies set forth by BESE as stated in this bulletin.~~

~~6. An LEA shall develop a process for approving elective courses. This process shall ensure alignment with the standards-based initiatives, compliance with current BESE policy, and all laws and regulations pertaining to students with disabilities.~~

~~a. Electives shall enhance, expand, and/or refine the core curriculum. Elective courses shall not replace, duplicate, or significantly overlap the content of core curriculum or other approved electives.~~

~~b. Electives shall meet specific curricular goals of the districts.~~

~~c. Electives shall include challenging content that require students to extend the knowledge and skills acquired through the core curriculum.~~

~~d. Electives shall provide a variety of activities and hands-on learning experiences that accommodate different learning styles.~~

~~e. Electives shall include appropriate accommodations for addressing specific instructional and assessment needs of students with disabilities, students who are linguistically and/or culturally diverse, and students who are gifted and talented.~~

~~f. Electives shall incorporate assessment strategies that support statewide assessments.~~

~~7. Each LEA shall maintain records of all approved electives and shall submit annual reports to the department.~~

~~a. All approved electives shall be submitted electronically to the DOE LDE 30 days prior to their implementation.~~

~~b. Each LEA shall submit a statement of assurance that approved electives meet State Standards for Locally Initiated Electives as established by BESE.~~

~~c. Each LEA shall maintain records of electives that include a rationale for the course, a detailed content outline, certification of the instructor, Carnegie unit credit, prerequisites for the course, a plan for assessing students, a plan for assessing the course, and the dates of implementation.~~

~~8. Each LEA shall ensure that electives in the core content areas of English, mathematics, science, social studies, foreign language and art are taught by teachers meeting the highly qualified requirements with regard to NCLB (No Child Left Behind).~~

~~9. Electives shall comply with all state and federal constitutional, statutory, and regulatory guidelines and requirements.~~

~~a. Each LEA shall be responsible for seeking legal counsel to ensure that elective course content meets the standards set herein.~~

~~10. BESE reserves the authority to require LEAs to submit documentation regarding the course content, approval process and/or course evaluation of any approved elective. BESE further reserves the right to rescind local authority to approve electives for an LEA not in compliance with Standards for Locally Initiated Electives.~~

~~B. Elective courses designed specifically for special education students shall also be approved by the Division of Special Populations.~~

~~C. The DOE LDE will provide BESE with a listing of any new electives.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:281 et seq.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1291 (June 2005).~~

~~§2321. Carnegie Credit for Middle School Students-REPEAL~~

~~A. Students in grades five through eight are eligible to receive Carnegie credit for courses in the high school program of studies in mathematics, science, social studies, English, foreign language, keyboarding/keyboarding applications, introduction to business computer applications, computer/technology literacy, health education, Journey to Careers, JAG, Agriscience I, or Family and Consumer Sciences I.~~

~~B. Students who intend to take a GLE-based courses for Carnegie credit in middle school should successfully complete a seventh-grade course in that content area that addresses both the seventh and eighth GLEs. Upon completion of the course, the LEA shall administer a test based on the eighth-grade GLEs. The purpose of the test is to determine student readiness for the Carnegie credit course. Upon request, the DOE will provide a test, if available, to the LEA for its use. The LEA shall publish in its pupil progression plan the criteria for placement of students in the Carnegie credit course, one of which shall be the student's performance on the eighth-grade GLE test. Other suggested criteria include the student's performance in the seventh-grade course, standardized test scores, and teacher recommendation.~~

~~C. Middle school students may receive Carnegie credit for successfully completing the high school course provided that:~~

~~1. the time requirement for the awarding of Carnegie credit is met (§907);~~

~~2. the student has mastered the established high school course standards for the course taken.~~

~~D. The LEA may grant credit on either a letter grade or a pass or fail (P/F) basis, provided there is consistency system wide.~~

~~E. Students who are repeating the eighth grade because they have scored unsatisfactory on the mathematics and/or English language arts components of LEAP shall not take or receive Carnegie credit for any high school courses in a content area in which they scored unsatisfactory on the eighth grade LEAP.~~

~~F. Students who are repeating the eighth grade because they have scored unsatisfactory on the mathematics and/or English language arts components of LEAP shall not take or receive Carnegie credit for any high school courses in a content area in which they scored unsatisfactory on the eighth grade LEAP.~~

~~1. In addition to the courses in §2321.A, these students may receive Carnegie credit in other elective courses.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1293 (June 2005), amended LR 33:430 (March 2007), LR 33:2601 (December 2007), LR 34:609 (April 2008), LR 34:2031 (October 2008), LR 35:443 (March 2009), LR 35:2319 (November 2009), repromulgated LR 36:59 (January 2010), amended LR 36:2260 (October 2010), LR 37:2129 (July 2011), LR 37:3199 (November 2011).~~

§2323. Proficiency Examinations REPEAL

~~A. High school credit shall be granted to a student following the student's passing of a proficiency examination for the eligible course.~~

~~B. A proficiency examination shall be made available to a student when a school official believes that a student has mastered eligible subject matter and has reached the same or a higher degree of proficiency as that of a student who successfully completed an equivalent course at the regular high school or college level.~~

~~1. The testing instrument and the passing score shall be submitted for approval to the Division of Student Standards and Assessments of the DOE.~~

~~2. The course title, year taken, P/F (Pass or Fail) and unit of credit earned shall be entered on the Certificate of High School Credits (transcript). MPS (Minimum Proficiency Standards) must be indicated in the remarks column.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4, and R.S. 17:391.3.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1294 (June 2005), amended LR 33:2351 (November 2007).~~

§2324. Credit Recovery

A. Credit recovery refers to instructional programs for students who have failed courses taken previously.

B. LEAs may develop credit recovery programs which are self-paced and competency-based.

1. Students earning Carnegie credit in a credit recovery course must have previously taken and failed the course.

2. Students shall not be required to meet attendance requirements in §1103.GF for credit recovery courses, provided students have met attendance requirements when they took the course previously or the students' combined attendance during the previous course and the credit recovery course meet the attendance requirements. ~~Schools shall not be required to meet the instructional time requirements in §907.A for credit recovery courses.~~

3. Credit recovery courses must be aligned with the state's content standards ~~and grade-level expectations.~~

4. Credit recovery courses taught in a classroom setting using computer software programs designed for credit recovery must be facilitated by a certified teacher.

a. Additional instruction to cover standards and grade-level expectations not included in the software programs shall be provided by a teacher properly certified in the content area.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 33:2352 (November 2007), LR 39:

§2325. Advanced Placement and International Baccalaureate

A. Each high school shall provide students access to advanced placement (AP) or international baccalaureate (IB) courses according to the schedule below:

1. at least one AP or IB course in each of two core content areas during the 2012-2013 school year;

2. at least one AP or IB course in each of three core content areas during the 2013-2014 school year;

3. at least one AP or IB course in each of four core content areas during the 2014-2015 school year;

4. at least one AP or IB course in each of four core content areas and one additional AP or IB course during the 2015-2016 school year.

B. High school credit shall be granted to a student successfully completing an AP course or an IB course, regardless of his test score on the examination provided by the College Board or on the IB exam.

1. Procedures established by the College Board must be followed.

2. Courses listed in the program of studies may be designated as advanced placement courses on the student's transcript by following procedures established by the DOE LDE.

a. The chart below lists the college board AP course titles, the IB course titles, and the corresponding Louisiana course titles for which these courses can be substituted.

College Board AP Course Title(s)	IB Course Title	Louisiana Course Title
Art History		AP Art History
Biology	Biology II IB	Biology II or Biology I
	Biology III IB	Biology Elective
Calculus AB	Math Methods II IB	Calculus
Calculus BC		AP Calculus BC
Chemistry		Chemistry II or Chemistry I
Computer Science A		AP Computer Science A
Economics: Macro	Economics IB	Economics
Economics: Micro		AP Economics: Micro
<u>Chinese Language and Culture</u>		<u>Chinese IV</u>
English Language and Composition	English III IB	English III
English Literature and Composition	English IV IB	English IV
Environmental Science	Environmental Systems IB	Environmental Science
European History		AP European History
French Language	French IV IB	French IV
	Film Study I IB	Visual Arts Elective
	Film Study II IB	Visual Arts Elective
French Literature	French V IB	French V
German Language		German IV
Government and Politics: Comparative		AP Government and Politics: Comparative
Government and Politics: United States		AP Government and Politics: United States (substitute for Civics)
Human Geography	World Geography IB	World Geography or AP Human Geography
	Informational Technology IB	Computer Systems/ Networking I
<u>Italian Language and Culture</u>		<u>Italian IV</u>
<u>Japanese Language and Culture</u>		<u>Japanese IV</u>
Latin Literature		Latin IV
Latin: Vergil		Latin IV
	Math Methods I IB	Pre-Calculus
	Music I IB	Music Theory I
Music Theory	Music II IB	Music Theory II
Physics B	Physics I IB	Physics
Physics C: Electricity and Magnetism		AP Physics C: Electricity and Magnetism
Physics C: Mechanics		AP Physics C: Mechanics
	Physics II IB	Physics II
Psychology		Psychology
Spanish Language	Spanish IV IB	Spanish IV

College Board AP Course Title(s)	IB Course Title	Louisiana Course Title
Spanish Literature	Spanish V IB	Spanish V
Statistics		Probability and Statistics
Studio Art: 2-D Design	Art/Design IV IB	Art IV
Studio Art: 3-D Design		AP Studio Art 3-D Design
Studio Art: Drawing	Art Design III IB	Art III
	Theory of Knowledge I IB	Social Studies Elective
	Theory of Knowledge IB	Social Studies Elective
U.S. History	U.S. History IB	U.S. History
World History		World History
	World History IB	Western Civilization

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1294 (June 2005), amended LR 34:2032 (October 2008), LR 37:3198 (November 2011), LR 38:759 (March 2012), LR 38:1584 (July 2012), LR 38:2363 (September 2012), LR 39:

§239526. Distance Education

Editor's Note: Section 2395 formerly "Distance Education" has been renumbered 2326.

A. – A. 5. 3. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4; R.S. 17:183.3.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1302 (June 2005), amended LR 33:2051 (October 2007), LR 39:

§2327. High School Credit for College Courses Dual Enrollment

- A. The following policies apply to students attending colleges or other post secondary institution on a part time basis.
- B. The principal of the high school shall approve in advance the course to be pursued by the student in college.
- C. The student shall meet the entrance requirements established by the college.
- D. The principal of the high school shall verify that the contents of the college course meet the standards ~~and grade level expectations~~ of the high school course for which the student is receiving credit.
- E. The student shall earn at least two or three college hours of credit per semester. A course consisting of at least two college hours shall be counted as no more than one unit of credit toward high school graduation.
- F. The high school administrator shall establish a procedure with the college to receive reports of the student's class attendance and performance at six- or nine-week intervals.
- G. College courses shall be counted as high school subjects for students to meet eligibility requirements to participate in extra-curricular activities governed by voluntary state organizations.
- H. Students may participate in college courses and special programs during regular or summer sessions.
- I. For gifted students, entry into a college course for credit shall be stated in the student's IEP.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1294 (June 2005), amended LR 39:

§2329. Early College Admissions Policy

- A. High school students of high ability may be admitted to a college on a full-time basis.
- B. A student shall have maintained a "B" or better average on all work pursued during three years (six semesters) of high school.
- C. The student shall have earned a minimum composite score of 25 on the ACT or an ~~SAT score of 1050~~ equivalent SAT score; this score must be submitted to the college.
- D. A student shall be recommended by his high school principal.
- E. Upon earning a minimum of 24 semester hours at the college level, the student shall be eligible to receive a high school diploma.
 1. The high school principal shall submit to the ~~DOE~~ LDE the following:

a. forms provided by the ~~DOE~~ LDE and completed by the college registrar certifying that the student has earned 24 semester hours of college credit; and

b. a Certificate of High School Credits.

F. A student not regularly enrolled in the current school year in the high school shall be automatically eliminated from participation in all high school activities, with the exception of high school graduation ceremonies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:183.5.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1294 (June 2005), amended LR 39:

§23268. Military Service Credit

(Formerly §2325.B)

Editor's Note: Section 2326, formerly "Military Service Credit" has been renumbered §2328.

A. Two units of elective credit toward high school graduation shall be awarded to any member of the United States Armed Forces, their reserve components, the National Guard, or any honorably discharged veteran who has completed his/her basic training, upon presentation of a military record attesting to such completion.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1294 (June 2005), amended LR 34:2032 (October 2008), LR 37:3199 (November 2011), LR 39:

§239330. Approval for Experimental Programs

Editor's Note: Section 2393, formerly "Approval for Experimental Programs" has been renumbered §2330.

A. Experimental programs are programs that deviate from established standards. Such programs shall be approved by the ~~DOE~~ LDE and carried out under controlled conditions.

B. Approval of experimental programs shall be granted on a yearly basis not to exceed three years, after which time permanent approval shall be considered using the procedures listed below.

1. A letter of intent containing the following information shall be submitted to the ~~Division of Student Standards and Assessments~~ ~~DOE~~ LDE, at least 90 days prior to the anticipated date of implementation:

- a. proposed title of program;
- b. name and address of school;
- c. name and signature of superintendent;
- d. name, title, address, and telephone number of person submitting proposal;
- e. units of credit to be granted; and
- f. source of funding.

2. In addition, a brief narrative report stating the intent of the program and the procedures by which the program will be conducted and evaluated, and the following shall be submitted:

- a. a statement documenting support for the intended program;
- b. a statement outlining the exact guideline deviations necessary to implement the program;
- c. a statement outlining specific timelines for the planning and implementing phases of the program, including intended procedures;
- d. a statement of the evaluation procedures to be used in determining the program's effectiveness (these procedures should spell out specific objectives to be accomplished);
- e. a statement indicating approximate number of students to be involved in the project;
- f. a statement of qualifications or certification of instructional personnel; and
- g. a statement stipulating that applicable local, state, and federal regulations will be followed.

3. An evaluation by the local governing authority shall be submitted annually at the close of the school year to the ~~Division of Student Standards and Assessment~~ LDE until permanent status is granted.

4. Southern Association of Colleges and Schools member schools should comply with appropriate Southern Association standards.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1302 (June 2005), amended LR 39:

Subchapter B. Academic Programs of Study

§2335. Computer/Technology Education

A. Computer/technology course offerings shall be as follows.

Course Title(s)	Units
Computer Applications	1
Computer Architecture	1
Computer Science I	1
Computer Science II	1
Computer Systems and Networking I	1
Computer Systems and Networking II	1
Computer/Technology Literacy	1
Desktop Publishing	1
Digital Graphics and Animation	1/2
Multimedia Productions	1/2 or 1
Web Mastering	1/2
Independent Study in Technology Application	1

B. Computer Science certification is required to teach Computer Science I and II. Teachers who are identified to teach one of the other Computer Education course offerings at the high school level must hold a valid Louisiana Secondary Certificate or CTTIE certificate in any area and demonstrate sufficient technology proficiencies to teach the course. The district and school shall ensure that teachers have appropriated and demonstrated technology knowledge and skills to teach the courses.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1295 (June 2005), amended LR 39:

§2339. Driver Education

A. Driver education course offerings shall be as follows.

Course Title(s)	Units
Driver Education and Traffic Safety	1/2

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4; ~~R.S. 17:270-271.1.~~

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1295 (June 2005).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1295 (June 2005), amended LR 33:2605 (December 2007), amended LR 36:1492 (July 2010), LR 39:

§2345. Foreign Languages

A. The foreign language course offerings shall be as follows.

Course Title(s)	Units
French I, II, III, IV, V	1 each
German I, II, III, IV, V	1 each
Italian I, II, III, IV, V	1 each
Latin I, II, III, IV, V	1 each
Russian I, II, III, IV, V	1 each
Spanish I, II, III, IV, V	1 each
American Sign Language I, II, III, IV	1 each
Greek I, II, III, IV	1 each
Chinese I, II, III, IV	1 each
Japanese I, II, III, IV	<u>1 each</u>
Hebrew I, II, III, IV	<u>1 each</u>
Arabic I, II, III, IV	<u>1 each</u>

B. Teachers of American sign language shall have a valid Louisiana teaching certificate and documentation of the following:

1. provisional level certification from the American Sign Language Teachers Association (ASLTA); or
2. certificate of interpretation (CI) from the Registry of Interpreters of the Deaf (RID); or
3. certificate of transliteration (CT) from the RID; or

4. certified deaf interpreter certification (CDI) from the RID; or
5. level IV or V certificate of competence from the National Association of the Deaf (NAD); or
6. level IV or V official documentation of the videotaped version of the educational interpreter performance assessment (EIPA).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7, R.S. 17:24.4, R.S. 273, and R.S. 17:284.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1295 (June 2005), amended LR 36:1996 (September 2010), LR 38:759 (March 2012), LR 38:2364 (September 2012), LR 39:

§2347. Health Education

A. – E. 3. ...

F. Health Education shall include instruction relative to dating violence. Such instruction shall include but need not be limited to providing students with the following information:

1. the definition of “dating violence₁”;
2. dating violence warning signs; and
3. characteristics of healthy relationships.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4; R.S. 17:81.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1296 (June 2005), amended LR 33:817 (May 2007), LR 36:1493 (July 2010), LR 37:1135 (April 2011), LR 39:

§2349. Jobs for Louisiana's Graduates

A. Jobs for Louisiana's Graduates elective course credit toward high school graduation shall be awarded to any student who successfully masters the Jobs for Louisiana's Graduates core competencies and other additional competencies in the model curriculum.

B. The Jobs for Louisiana's Graduates course offerings shall be as follows.

Course Title(s)	Units
Job's for Louisiana's Graduates I, II, III, IV	1-3 unit each

C. Teachers shall be certified in any secondary certification or Jobs for Louisiana's Graduates VTIE certification.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1296 (June 2005), LR 39:

§2355. Music

A. – B. ...

C. Approval by ~~DOE~~ LDE is required before private piano and studio strings instruction can be given for credit.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1296 (June 2005), amended LR 31:3069 (December 2005), LR 33:2354 (November 2007), LR 37:2133 (July 2011), LR 39:

§2357. Physical Education

A. One and one-half units of physical education shall be required for graduation. They shall include

1. Physical Education I and II; ~~or~~
2. Adapted Physical Education I and II for eligible special education students;
3. JROTC I, II, III, or IV; or
4. Physical Education I (1 unit) and one-half unit of Marching Band, Extracurricular Sports, Cheering, or Dance Team.

B. The physical education course offerings shall be as follows.

Course Title(s)	Units
Adapted Physical Education I, II, III, IV	1 each
Physical Education I, II, III, IV	1 each
<u>Marching Band</u>	$\frac{1}{2}$
<u>Cheering</u>	$\frac{1}{2}$
<u>Extracurricular Sports</u>	$\frac{1}{2}$
<u>Dance Team</u>	$\frac{1}{2}$

C. – E. ...

F. ~~Extra-curricular activities such as intramural sports, athletics, band, majorettes, drill team, dance team, cheerleaders, or any other type of extra activities shall not be counted for credit toward the required physical education.~~ Marching Band, Cheering, Extracurricular Sports, and Dance Team shall

1. include a minimum of 100 minutes of physical activity per week; and

2. encourage the benefits of a physically active lifestyle.

G. – J.5.a ...

~~6. approval of the local school board;~~

~~67.~~ approval by the ~~DOE~~ LDE by submitting documentation verifying the following;

- a. off-campus training program and its alignment with the state standards and GLEs;
- b. record of student's attendance and participation;
- c. qualifications of the instructor; and
- d. verification that the school principal has reviewed the documentation.

8. a hold harmless agreement signed by the parent or guardian of the student who would be participating in the off-campus athletic program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:17.1; R.S. 17:24.4; R.S. 17:276

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1297 (June 2005), amended LR 33:430 (March 2007), LR 38:40 (January 2012), LR 39:

§2364. Special Education

A. The special education course offerings shall be as follows.

Course Title(s)	Units
Study Skills I, II, III, IV	1 each
Transition I, II, III, IV	1 each
<u>Transition: Employment Sampling</u>	<u>1</u>
<u>Transition: Employment</u>	<u>1</u>
<u>Transition: Education/Training</u>	<u>1</u>
<u>Transition: Independent Living</u>	<u>1</u>
<u>Local Gifted Elective I, II, III, IV</u>	<u>1 each</u>
Gifted Independent Research I, II, III, IV	1 each
Gifted College and Career Choices	1 each

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:3070 (December 2005), amended LR 39:

§2367. Religious Studies

A. A maximum of four units in religious studies shall be granted to students transferring from state-approved private and sectarian high schools who have completed such coursework. Those credits shall be accepted in meeting the elective requirements for high school graduation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1298 (June 2005), amended LR 37:2134 (July 2011), LR 39:

Subchapter C. Career and Technical Education

§2371. Career and Technical Education Course Offerings

A. Administrative procedures for the operation of program areas in Career and Technical Education are found in §§3101-§3109.

B. Safety must be taught in all courses. Refer to Bulletin 1674—Career and Technical Education Safety and Health Manual (1992), for safety information.

NOTE: Refer to Career and Technical Education Course Descriptions and Programs of Study for the required prerequisites.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1298 (June 2005), amended LR 39:

§2373. Agricultural Education

A. The Agricultural Education course offerings shall be as follows.

Course Title(s)	Recommended Grade Level	Units
Exploratory Agriscience	7-8	-
Agribusiness	10-12	½-1
Agricultural Education Elective I, II	9-12	1/2-3
Agriscience I	9-12	1
Agriscience II	10-12	1
Agriscience III	11-12	1
Agriscience Elective I, II	9-12	½-3
Agriscience-Construction Technology	11-12	½-1
Agriscience-Leadership	9-12	½-1
Agriscience Power Equipment	11-12	½-1
Animal Science	11-12	½-½- 1
Biotechnology in Agriscience	11-12	1
Canine Care and Training	9-12	½
CASE Animal Science	10-12	1
CASE Plant Science	10-12	1
Cooperative Agriscience Education I	11-12	3
Cooperative Agriscience Education II	12	3
Environmental Studies in Agriscience	11-12	1
Equine Science	11-12	½-1
Floristry	11-12	1
Forestry	11-12	½-1
Horticulture	11-12	½-1
Landscape Design, Construction and Maintenance	10-12	1
Meat Processing	11-12	1
Precision Instrumentation in Agriscience	10-12	½-1
Small Animal Care and Management	10-12	½-1
Veterinary Assistant	10-12	1
Veterinary Assistant II	11-12	1
Woodworks	10-12	1
Industry-Based Certifications		
NCCER Welding Technology I, II Agriscience	11-12	1-3
NCCER Carpentry in Agriscience I, II	11-12	1-3
NCCER Electrical I, II Agriscience	11-12	1-3
NCCER Pipefitter in Agriscience I, II	11-12	1-3

~~B. Cooperative Agriscience Education I is offered to students who have completed Agriscience I and who are enrolled or have completed another Agriscience course. Cooperative Agriscience Education II is offered to students who have completed Cooperative Agriscience Education I.~~

~~C. Semester courses are designed to be offered in the place of, or in addition to, Agriscience III.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1298 (June 2005), amended LR 33:277 (February 2007), LR 33:2050 (October 2007), LR 34:2386 (November 2008), LR 35:1875 (September 2009), LR 35:2747 (December 2009), LR 36:1995 (September 2010), LR 39:

§2375. Business Education

A. The Business Education course offerings shall be as follows.

Course Title(s)	Recommended Grade Level	Units
Exploratory Keyboarding (Middle School)	6-8	-
Accounting I	10-12	1
Accounting II	11-12	1
Administrative Support Occupations	11-12	1

Course Title(s)	Recommended Grade Level	Units
Business Communications	10-12	1
Business Computer Applications	10-12	1
Business Education Elective I, II	9-12	1/2-3
Business English	12	1
Business Law	140-12	11/2
Computer Technology Literacy	9-12	1
Computer Multimedia Presentations	11-12	½
Cooperative Office Education (COE)	12	3
Desktop Publishing	944-12	1
Economics	11-12	1
Entrepreneurship	11-12	1
Financial Mathematics	10-12	1
Introduction to Business Computer Applications	9-12	1
Keyboarding	9-12	½
Keyboarding Applications	9-12	½
Lodging Management I	10-12	1-3
Lodging Management II	11-12	1-3
Principles of Business	9-12	1
Telecommunications	10-12	½
Web Design	10-12	1
Web Design II	10-12	1
Word Processing	11-12	1

~~B. Cooperative Office Education shall be limited to seniors. The students shall have successfully completed Keyboarding/Keyboarding Applications or Introduction to Business Computer Applications and one of the following: ASO or Word Processing or BCA, and have maintained an overall "C" average. The students' attendance records should also be considered. Other prerequisites may be required by the LEA.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1299 (June 2005), amended LR 33:277, 278 (February 2007), LR 33:1614 (August 2007), LR 34:2557 (December 2008), LR 39:

§2377. General Career and Technical Education

A. General career and technical education course offerings shall be as follows.

Course Title(s)	Recommended Grade Level	Units
Assistive Technology for the Visually Impaired	9-12	1
Business Enterprises for the Visually Impaired	12	1
Braille I	9-12	1
Braille II	9-12	1
CTE Internship I	11-12	1
CTE Internship II	12	1
CTE Internship I	11-12	2
CTE Internship II	12	2
Consumer Finance and Banking	12	1
General Cooperative Education I	11-12	3
General Cooperative Education II	12	3
Education for Careers I, II	119-12	1/2-4
Advanced Television Broadcasting I	10-12	1-3
Advanced Television Broadcasting II	11-12	1-3
Digital Media I	10-12	1-3
Digital Media II	11-12	1-3
STAR I	11-12	1
STAR II	12	1
Entrepreneurship	44-12	41/2
Journey to Careers I, II	9	1/2-4
Oracle Internet Academy		
Database Design and Programming	11-12	1
Database Programming with PL/SQL	11-12	1

Course Title(s)	Recommended Grade Level	Units
Finance Academy		
Business Economics	11-12	½
Financial Services	9 11-12	½
Financial Planning	10 11-12	½
Ethics in Business	11-12	½
Insurance	10 11-12	½
Business in a Global Economy	11-12	½
Principles of Finance	9 11-12	1/2 – 1
Principles of Accounting	9 11-12	½
Managerial Accounting	10 11-12	½
Advanced-Applied Finance	11-12	½
Hospitality and Tourism Academy		
Principles of Hospitality and Tourism	9 11-12	½
Entrepreneurship	11-12	1 1/2
Delivering Great Customer Service	11-12	½
Sports Entertainment and Event Management	11-12	½
Geography and World Cultures for Tourism	11 9-12	½
Sustainable Tourism	11-12	½
Hospitality Marketing	11-12	½
Information Technology Academy		
Principles of Information Technology	9 11-12	½
Computer Networking	10 11-12	½
Web Design	10 11-12	½
Databases Design	11-12	½
Computer Systems	9 11-12	½
Introduction to Programming	10 11-12	½
Digital Video	9 11-12	½

~~B. General Cooperative Education courses shall be limited to students who meet the specific prerequisites and requirements of one of the specialized cooperative education programs.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1299 (June 2005), amended LR 32:546 (April 2006), LR 32:1415 (August 2006) LR 33:278 (February 2007), LR 33:2050 (October 2007), LR 34:1386 (July 2008), LR 34:2558 (December 2008), LR 35:1229 (July 2009), LR 35:2319 (November 2009), LR 35:2748 (December 2009), LR 36:1496 (July 2010), LR 36:1997 (September 2010), LR 39:

§2379. Family and Consumer Sciences Education

A. The Family and Consumer Sciences (FACS) Education course offerings shall be as follows.

Course Title(s)	Recommended Grade Level	Units
Exploratory FACS	7-8	-
Family and Consumer Sciences I	9-12	1
Family and Consumer Sciences II	10-12	1
Food Science	10-12	1
Adult Responsibilities	11-12	½
Child Development	10-12	½
Personal and Family Finance	10-12	½
Family Life Education	10-12	½
Clothing and Textiles	10-12	½
Housing and Interior Design	10-12	½
Nutrition and Food	10-12	½
Parenthood Education	11-12	½
Advanced Child Development*	10-12	½
Advanced Clothing and Textiles*	10-12	½
Advanced Nutrition and Food*	10-12	½
FACS Elective I, II	9-12	1/2-3
*The related beginning semester course is prerequisite to the advanced semester course.		
Occupational Courses		

Course Title(s)	Recommended Grade Level	Units
Clothing and Textile Occupations I	11-12	1-3
Clothing and Textile Occupations II	12	1-3
Early Childhood Education I	11-12	1-3
Early Childhood Education II	12	1-3
Food Services I	11-12	1-3
Food Services II	11-12	1-3
Food Service Technician	11-12	1
Housing & Interior Design Occupations	11-12	1-3
ProStart I	11-12	1-3
ProStart II	12	1-3
Baking and Pastry Arts I	11-12	1-3
Baking and Pastry Arts II	12	1-3
Cooperative FACS Education	12	3

AUTHORITY NOTE: Promulgated in accordance R.S. 17:7; R.S. 17:24.4; R.S. 17:279.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1299 (June 2005), amended LR 33:278 (February 2007), LR 37:880 (March 2011), LR 39:

§2381. ~~Health Occupations~~ Science Education

A. Health Occupations course offerings shall be as follows.

Course Title(s)	Recommended Grade Level	Units
AHEC of a Summer Career Exploration	9-12	½
Allied Health Services I	10-12	1-2
Allied Health Services II	10-12	1-2
Cooperative Health Occupations	11-12	3
Dental Assistant I	10-12	1-2
Dental Assistant II	11-12	2-3
Emergency Medical Technician—Basic	12	2-3
First Responder	10-12	1/2-2
Health Occupations Elective I, II	9-12	1/2-3
Health Science I	11-12	1-2
Health Science II	12	1-2
Introduction to Emergency Medical Technology	10-12	1-2
Introduction to Health Occupations	9-12	1
Introduction to Pharmacy Assistant	10-12	1
Medical Assistant I	10-12	1-2
Medical Assistant II	11-12	1-2
Medical Assistant III	12	1-2
Medical Terminology	9-12	1
Nurse Assistant	10-12	2-3
Patient Care Technician	12	3
Pharmacy Technician	12	1-2
Sports Medicine I	10-12	1/2
Sports Medicine II	11-12	1/2
Sports Medicine III	11-12	1

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1300 (June 2005), amended LR 33:279 (February 2007), LR 33:1615 (August 2007), LR 33:2051 (October 2007), LR 35:1875 (September 2009), LR 35:2320 (November 2009), LR 35:2749 (December 2009), LR 36:2261 (October 2010), LR 39:

§2382. Law, Public Safety, Corrections, and Security Education

A. The Law and Public Safety Education course offerings shall be as follows.

Course Title(s)	Recommended Grade Level	Units
Criminal Justice Elective I, II	9-12	1/2-3

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 35:1875 (September 2009), LR 39:

§2383. Marketing Education

A. Marketing Education course offerings shall be as follows.

Course Title(s)	Recommended Grade Level	Units
Advertising and Sales Promotion	11-12	1
Cooperative Marketing Education I	11-12	3
Cooperative Marketing Education II	12	3
Customer Service	12	1
Entrepreneurship	11-12	1
Leadership	9-12	1/2
Marketing Education Elective I, II	9-12	1/2-3
Marketing Management	11-12	1
Marketing Research	11-12	1
Personal Finance	9-12	1/2
Principles of Marketing I	9-12	1
Principles of Marketing II	12	1
Retail Marketing	11-12	1
Sports and Entertainment Marketing	11-12	1
Tourism Marketing	11-12	1

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1300 (June 2005), amended LR 33:279 (February 2007), LR 33:1615 (August 2007), LR 34:2558 (December 2008), LR 39:

§2385. Technology Education

A. Technology education (formerly industrial arts) course offerings shall be as follows.

Course Title(s)	Recommended Grade Level	Units
Advanced Electricity/Electronics	10-12	1
Advanced Metal Technology	10-12	1
Advanced Wood Technology	10-12	1
Aerospace Engineering	11-12	1
Automation in Manufacturing	10-12	1
Basic Electricity/Electronics	9-12	1
Basic Metal Technology	9-12	1
Basic Wood Technology	9-12	1
Civil Engineering and Architecture	11-12	1
Communication/Middle School	6-8	-
Communication Technology	9-12	1
Computer Integrated Manufacturing	11-12	1
Construction/Middle School	6-8	-
Construction Technology	10-12	1
Cooperative Technology Education	10-12	3
Digital Electronics	9-10	1
Energy, Power, and Transportation Technology	9-12	1
Engineering Design I, II	11-12	1
Engineering Design and Development	11-12	1
General Technology Education	9-12	1
Introduction to Engineering Design	8-12	1

Course Title(s)	Recommended Grade Level	Units
Manufacturing Process and Team Building	9-12	1
Manufacturing Technology	9-12	1
Manufacturing Technology/Middle School	6-8	-
Manufacturing Tools and Equipment	10-12	1
Marine Engineering	11-12	½
Materials and Processes	10-12	1
Modular Technology/Middle School	6-8	-
Oil and Gas Production Operations	11-12	1
Physics of Technology I	10-12	1
Physics of Technology II	11-12	1
Power Mechanics	9-12	1
Principles of Engineering	9-10	1
T2 Safety Systems for Oil and Gas Production	11-12	1
Technology Education Computer Applications	9-12	1
Technology Education Elective I, II	9-12	½ -3
Transportation Technology/Middle School	6-8	-
Welding Technology	10-12	1
Industry-Based Certifications		
Advanced Technical Drafting	10-12	1
Architectural Drafting	10-12	1
Basic Technical Drafting	9-12	1
Introduction to Fabrication P-Tech and Manufacturing	10-12	1
NCCER Carpentry I, II TE	11-12	1-3
NCCER Electrical I, II TE	11-12	1-3
NCCER Industrial Maintenance	11-12	1-3
NCCER Instrumentation Control Mechanic I, II	11-12	1-3
NCCER Insulating	11-12	1-3
NCCER Pipe Fitter I, II TE	11-12	1-3
NCCER Welding Technology I, II TE	11-12	1-3
Process Technician I, II	11-12	1
T2 Safety Systems for Oil and Gas Production	11-12	1

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7 and R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1300 (June 2005), amended LR 33:279 (February 2007), LR 35:1229 (July 2009), LR 35:2323 (November 2009), LR 35:2747 (December 2009), LR 36:1997 (September 2010), LR 38:1400 (June, 2012), LR 38:2364 (September 2012), LR 39:

§2387. Trade and Industrial Education

A. Trade and industrial education course offerings shall be as follows.

Course Title(s)	Recommended Grade Level	Units
Air Conditioning/ Refrigeration I, II	11-12	1-3
Air Conditioning/ Refrigeration III, IV	11-12	2-3
Auto Body Repair I, II	11-12	1-3
Auto Body Repair III, IV	11-12	2-3
Automotive Technician I, II	11-12	1-3
Automotive Technician III, IV, V, VI	11-12	1-3
General Automotive Maintenance	11-12	1-3
G.M. Technician I, II	11-12	1-3
NCCER Carpentry I, II	11-12	1-3
NCCER Electrical I, II	11-12	1-3
NCCER Instrumentation Control Mechanic I, II	11-12	1-3
NCCER Pipe Fitter I, II	11-12	1-3

Course Title(s)	Recommended Grade Level	Units
NCCER Welding Technology I, II	11-12	1-3
Masonry I, II	11-12	1-3
Cabinetmaking I, II	11-12	1-3
Carpentry I, II	11-12	1-3
Carpentry III, IV	11-12	2-3
Culinary Occupations I, II	11-12	1-3
Culinary Occupations III, IV	11-12	2-3
Custom Sewing I, II	11-12	1-3
Computer Electronics I, II	11-12	1-3
Computer Service Technology I, II	11-12	2-3
Commercial Art I, II	11-12	1-3
T & I Cooperative Education (TICE) I	11-12	1-3
T & I Cooperative Education (TICE) II	12	1-3
T & I Elective I	11-12	1-3
T & I Elective II	11-12	1-3
Cosmetology I, II	11-12	1-3
Cosmetology III, IV	11-12	2-3
Diesel Mechanics I, II	11-12	1-3
Diesel Mechanics III, IV	11-12	2-3
Drafting and Design Technology I, II	11-12	1-3
Drafting and Design Technology III, IV	11-12	2-3
Basic Electricity I, II	11-12	1-3
Electronics I, II	11-12	1-3
Industrial Electronics I, II	11-12	1-3
Electrician I, II	11-12	1-3
Electrician III, IV	11-12	2-3
Graphic Arts I, II	11-12	1-3
Graphic Arts III, IV	11-12	2-3
Horticulture I, II	11-12	1-3
Industrial Engines I, II	11-12	1-3
Laboratory Technology I, II	11-12	1-3
Industrial Machine Shop I, II	11-12	1-3
Industrial Machine Shop III, IV	11-12	2-3
Marine Operations I, II	11-12	1-3
Photography I, II	11-12	1-3
Networking Basics	10-12	2-3
Routers and Routing Basics	10-12	2-3
Switching Basics and Intermediate Routing	11-12	2-3
WAN Technologies	11-12	2-3
Plumbing I, II	11-12	1-3
Printing I, II	11-12	1-3
Sheet Metal I, II	11-12	1-3
Outdoor Power Equipment Technician I, II	11-12	1-3
Outdoor Power Equipment Technician III, IV	11-12	2-3
Television Production I, II	11-12	1-3
Upholstery I, II	11-12	1-3
Welding I, II	11-12	1-3
Welding III, IV	11-12	2-3
Hull Shipbuilding	11-12	0.5
Barber I-IV	9-12	2

B. Trade and industrial education programs may be offered in two consecutive class periods, five days per week, for 36 weeks each year for two units of credit, or may be offered with three consecutive class periods for three units of credit in the selected Trade and Industrial Education program.

C. Each LEA that operates a career/technical center or comprehensive high school may award 1 1/2 units of credit to students enrolled in a two hour block for 36 weeks, or 2 1/2 units of credit to students enrolled in a three hour block for 36 weeks in approved trade and industrial education programs. This scheduling allows students to be excused from class for one hour each day for one semester to take the required course in Free Enterprise at either the tenth, eleventh, or twelfth grade level.

~~B.D.~~ An LEA may offer a one-hour trade and industrial education program for one unit of credit at the ninth or tenth grade level as a prerequisite to enrollment in a related trade and industrial education program at the tenth, eleventh, or twelfth grade level. The course shall be in the grammatic area in which the trade and industrial education instructor is certified to teach.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1300 (June 2005), amended LR 32:1415 (August 2006), LR 33:1615 (August 2007), LR 34:2558 (December 2008), LR 35:2324 (November 2009), LR 35:2748 (December 2009), LR 35:2751 (December 2009), LR 39:

§2389. Credit for Career and Technical Education Courses

~~A. Credits for partial completion of two or three hour blocks of career and technical education courses shall be granted for unusual or extenuating circumstances only.~~

~~1. Requests for partial credit for two- or three-hour blocks of career and technical education courses because of unusual or extenuating circumstances shall be made as follows: by the school to the LEA. Documentation shall be kept in the student's cumulative folder.~~

~~a. written requests from the local school principal and approval by the local superintendent shall be made to the Division of Family, Career and Technical Education, Louisiana Department of Education (DOE);~~

~~b. a copy of the written response shall accompany the student's transcript when it is sent to the Division of School Standards, Accountability and Assessment prior to his/her graduation if the request for partial credit has been granted.~~

B. A secondary student attending a postsecondary technical college during the regular school year or summer program may receive credit for instruction in any program area offered in the postsecondary technical college if ~~time~~ requirements for Carnegie units are met ~~and if an equivalent course is not offered at the student's local school.~~

~~C. A secondary student attending a postsecondary technical college summer program may receive credit for instruction in any program area offered in the postsecondary technical college if time requirements for Carnegie units are met even if an equivalent course is offered at the student's local school during the regular school year.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:183.1 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1301 (June 2005), amended LR 39:

§2391. Secondary Students Attending a Private Cosmetology School

A. A secondary student attending an approved cosmetology school, licensed by the Louisiana State Board of Cosmetology, may receive trade and industrial education credit if ~~time~~ requirements for Carnegie units are met ~~and if an equivalent course is not offered at the student's local school.~~

B. A copy of the written agreement between the LEA and the private cosmetology school shall be on file in the central office.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17: 183.1 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1301 (June 2005), amended LR 39:

31:1302 (June 2005).

Chapter 25. Summer Schools, Special Ed Extended School Year Programs

§2501. Elementary Summer Schools

A. ~~Approved schools~~ LEAs may offer a summer school program to enable students who have failed in subjects to remove deficiencies and be considered for promotion to the next grade or to provide additional learning opportunities. ~~All LEAs that offer summer school for promotional purposes shall adhere to the standards below.~~

B. Summer schools shall be organized and operated under the administration and supervisory control of the superintendent of the LEA.

~~C. The LEA or school principal shall apply to the DOE LDE for approval of each summer school program.~~

~~1. An application for approval for each summer school's offering shall be filed no later than the end of the first week after the summer session begins.~~

~~2. The application forms, provided by the DOE LDE, shall be submitted to the Director of Student Standards and Assessments.~~

~~3. The application shall be approved by the superintendent of the LEA and the principal of the summer school, if applicable.~~

~~D. An on-site evaluation of each summer school program shall be made by personnel from the DOE LDE to verify information submitted on the report, to evaluate the quality of the instructional program, and to approve its acceptance by the DOE LDE.~~

~~E. Summer schools shall be conducted in approved school buildings.~~

~~F. Summer schools having seven or more teachers shall have a certified principal.~~

~~G. Teachers employed to teach summer school shall hold a standard A, B, or C teaching certificate in the subject area or areas of teaching.~~

~~1. Teachers employed on a "TAT" and "OFAT" certificate for the regular school year may be employed during the summer session in the same area(s) taught during the regular school year, provided the superintendent verifies that no regularly certified teacher was available for the summer session.~~

~~H. The class size shall not exceed 20 students per teacher per subject in a regular summer school.~~

~~I. Each teacher shall teach only one subject for removal of deficiencies during a single period.~~

~~J. A student attending summer school for promotional purposes shall not enroll for more than two subjects.~~

~~K. The library/media center or library books as well as all regular teaching aids and equipment shall be available for summer school use.~~

~~L. Textbooks, supplementary materials, and supplies adequate for effective instruction shall be provided.~~

~~1. Textbooks used during the summer school shall be chosen from the state approved list.~~

~~2. No fee shall be charged for textbooks used during summer school.~~

~~M. The minimum attendance for all elementary students to receive credit or pass a subject shall be 60 hours for one subject unless the LEA imposes a stricter attendance policy.~~

~~C.N. Students attending summer school for promotional purposes shall have written consent by the principal of the last school they attended.~~

~~O. Elementary summer schools shall offer a minimum of 70 hours of instruction per subject for removal of deficiencies.~~

~~P. Summer schools shall be given one of the following classification categories:~~

~~1. approved—meets all summer school standards;~~

~~2. unapproved—deviates from one or more of the summer school standards.~~

~~Q. Any unapproved summer school shall not operate a summer school program the following year.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1304 (June 2005), amended LR 39:

§2503. Secondary Summer Schools

A. ~~Approved~~ Schools may offer summer school to enable students to schedule courses to enrich their experiences, to take new subjects, and to enable students who have failed in subjects to remove deficiencies. ~~Each LEA that offers summer school shall adhere to the standards below.~~

B. Summer schools shall be organized and operated under the administrative and supervisory control of the superintendent of the LEA.

~~C. Summer schools shall be conducted in approved school buildings.~~

~~D. Summer schools with seven or more teachers shall have a principal holding certification in principalship.~~

~~1. In an LEA in which there are several summer schools with fewer than seven teachers, the schools shall be supervised collectively by an individual holding certification in principalship.~~

~~C.E.~~ The summer school administration shall have written permission from the principal of the student's home school for the student to attend summer school if high school credit is to be awarded ~~or if an elementary student is to be promoted.~~

~~F. Any summer school operated for the purpose of awarding high school credits or for promotional purposes at the elementary level shall apply to the DOE LDE for an approval classification.~~

~~1. An application for approval for each summer school's offering shall be filed no later than the end of the first week after the summer session begins.~~

~~2. The application forms, provided by the DOE LDE, shall be submitted to the Director of Student Standards and Assessments.~~

~~3. The application shall be approved by the superintendent of the LEA and the principal of the summer school, if applicable.~~

~~G. An on-site evaluation of each summer school program shall be made by personnel from the DOE LDE to verify information submitted on the report, to evaluate the quality of the instructional program, and to approve its acceptance by the DOE LDE.~~

~~H. Summer schools having both elementary and secondary students are required to follow elementary standards for elementary students and secondary standards for secondary students.~~

~~I. Teachers in summer school shall hold a standard A, B, or C teaching certificate in the subject area or areas teaching.~~

~~1. Teachers employed on a "TAT" and "OFAT" certificate for the regular school year may be employed during the summer session in the area(s) taught during the regular school year, provided the superintendent verifies that no regularly certified teacher was available for the summer session.~~

~~J. The teaching load and class size shall not exceed that of the regular session.~~

~~K. No teacher shall be allowed to teach more than two subjects during one period of time.~~

~~L. Library/media center, laboratory, and audiovisual aids shall be available in the facilities used for summer school.~~

~~M. Textbooks, supplementary materials, and supplies adequate for effective instruction shall be provided.~~

~~1. Textbooks used during the summer school shall be chosen from the DOE LDE approved list.~~

~~2. No fee shall be charged for textbooks used during summer school.~~

~~N. Summer schools shall offer 90 hours of instruction for 1/2 unit of new credit, 180 hours for one unit of new credit, 60 hours of instruction for 1/2 unit of repeat credit, 120 hours for one unit of repeat credit, and 50 or more hours for 1/2 unit for GEE 21 Remediation.~~

~~O. In order to be eligible to receive credit, summer school students shall be in attendance a minimum of 70 hours for 1/2 unit of new credit, 140 hours for 1 unit of new credit, 47 hours for 1/2 unit of repeat credit or credit for GEE 21 Remediation, and 94 hours for one unit of repeat credit.~~

~~P. Summer schools shall be given one of the following classification categories:~~

~~1. approved—meets all summer school standards;~~

~~2. unapproved—deviates from one or more of the summer school standards.~~

~~Q. Any unapproved summer school shall not operate a summer school program the following year.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:24.4.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1304 (June 2005), amended LR 39:

§2504. Private Summer School Providers

~~A. All students shall have written permission from the principal of the student's home school to attend a private summer school provider for credit or promotional purposes. Any LEA may approve private summer school providers if the provider, and the LEA adhere to the standards listed below.~~

~~B. The LEA shall submit an application to the DOE for the summer school administered by the private provider.~~

~~1. An application for each summer school's offering shall be filed no later than the end of the first week after the summer session begins.~~

~~2. The application forms provided by the DOE shall be submitted to the Director of Student Standards and Assessments.~~

~~3. The application shall be approved by the superintendent of the LEA.~~

~~4. The DOE shall verify that the information in the application meets the standards listed below.~~

~~5. An on-site evaluation of each summer school program shall be made by personnel from the DOE to verify information submitted on the report, to evaluate the quality of the instructional program, and to approve its acceptance by the LEA.~~

~~C. Summer school programs shall have a certified principal.~~

~~D. Teachers employed to teach summer school shall hold a standard A, B, or C teaching certificate in the subject area or areas of teaching.~~

~~E. The library/media center or library books as well as all regular teaching aids and equipment shall be available for summer school use.~~

~~F. Textbooks, supplementary materials, and supplies adequate for effective instruction shall be provided.~~

~~1. Textbooks used during the summer school shall be chosen from the DOE approved list.~~

~~G. Elementary Summer School Programs~~

- ~~1. The purpose of summer school shall be to enable students who have failed in subjects to remove deficiencies and be considered for promotion to the next grade.~~
- ~~2. Each teacher shall teach only one subject for removal of deficiencies during a single period.~~
- ~~3. A student attending summer school for promotional purposes shall not enroll for more than two subjects.~~
- ~~4. The minimum attendance for all elementary students to receive credit or pass a subject shall be 60 hours for one subject unless the LEA imposes a stricter attendance policy.~~
- ~~5. Elementary summer schools shall offer a minimum of 70 hours of instruction per subject for removal of deficiencies.~~
- ~~6. Students attending summer school for promotional purposes shall have written consent by the principal of the last school they attended.~~
- ~~7. The class size shall not exceed 20 students per teacher, per subject in a regular summer school.~~

H. Secondary Summer School Programs

- ~~1. The purpose of summer school shall be to enable students to schedule courses to enrich their experiences or take new subjects and to enable students who have failed in subjects to remove deficiencies.~~
- ~~2. No teacher shall be allowed to teach more than two subjects during one period of time.~~
- ~~3. Summer schools shall offer 90 hours of instruction for 1/2 unit of new credit, 180 hours for one unit of new credit, 60 hours of instruction for 1/2 unit of repeat credit, and 120 hours for one unit of repeat credit.~~
- ~~4. In order to be eligible to receive credit, summer school students shall be in attendance a minimum of 70 hours for 1/2 unit of new credit, 140 hours for 1 unit of new credit, 47 hours for 1/2 unit of repeat credit, and 94 hours for one unit of repeat credit.~~
- ~~5. The teaching load and class size shall not exceed that of a regular school session.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17: 6 (A)(10), (11), (15); R.S. 17:7(6); R.S. 17:10; R.S. 17:22(6); R.S. 17:391.1-391.10; R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:3071 (December 2005), amended LR 39:

§2505. Extended School Year Program for Eligible ~~Exceptional~~ Students with Disabilities

A. Each LEA shall provide eligible ~~exceptional~~ students with disabilities special educational and related services ~~in excess of beyond~~ the normal school cycle when stated in the IEP.

~~B. The determination concerning the need or lack of need for an educational program beyond the normal school cycle made by the participants in an IEP meeting shall be reviewed annually to ascertain any changes in the student's needs.~~

~~C. The IEP shall include special educational and related services in excess of the normal school cycle when the multi-source data indicate that, without such instruction, a significant loss of educational skills shall occur.~~

~~D. The type and length of the extended program shall be determined on an individual basis.~~

NOTE: Refer to Bulletin 1706—Regulations for Implementation of the Exceptional Children's Act and Bulletin 1530—The IEP Handbook

AUTHORITY NOTE: Promulgated in accordance with 20 USCS 1412 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1305 (June 2005), amended LR 39:

Chapter 29. Alternative Schools and Programs

§2901. Philosophy and Need For Alternative Schools/Programs

A. – B. ...

C. Any student suspended or expelled from school for a period of over ten consecutive school days shall remain under the supervision of the LEA taking such action using alternative education programs for suspended and expelled students

D. Any student placed in an alternative school or an alternative education program must attend and participate in such school, program, or education services.

~~C. The local educational governing authority shall pass a resolution establishing the need for the alternative school/program and setting forth its goals and objectives.~~

~~DE. Each alternative school/program shall develop and maintain a written statement of its philosophy and the major purposes to be served by the school/program. The statement shall reflect the individual character of the school/program and the characteristics and needs of the students it serves.~~

~~EE~~. The educational school/program shall be designed to implement the stated goals and objectives, which shall be directly related to the unique educational requirements of its student body.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:100.5, RS 17:416.2.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1308 (June 2005), amended LR:39:

§2903. Approval for Alternative Schools or Programs

A. Alternative schools or programs shall comply with prescribed policies and standards according to *Bulletin 131—Alternative Education Schools/Programs Standards* and for regular schools except for those deviations granted by BESE. Additional information can be obtained in the Louisiana Alternative Education Handbook found on the DOE website.

B. Approval to operate an alternative school or program shall be obtained from BESE. ~~No alternative program shall be approved after July 1 of any given year.~~

1. An LEA choosing to implement a new alternative school or program shall ~~submit an application to notify the Office of College and Career Readiness LDE~~ on or before the date prescribed by the ~~DOE LDE~~. LEAs may not change their requested school or program classification after July 1.

2. The ~~DOE LDE~~ will provide BESE with an annual report from alternative schools or programs by ~~September~~ October of each year.

C. An approved alternative school or program shall be described in the LEA's pupil progression plan.

D. Approved alternative programs and alternative schools shall be subject to monitoring by the DOE staff, as needed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:100.5.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1308 (June 2005), amended LR 35:2318 (November 2009), LR 37:2128 (July 2011), LR 38:1583 (July 2012), LR 39:

§2905. Evaluation of Alternative Schools/Programs

A. Each LEA annually shall evaluate each alternative school/program. The evaluation shall be based upon the standards for approval of alternative schools/programs and shall include testing of basic skills for student participants. The process of evaluation shall also include teacher, parent, and student input from the alternative school. The annual report shall be made to the ~~DOE LDE~~ on or before the date prescribed by the ~~DOE LDE~~.

B. Starting with the 2013-2014 academic year, all alternative schools and programs will receive a performance report that shall include, but not be limited to, data pertaining to academic progress, credit accumulation, completion, and behavior modification.

NOTE: Refer to the Alternative Education Handbook for program operation guidelines.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:100.5.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1308 (June 2005), amended LR 35:2319 (November 2009), LR 39:

§2907. Connections Process

A. All LEAs should be empowered to create a system of intervention appropriate for their student population and every LEA shall be held accountable for the academic growth of every student.

~~AB. LEAs may choose to implement the Connections Process which~~ ~~The Connections Process~~ replaces Louisiana's PreGED/Skills Option Program. Connections is a one year process for overage students to receive targeted instruction and accelerated remediation aimed at attaining a high school diploma, high school equivalency diploma (by passage of GED tests), or state-approved skills certificate. The process includes a connections profile to track the following elements: academic and behavioral interventions; mentoring; job skills training; TABE locator and battery assessments; committee reviews; parent meetings; individual prescriptions for instruction; individual graduation plans; and exiting pathways. While in the Connections Process, students are 8th graders and therefore shall take required 8th grade courses per Bulletin 741. ~~Students can move from any middle school grade into the Connections Process provided they meet the criteria below.~~

NOTE: Refer to high stakes testing policy in *Bulletin 1566—Pupil Progression Policies and Procedures*. Requirements differ for initial 8th grade students and students repeating the 8th grade (~~see Bulletin 741, §2321~~).

1. Students in the Connections Process shall be 15 years of age during the school year and two years behind their peers academically to enter the Connections Process.

2. Schools opting to participate in the Connections Process must follow the Connection Process Handbook found on the LDE website.

C. All LEAs participating in the Connections Process shall annually submit their intent to participate to the LDE.

~~B. A school system shall implement the connections process and shall obtain approval from the DOE LDE at least 60 days prior to establishment. A program application describing the connections process shall be submitted and shall address the following program requirements:~~

~~1. Students shall be 15 years of age during the school year and two years behind their peers academically to enter the Connections Process.~~

~~2. Enrollment is voluntary and requires parent/guardian consent.~~

~~3. Counseling/mentoring is a required component of the program.~~

~~4. The program shall have both an academic component and a career readiness component. Traditional Carnegie credit course work may be offered. Districts are encouraged to work with local postsecondary institutions, youth serving entities, and/or businesses to enhance course offerings, content, and partnerships for promoting college and career readiness.~~

~~5. There shall be three exiting pathways for the connections process student provided the student has completed all requirements for LEAP or LAA2 (if applicable) testing. In addition, a student pursuing a high school diploma or GED may work on an industry based certification (recommended TABE reading grade level score = 8.0). All students will be tested in reading, and depending on need, may also be tested in math and/or language.~~

~~a. High school diploma (accelerated pathway: core or career diploma) pathway for students meeting the following recommended goals/targets:~~

~~—— i. reading grade level score = 9.0;~~

~~—— ii. additional criteria to include connections committee review of student progress (ex. WorkKeys/ KeyTrain or Career Ready 101 scores) to determine exiting pathway.~~

~~b. GED pathway for students meeting the following recommended goals/targets:~~

~~—— i. TABE reading grade level score = 7.0 to be considered for the pre-GED pathway and TABE reading G\grade level score = 9.0 to be considered for the GED pathway;~~

~~—— ii. additional criteria to include connections committee review of student progress (ex. WorkKeys/ KeyTrain or Career Ready 101 scores) to determine exiting pathway.~~

~~c. State approved skills certificate for students meeting the following recommended goals/targets:~~

~~—— i. TABE reading grade level score = 5.0;~~

~~—— ii. additional criteria to include connections committee review of student progress (ex. WorkKeys/ KeyTrain or Career Ready 101 scores) to determine exiting pathway.~~

~~d. A student who has not participated in the connections process may request a waiver, due to extenuating circumstances, and may enter the SASC or GED pathway upon approval of a committee designated by the school administration. The student must be afforded the same opportunities as a connections student, including mentoring and committee meetings. A copy of the waiver and back up documentation must be kept in the student's profile which will follow him/her until graduation.~~

~~e. A student's IPI shall be maintained until the student completes an exiting pathway.~~

~~6. The connections process shall include the following components:~~

~~a. district coordinator;~~

~~b. lead teacher/JAG specialist;~~

~~c. counselor;~~

~~d. ELA/math certified teachers;~~

~~e. CTE/IBC certified teachers;~~

~~f. special education certified teacher for SWDs;~~

~~g. teachers who are certified to offer Carnegie unit credits;~~

~~h. mentor/JAG specialist;~~

~~i. low teacher: student ratio will be required at each site: 1:15 or 1:25 with a paraprofessional in the class;~~

~~j. TABE certified test administrators.~~

~~7. The connections process can be held on high school campuses, middle school campuses, or off site provided the above components exist.~~

~~8. Students will count in the October 1 MFP count.~~

~~9. Students will be included in school accountability.~~

~~C. While enrolled as an eighth grader in the connections process, they shall be required to take the eighth grade LEAP or LAA2 (if applicable). The high stakes testing policy in Bulletin 1566 applies.~~

~~D. Upon committee review and recommendation a student who makes significant progress may remain in the connections process for a maximum of one additional year before entering an exiting pathway.~~

~~E. Further information on full process implementation can be found in the connections process handbook on the Louisiana Department of Education website.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:100.5.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1308 (June 2005), amended LR 34:2032 (October 2008), LR 37:2131 (July 2011), LR 38:1000 (April 2012), LR 39:

§2909. The Earning of Carnegie Units

A. Students enrolled in an alternative school/program shall ~~be allowed~~ have the opportunity to earn Carnegie credits when possible.

~~B. The integrity of the Carnegie credit shall not be diminished by any alternative school/program.~~

C. ~~The~~ Carnegie credits courses shall be ~~granted~~ taught by regular or special education teachers certified in the subject matter areas in which they are teaching.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:100.5.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1309 (June 2005), amended LR 39:

§2911. Alternative Education Providers

A. A school governing authority may enter into an agreement with an education service provider to provide an alternative education placement for students.

B. Required interventions.

1. The program or school run by the educational service provider must provide academic, behavioral, and mental health interventions including, but not limited to, those listed in R.S. 17:416.2(D)(3)(b) for any student who meets any of the following criteria:

a. has been adjudicated delinquent by a court having juvenile jurisdiction as defined in Article 302 of the Louisiana Children's Code;

b. has been adjudicated by a court as a member of a family in need of services and is assigned by the office of juvenile justice to a community-based program or facility;

c. is in the custody of the office of juvenile justice as a result of an adjudication and is assigned by the office of juvenile justice to a community-based program or facility; or

d. is a student who has been suspended or expelled pursuant to the provisions of R.S. 17:416(B) or (C)(2).

2. Such services shall be provided to the school governing authority at the actual costs incurred by the provider, not to exceed for each student the pro rata share of the combined state and local per pupil amount of the minimum foundation program for such governing authority.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:216.2.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 39:

Chapter 31. Career and Technical Education (CTE)

§3103. Requirements for Teachers

A. The CTE teacher shall hold a valid Louisiana teaching certificate or valid ~~C~~career and ~~t~~Technical ~~t~~Trade and ~~i~~Industrial ~~e~~Education (CTTIE) certificate that entitles the holder to teach in the career area of the actual teaching assignment. Certification is required to teach ~~in all CTE program areas.~~

- ~~1. all law and public safety courses;~~
- ~~2. Engineering Design I and II;~~
- ~~3. Process Technician I and II;~~
- ~~4. Project Lead the Way; and~~
- ~~5. Patient Care Technician.~~

[Refer to LAC 28:CXXXI.Bulletin 746—Louisiana Standards for State Certification of School Personnel, §501-5011.]

B. CTE instruction shall integrate ~~basic academic skills essential~~ state-approved standards for students to achieve the desired CTE competencies and academic competencies that will enable the student to be successful on the job or at the postsecondary level.

~~C. CTE teachers and school counselors shall actively participate in the in-service programs contributing to professional improvement in their program area.~~

~~C. D.~~ All agriculture teachers employed by an LEA shall teach a 12-month program for a 12-month budget period and shall be paid a salary at the same monthly rate as provided in the minimum salary schedule contained in R.S. 17:421.3. The agriculture program shall include, but not be limited to recognized co-curricular activities, to be supervised by agriculture teachers during the summer months such as those offered by the National Future Farmers of America (FFA) Organization or other appropriate organizations that provide summer occupational experiences, leadership programs, statewide judging contests, and youth conventions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17: 422.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1309 (June 2005), amended LR 35:1877 (September 2009), amended LR 35:2323 (November 2009), LR 39:

§3107. Instructional Programs

A. For each CTE course, the teacher shall follow the Model Course Guidelines ~~BESE approved minimum instructional content to be taught.~~

B. Instructional content of each course shall meet state and federal guidelines relative to unbiased treatment of race, sex roles, and religious and political beliefs.

C. Secondary students who are in the ninth through the twelfth grade shall be eligible for enrollment in CTE programs.

D. ~~Junior high/Middle school~~ (grades seven through eight) career and technical education programs shall meet the generic standards for senior high CTE programs, as well as specific standards for ~~junior-high middle school~~ approval in the CTE program area(s). ~~Junior High School/Middle School~~ CTE programs shall be coordinated with the CTE program at the senior high school.

E. – F. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:181.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1309 (June 2005), LR 39:

§3109. Carnegie Credit

A. Credit shall be awarded for successful completion of one-half to three Carnegie credits of career and technical education courses.

1. Credit for partial completion of two- or three-hour career and technical education courses may be granted for unusual or extenuating circumstances. Documentation shall be kept in the student's cumulative folder.

~~2. Request for partial credit because of unusual or extenuating circumstances shall be made in writing by the principal through the local superintendent to the Division of Family, Career and Technical Education of the DOE LDE.~~

~~3. If granted, a copy of the written response shall accompany the student's transcript when it is sent to the Division of School Standards, Accountability and Assessment prior to graduation.~~

B. No career and technical education or contract course shall be offered for credit in any secondary ~~school setting~~ if it requires a license to practice the job, until the course has been approved by the licensing board designated to regulate that vocation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1310 (June 2005), amended LR 39:

§3111. Career and Technical Education Student Organizations (CTSOs)

A. Activities of CTSOs should be offered as an integral part of the CTE instruction and be under the supervision of the instructional staff. The CTSOs for the respective CTE program areas are as follows.

1. Agriscience—National FFA Organization (FFA)

2. Business Education—Future Business Leaders of America (FBLA)
3. Health Occupations—Health Occupations Students of America (HOSA)
4. Family and Consumer Sciences—Family, Career, and Community Leaders of America (FCCLA)
5. Marketing Education—Association of Marketing Students (DECA)
6. Technology Education—Technology Student Association (TSA)
7. Trade and Industrial Education—SkillsUSA-~~VICA~~

B. Each local school governing authority shall develop procedures and policies for the approval of travel.

~~C. The LEA shall provide information and prepare necessary reports for each CTE program as required by the Division of Family, Career and Technical Education and shall cooperate with the DOE in the evaluation of career and technical education programs.~~

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1310 (June 2005), amended LR 39:

§3113. Work-Based Learning

A. – F. ...

G. Teacher-Coordinator for Work-Based Learning

~~1. Reimbursement of travel expenditures for placement, supervision, and coordination activities of the work-based education programs shall be provided.~~

21. The teacher-coordinator and the employer shall cooperatively complete a training memorandum for both the classroom phase and the on-the-job training phase. The training memorandum and a list of skill competencies shall be prepared for each student. The list of competencies shall include skills and knowledge to be learned in the classroom and skills to be learned through on-the-job training.

32. Copies of the training memorandum and skills competencies shall be maintained in each work-based education student's folder and provided to the training sponsor (employer). The training memorandum is the application for an employment certificate for work-based education students. The employment certificate must be applied for on-line through the Department of Labor's LA Workforce Commission's website.

43. Each teacher-coordinator for work-based programs must submit a class organization report to the ~~Division of Family, Career and Technical Education of the DOE LDE.~~

54. The cooperative education teacher-coordinator shall visit each student on the job to observe the student at work, to confer with the employer, and to obtain a written evaluation of the student's progress at least four times during the school year.

65. The internship education teacher-coordinator shall visit each student on the job to observe the student at work, to confer with the employer, and to obtain a written evaluation of the student's progress at least two times during the school year.

76. The teacher-coordinator shall inform the employer of labor laws as they apply to minors engaged in work-based learning.

87. Orientation and pre-employment training, as well as safety training, shall be provided for each student prior to the student's placement with a program training sponsor (employer).

98. It is recommended that funding for extended employment beyond the school year be provided for each teacher-coordinator.

~~109.~~ The program training sponsor (employer) shall complete a written evaluation of each student's on-the-job performance for each grading period.

~~140.~~ The teacher-coordinator shall be responsible for determining the student's grade.

H. Work-based Learning Students

1. Cooperative education students shall be placed in appropriate, paid training stations within three weeks of the opening of school. Students not placed shall be rescheduled into non-cooperative courses.

2. Cooperative education students shall receive minimum wage or above for the hours spent in job training.

3. Internship students shall be placed in appropriate, paid or non-paid training stations within three weeks of the opening of school. Students not placed shall be rescheduled into non-internship courses.

4. Students in Cooperative Office Education, Cooperative Technology Education, Health Occupations Cooperative Education, and Family and Consumer Sciences Cooperative Education shall be seniors. Students in Cooperative Agriscience

Education, General Cooperative Education, Cooperative Marketing Education, and Trade and Industrial Cooperative Education (TICE) shall be juniors or seniors.

a. Reference Model Course Guidelines for course requirements and prerequisites.

5. Internship students shall be juniors or seniors.

6. Work-based education students must successfully complete both the classroom and the on-the-job training phase to receive any credit. Students enrolled in Cooperative Education course shall not begin a work-based program at midterm.

NOTE: Refer to career and technical education course offerings for prerequisites and requirements for specific work-based programs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1310 (June 2005), amended LR 33:280 (February 2007), LR 39:

§3115. Procedures For Program Approval

A. Any new instructional program in Career and Technical Education, including regular, cooperative, pilot, or alternative, shall obtain approval from the ~~Division of Family - Career and Technical Education~~ LDE before initiation.

B. In order to qualify for funding as an approved program:

1. instruction shall be based on the CTE Standard and Benchmarks and Model Course Guidelines;
2. the teacher shall maintain certification in the CTE program they are assigned to teach;
3. if a school offers an industry-based certification (IBC), the teacher of the IBC course(s) shall hold or work toward obtaining the industry certification. Teachers shall have a maximum of three years to obtain the certification;
4. each program area offered by a high school shall make available at least one ~~area of concentration (sequence of courses)~~ Career Pathway approved by BESE;
5. each program area shall offer courses in that program area for at least 50 percent of the school day;
6. where national program certification exists, the program shall meet or work toward obtaining the program certification. Schools shall have a maximum of three years to obtain the certification;
7. CTE instruction shall integrate career and technical education and ~~academics~~ state-approved standards to strengthen basic academic skills in communication, mathematics, science and social studies and develop critical thinking skills through practical applications in real-life situations;
8. each local educational governing authority should establish and maintain a local advisory council for CTE:
 - a. the membership of the local advisory council should be composed of representatives of the general public, including at least a representative of business, industry, and labor with appropriate representation of both sexes and racial and ethnic minorities found in the program areas, schools, community, or region that the local advisory council serves;
 - b. the duties of the local advisory council include advising the local education governing authority on:
 - i. current job needs; and
 - ii. the relevancy of programs (courses) being offered to meet the current job needs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1311 (June 2005), amended LR 39:

§3117. Additional Program Approval Procedures

A. Agriscience/Agribusiness

1. The teacher shall assist each student in planning and developing a Supervised Agriculture Experience (SAE) program of one or more of the following types:
 - a. ownership at the student's home, farm or business;
 - b. placement at a farm or agribusiness other than that owned by the student;
 - c. directed laboratory at a school facility such as school farm, greenhouse, garden, shop, forestry plot, food preservation center, etc.
2. The teacher shall supervise on a regular and periodic basis all SAE programs and shall assist the students in maintaining accurate records of their SAE programs.

3. The teacher shall participate in inservice activities by attending and taking part in the annual summer inservice held in conjunction with the area FFA leadership camp and any other ~~DOE LDE~~ -sponsored inservice required of all agriculture teachers in the state.

4. The teacher shall organize and maintain an active chapter of the National FFA Organization, serving as its advisor, and will attend with two or more members the state convention and area leadership camp. Dues and special fees and reports will be submitted by the deadline set by the Louisiana Association of FFA. Each FFA chapter will participate in a minimum of four contests at the area or state level and will submit applications for at least three chapter or individual FFA awards. All FFA members will achieve the Greenhand Degree, and 80 percent or more of members enrolled in classes above the Agriscience I level will achieve the Chapter FFA Degree.

5. ~~The LEA shall determine required documentation regarding an Agriscience teacher's summer work activities. —teacher shall plan and submit a summer work schedule to the principal, local CTE supervisor, and the CTE section of the LDE. The teacher shall be responsible to the principal and local CTE supervisor for carrying out the schedule summer work activities and submitting weekly summer activity or district reports, as deemed necessary by the LEA, documenting daily the summer work activities. The DOE shall conduct random monitoring visits to summer agriculture programs.~~

6. ~~The teacher will submit an annual report to the CTE Section of the DOE LDE documenting the completion of all required activities. The principal and supervisor will sign the report attesting to the fact that all requirements have been met. Each LEA will be responsible for maintaining the above documentation of the additional program approval requirements for their Agriscience/Agribusiness programs.~~

B. ~~Health Occupations~~ Science Education

1. ~~Health Occupations~~ Science Education programs shall meet requirements of appropriate licensing or recognized accrediting agencies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7; R.S. 17:185.2.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1311 (June 2005), amended LR 39:

Chapter 33. Home Study Programs

§3305. Application Process

A. Initial Application

1. An initial application must be made within 15 days after the beginning of the program to the ~~DOE LDE~~ for review and recommendation to BESE.

2. The initial application shall be accompanied by a certified copy or a photocopy of the birth certificate of the child.

B. – C. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:236.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1312 (June 2005), amended LR 39:

§3309. Curriculum

A. The home study program shall have a sustained curriculum of a quality at least equal to that offered by public schools at the same grade level. The sustained curriculum must be substantiated in one of the following ways:

1. a packet of materials which shall be evaluated by the ~~DOE LDE~~ for adequacy and which shall include such documents as:

- a. a complete outline of each of the subjects taught during the previous year;
- b. lists of books/materials used;
- c. copies of the student's work;
- d. copies of the student's standardized test results;
- e. statements by third parties who have observed the child's progress; or
- f. any other evidence of the quality of the program being offered;

2. verification that the child took the LEAP ~~24~~ tests and scored at or above the state performance standards as established by BESE for his/her grade level; or

3. verification that the child has taken the California Achievement Test or such other standardized examinations as may be approved by BESE, including but not limited to tests approved for the Nonpublic School Testing Program, and the child has scored at or above his/her grade level for each year in home study; or

4. a statement from a teacher certified to teach at the child's grade level stating that the teacher has examined the program being offered and that in his/her professional opinion this child is being taught in accordance with a sustained curriculum of quality

at least equal to that offered by public schools at the grade level, or in the case of children with mental or physical disabilities, at least equal to that offered by public schools to children with similar disabilities. The teacher evaluation is subject to review and approval by BESE.

B. – C. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:236.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1312 (June 2005), amended LR 37:1137 (April 2011), LR 39:

§3313. Admission or Readmission to the Public School System

A. The LEA shall have a written policy included in the local Pupil Progression Plan for admission or readmission of home study students to public schools. Refer to *Bulletin 1566—Guidelines for Pupil Progression*.

1. The policy shall provide for the screening and evaluation of such students and shall include examinations to determine the grade level at which students should be admitted.

2. The policy shall include the administration of the Louisiana Educational Assessment Program tests for the grades offered or required by BESE. Refer to the Guidelines for Nonpublic and Home Schooled Students Transferring to the Public School Systems: Participation in the LEAP 24.

B. – B.3. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:236.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1313 (June 2005), amended LR 39:

§3317. Cost

A. All ~~reasonable~~ costs directly attributed to the home study program shall be borne by the parents.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:236.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1313 (June 2005), amended LR 39:

~~Chapter 35. Montessori Schools~~ REPEAL

~~§3501. Approval of Training Courses~~

~~A. The Montessori Training course must accept students without regard to race, creed, or national origin.~~

~~B. The course, at a minimum, must include the following:~~

- ~~1. required reading of Dr. Montessori's works;~~
- ~~2. Montessori philosophy and theory;~~
- ~~3. child development;~~
- ~~4. practical life;~~
- ~~5. sensorial materials;~~
- ~~5. cultural subjects;~~
- ~~6. academic subjects;~~
- ~~7. twenty hours of observation of a Montessori class; and~~
- ~~8. supervised practice sessions with Montessori apparatus.~~

~~C. The Montessori training course staff must have Montessori certification and five years Montessori classroom experience.~~

~~D. Students must pass both a written and practical examination.~~

~~E. Students must have worked on training requirements for a minimum of one academic school year.~~

~~F. It is desirable for the Montessori training course to have university affiliation.~~

~~G. The petitioner's request for approval must be submitted in writing to the president of the Louisiana Montessori Association (LMA) and to the DOE LDE, Office of Quality Educators.~~

~~H. The LMA president shall acknowledge receipt in writing within two weeks and ask that a detailed description of the Montessori Training Course, including faculty, location, curriculum, and any pertinent requirements be sent to the LMA. Included with the above acknowledgment shall be a copy of Act 400 of 1982 and "Standards for Approval of Louisiana Montessori School."~~

~~I. The LMA president shall notify the LMA Training Approval Committee of the application and send a description of the Montessori Training Course to all committee members. The LMA president will submit a list of committee members and all applicable information to the DOE LDE, Office of Quality Educators.~~

~~J. The committee will review the information and make a decision for approval or denial to the president of the LMA within two weeks.~~

~~K. The committee's approval or denial shall be brought before the general membership and their recommendation voted on within three months.~~

~~L. Notification of LMA approval or denial shall be sent to the DOE LDE, Office of Quality Educators, within two weeks of the LMA decision, and reason for denial, if applicable. The DOE LDE will review the LMA's decision and make recommendations to the Board for approval or denial and notify the petitioner.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3401.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1313 (June 2005).~~

~~§3503. Classification Categories~~

~~A. Classification categories for Montessori schools are:~~

- ~~1. approved—the school meets the standards of BESE established for a Montessori school;~~
- ~~2. provisional approval—the school has one or more of the following deviations from standards:~~
 - ~~a. lack of at least one Type A Montessori-certified teacher provided that the school has a Type B-certified Montessori teacher earning at least six semester hours per year toward a bachelor's degree;~~
 - ~~b. an inadequate amount of proper Montessori instructional materials and equipment; and~~
 - ~~c. for junior school, lack of a teacher who possesses a bachelor's degree and is certified in Montessori for the age level in which he serves, provided that such teacher is working toward Montessori junior certification;~~
- ~~3. probational approval—the school has one or more of the following deviations from standards:~~
 - ~~a. the school does not have at least a Type B-certified Montessori teacher earning six semester hours toward a bachelor's degree;~~
 - ~~b. lack of a certified Montessori teacher in each class;~~
 - ~~c. lack of a teacher or teacher aide with a bachelor's degree in each class;~~
 - ~~d. inadequate provision of indoor and/or outdoor space per child; and~~
 - ~~e. for junior school and class, the school does not have a teacher possessing a bachelor's degree working toward Montessori certification;~~
- ~~4. unapproved—~~
 - ~~a. any school that has not previously attained an approved classification and fails to comply with BESE standards; and~~
 - ~~b. a probationally approved school that has not corrected the stated deficiencies within the time fixed by BESE.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3401; R.S. 17:3402.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1314 (June 2005).~~

~~§3505. School Approval Procedures~~

~~A. Any Montessori school seeking review by the DOE LDE and approval by BESE must follow these procedures.~~

- ~~1. Application for approval shall be submitted on a Montessori Annual School Report form prescribed by the DOE LDE.~~
- ~~2. One copy of the form shall be sent to the LMA, one copy submitted to the DOE LDE and one copy kept on file in the school office.~~
- ~~3. A letter requesting an initial approval visit should be sent to the LMA and the DOE LDE.~~
- ~~4. The form will be analyzed by both the LMA and the DOE LDE.~~
- ~~5. After ascertaining that the school has met standards according to the written report, a visiting committee consisting of a minimum of five members (at least four Montessori teachers selected by the LMA and one DOE LDE staff member) will be assigned to make an initial approval visit.~~
- ~~6. Montessori teachers shall serve on the visiting committee without compensation or reimbursement of expenses by the DOE LDE.~~

~~7. After visitation by the committee, the school will be notified in writing of the recommendation made by the committee to the DOE LDE for further recommendation to the BESE for assignment of a classification category.~~

~~8. A school denied approval by BESE shall be entitled to an appeal.~~

~~9. No hearing shall be granted unless a written appeal is received by the BESE within 30 days of the date of denial.~~

~~10. For continued state approval, Montessori schools shall submit a Montessori Annual School Report to the LMA and to the DOE LDE for analysis and recommendation of a classification category to BESE.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3401.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1314 (June 2005).~~

~~§3507. Staff Requirements~~

~~A. Each school shall have at least one Type "A" certified Montessori teacher.~~

~~B. Each class shall have at least one Louisiana state certified Montessori teacher.~~

~~C. Each class shall have a teacher or teacher aide possessing a bachelor's degree.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3401; R.S. 17:3403.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1314 (June 2005).~~

~~§3509. Plant and Facilities~~

~~A. The physical plant must comply with state and local fire and health regulations and with applicable building codes. It shall be free of health and safety hazards.~~

~~B. The school shall be attractive, cheerful, orderly, clean, and in good repair to evoke in the children a positive response to beauty and to life and to satisfy their need for order.~~

~~C. Indoor Requirements~~

~~1. Low child accessible shelving shall be in neutral or light colors for placement of materials, with adequate space for placement without crowding. Instructional materials of the same general classification should be placed together.~~

~~2. Walls shall be light or neutral colors to emphasize adequately the materials.~~

~~3. Lightweight, movable, child sized furniture (tables, chairs) shall be available.~~

~~4. Flooring of a type that can be kept clean and safe shall be installed.~~

~~5. Rugs and mats shall be available and accessible to the children and there shall be an orderly place for their storage.~~

~~6. Adequate lighting (160 watts fluorescence for every 100 square feet of floor space is recommended) shall be in place.~~

~~7. Thirty square feet of working space per child or 35 square feet per child or total usable facilities shall be available to allow each child to move freely without interrupting the activities of others.~~

~~8. The environment shall be prepared, arranged, and equipped to structure the child's free movement and responsibility.~~

~~9. Child accessible toilet and hand washing facilities adequate for the number of children shall be available.~~

~~D. Outdoor Requirements~~

~~1. Seventy five square feet of outdoor space shall be available for each child in the group at any one time.~~

~~2. Outdoor space shall be easily accessible, safe, and protected and shall be fenced.~~

~~3. Outdoor equipment shall be safe and provide adequate opportunities for a variety of large muscle activities.~~

~~4. The outdoor area shall be pleasant and attractive with some gardening opportunities available.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3402.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1314 (June 2005).~~

~~§3511. Programs and Materials~~

~~A. Montessori junior school begins at six years of age and continues through the age of 14 years, approximately. Thus, the junior school encompasses the child's learning experiences from kindergarten to high school.~~

~~B. Freedom with responsibility leading to independent self direction shall be a basic consideration of the school's instructional program.~~

~~C. The school shall be attractive, cheerful, orderly, clean, and in good repair to evoke in the children a positive response to beauty and to life, and to satisfy their need for order.~~

~~D. The school's instructional program shall incorporate the following types of activities:~~

- ~~1. language activities;~~
- ~~2. math activities;~~
- ~~3. cultural activities (geography, history, life science, art, music, dance, dramatics, construction, second language);~~
- ~~4. sensorial activities that sharpen the senses in preparation for accurate observation of the physical world; and~~
- ~~5. practical life activities that cultivate ability to care for self and environment.~~

~~E. The school must be equipped with Montessori materials in all basic areas, well maintained, and in good condition.~~

~~F. Instructional materials shall be self teaching so that children can learn from them by self discovery and voluntary repetition rather than by rote memorization of what someone tells them about the materials.~~

~~G. Children shall work independently once the materials are introduced.~~

~~H. The materials shall require active participation of the children so that the major part of their learning comes from concrete sensorial experience.~~

~~I. Materials shall reflect reality and nature so that children can organize their perceptions of the world accurately.~~

~~J. Instructional materials shall be open ended so that it is possible for the children to learn more than one concept from each piece.~~

~~K. The materials shall isolate only one factor of difference to emphasize the particular attribute or concept.~~

~~L. The art materials shall be basically structured to allow children to create their own ideas after the teacher has initially demonstrated their use.~~

~~M. The Montessori materials shall be introduced sequentially.~~

~~N. The materials shall be attractive and of the best quality affordable to provide stimulation for new exploration or imagination.~~

~~O. They shall be clean, orderly, and in good repair.~~

~~P. The program shall provide annual standardized testing for Montessori junior students six years of age and above.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3402.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1315 (June 2005).~~

§3513. Scheduling

~~A. The academic school year shall be 180 days.~~

~~B. The class shall meet five days a week for approximately three hours a day or more to provide the necessary learning continuity.~~

~~C. Montessori junior classes of students six years of age and above shall meet a minimum of 180 days per year, five days a week, for a minimum of 28 hours per week, excluding lunch and recess.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3402.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1315 (June 2005).~~

§3515. Admissions and Enrollment

~~A. All admissions in a Montessori school shall be open to all persons of all races, creeds, or colors.~~

~~B. Early enrollment shall be encouraged, starting between the age of 2 1/2 to 3 1/2 years or earlier, to take advantage of early sensitive periods of learning.~~

~~C. Placement at the primary or junior level shall be determined by the child's achievement and level of development.~~

~~D. The classrooms shall have, if possible, a mixed age group spanning at least three years so that the children will have a variety of models from which to learn.~~

~~E. Attendance through kindergarten age shall be encouraged for maximum benefit of the program.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3402.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1315 (June 2005).~~

~~§3517. Parent Interaction Requirements~~

~~A. The parents shall be allowed to observe the children at work.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3402.~~

~~HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1315 (June 2005).~~

Chapter 37. Glossary

§3701. Abbreviations/Acronyms

ADA—Americans with Disabilities Act.

AP—Advanced Placement.

BESE—Board of Elementary and Secondary Education.

CPR—Cardiopulmonary Resuscitation.

CTE—Career/Technical Education.

CTSO—Career and Technical Student Organizations.

CTTIE—Career and Technical Trade and Industrial Education.

DECA—An Association of Marketing Students.

FBLA—Future Business Leaders of America.

FCCLA—Family, Career, and Community Leaders of America.

FFA—National FFA Organization.

GED—General Educational Development Test.

GEE 21—Graduation Exit Examination for the 21st Century.

GLEs—Grade-Level Expectations.

HOSA—Health Occupations Students of America.

IDEA—Individuals with Disabilities Education Act; The Special Education Law.

IAP—Individualized Accommodation Program.

~~DOE~~ LDE —Louisiana Department of Education.

IB—International Baccalaureate.

IBC—Industry-based Certification.

IEP—Individualized Education Program.

JROTC—Junior Reserve Officer Training Corps.

LEA—Local Education Agency.

LEAP 21—Louisiana Educational Assessment Program for the 21st Century.

LHSAA—Louisiana High School Athletic Association.

LMA—Louisiana Montessori Association.

MFP—Minimum Foundation Program.

MPS—Minimum Proficiency Standards.

NAEP—National Assessment of Educational Progress.

NCLB—No Child Left Behind.

OFAT—Out-of-Field Authority to Teach.

SAE—Supervised Agriculture Experience.

SAPE—Substance Abuse Prevention Education.

TAT—Temporary Authority to Teach.

TSA—Technology Student Organization.

TOPS—~~Taylor~~ Tuition Opportunity Program for Students.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6; R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1316 (June 2005).

§3703. Definitions

Academic Endorsement—recognition for high school graduates who meet requirements listed in §2319.G which are above the requirements of a standard diploma.

Academically Able Student—a student who is functioning at grade level as determined by the local school system. For special education students identified in accordance with Bulletin 1508—Pupil Appraisal Handbook, the IEP Committee shall determine the student's eligibility to receive foreign language instruction, provided the student is performing at grade level.

Accommodation—any technique that alters the academic setting or environment. An accommodation generally does not change the information or amount of information learned. It enables students to show more accurately what they actually know.

Activity Class—any class such as band, theatre, or chorus for which a large class size is acceptable due to the nature of the instruction.

Adapted Physical Education—specially designed physical education for those exceptional students for whom significant deficits in the psychomotor domain have been identified according to Bulletin 1508—Pupil Appraisal Handbook, and who, if school-aged, are unable to participate in regular physical education programs on a full-time basis.

Adult Education—instruction below the college level for adults who have not been awarded a regular high school diploma and who are not currently required to be enrolled in school.

Advanced Placement Program—the Advanced Placement Program of the College Board gives students the opportunity to pursue college-level studies while still in secondary school and to receive advanced placement and/or credit upon entering college.

Alternative School/Program—an educational school/program that deviates from the standards stated in *Bulletin 741* in order to meet the specific needs of a particular segment of students within the community. There are two types of alternative schools/programs:

1. alternative within Regular Education: the curriculum addresses state standards; and upon graduation, students earn a state-approved diploma;
2. alternative to Regular Education: the curriculum does not address state standards; and upon graduation, students do not earn a state-approved high school diploma.

Alternative to Regular Placement—placement of students in programs that are not required to address BESE performance standards.

~~*Annual School Approval*—an approval classification, based on the analysis of the Annual School Report, which is granted by the State Department of Education to each school.~~

~~*Annual School Report*—the report of the implementation by a school of the standards/regulations of this bulletin. It is submitted annually to the DOE by each school.~~

~~*Annual System Report*—the report of the implementation of the standards/regulations of this bulletin applicable to each LEA's central office. This report is submitted to the DOE by each LEA.~~

Approved School—a public or nonpublic school that has an approval classification based upon a degree of compliance with standards/regulations prescribed by BESE.

Area of Concentration—a coherent sequence of courses or field of study that prepares a student for a first job and/or further education and training. It includes four sequential related credits in a specific area plus two credits in a related field; one must be a basic computer course.

Articulated Credit—promotes a smooth transition from secondary to postsecondary education. It serves as a vehicle for high school students to earn postsecondary credit while enrolled in high school or upon entering postsecondary study.

Assessment—the act or process of gathering data in order to better understand the strengths and weaknesses of a student learning as by observation, testing, interviews, etc.

Attendance (Half-Day)—a student is considered to be in attendance for one-half day when he or she:

1. is physically present at a school site or is participating in an authorized school activity; and
2. is under the supervision of authorized personnel for more than 25 percent but more than half (26-50 percent) of the student's instructional day.

Attendance (Whole-Day)—a student is considered to be in attendance for a whole day when he or she:

1. is physically present at a school site or is participating in an authorized school activity; and
2. is under the supervision of authorized personnel for more than 50 percent (51-100 percent) of the student's instructional day.

BESE Policy—a comprehensive statement ~~that has the force and effect of law and~~ that has been adopted by BESE pursuant to the APA process and that has the force and effect of law to govern and to bring uniformity in education throughout Louisiana

Career Major—a coherent sequence of courses or field of study that prepares a student for a first job and/or further education and training. It includes four sequential related credits in a specific area plus two credits in a related field; one must be a basic computer course.

Career Technical Endorsement—an endorsement beyond a regular diploma which has the purposes of enhancing a student's junior/senior years and providing a "credential" for postsecondary work with specific performance indicators that include industry-based certification and/or articulated credit and work-based learning.

Class Size—the maximum enrollment allowed in a class or section.

Co-Curricular Activities—those activities that are relevant and supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

Cooperative Education—programs that provide opportunities for career and technical education students to receive on-the-job training and related classroom instruction in the areas of Agriculture, Business, Health, Family and Consumer Science, Marketing, and Trade and Industrial Education programs.

Credit Exam—an examination for the purpose of verifying a student has mastered a course taken under conditions that do meet the requirements for awarding Carnegie credit, such as teacher certification or time requirements.

Cultural Arts—that subject area that includes music, arts and crafts, and the fine arts.

Cumulative Record—a current record of academic, health, and other special types of information maintained for each student throughout his progress in school.

Education Records—

1. those records, files, documents, and other materials which:
 - a. contain information directly related to a student; and
 - b. are maintained by an educational agency or institution or by a person acting for such agency or institution.
2. The term *education records* does not include:
 - a. records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
 - b. records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement;
 - c. in the case of persons who are employed by an educational agency or institution but who are not in attendance at such agency or institution, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose; or
 - d. records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Elementary School—a school composed of any span of grades kindergarten through the eighth grade.

Evaluation—the in-depth process of review, examination, and interpretation of intervention efforts, test results, interviews, observations, and other assessment information relative to predetermined criteria.

Exceptional Child—a child who is evaluated in accordance with Bulletin 1706, Regulations for Implementation of the Children with Exceptionalities ~~Exceptional Children's~~ Act (R.S. 17:1941 et seq.) and who is determined according to Bulletin 1508, Pupil Appraisal Handbook, to have an exceptionality that adversely affects educational performance to the extent that special education is needed.

Extracurricular Activities—those activities which are not directly related to the Program of Studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

Fine Arts—those arts produced or intended primarily for beauty rather than utility, such as music, dance, drama, and the visual arts (i.e., drawing, painting, sculpture).

Five-Year Educational Plan—the plan developed by each student by the end of the eighth grade with the input of his/her family. The plan shall include a sequence of courses which is consistent with the student's stated goals for one year after graduation. Each student's Five Year Educational Plan shall be reviewed annually thereafter by the student, parents, and school advisor, and revised as needed.

Gifted—children or youth who demonstrate abilities that give evidence of high performance in academic and intellectual aptitude.

Grade-Level Expectations (GLE)—the concepts and skills that students should master at the end of a grade or course.

Homebound Student—a student who is enrolled in regular education and who, as a result of health care treatment, physical illness, accident, or the treatment thereof, is temporarily unable to attend school, and who is provided instructional services in the home or hospital environment.

Home Study Program (Approved)—program in which an approved curriculum can be implemented under the direction and control of a parent or a tutor (i.e., court appointed guardian under Louisiana law).

Individualized Education Program (IEP)—a written statement of specially designed instruction developed, reviewed and revised by a group of qualified education personnel and the parent/guardian for each student with a ~~disability~~ an exceptionality in public schools.

Industry-Based Certification—a portable recognized credential (tangible evidence) that an individual has successfully demonstrated skill competencies on a core set of content and performance standards in a specific set of work related tasks, single occupational area, or a cluster of related occupational areas.

Instructional Time—shall include the scheduled time within the regular school day devoted to teaching courses outlined in the Program of Studies. Instructional time does not include such things as recess, lunch, change of class time, and parent-teacher conferences.

Internship—student internships are situations where students work for an employer for a specified period of time to learn about a particular industry or occupation. Students' workplace activities may include special projects, a sample of tasks from different jobs, or tasks from a single occupation. These may or may not include financial compensation.

Language Arts—a broad subject area which includes reading, literature, speaking, listening, oral and written composition, English grammar, and spelling. (Foreign language may be included as part of the language arts program.)

Least Restrictive Environment—the educational placement of an exceptional child in a manner consistent with the Least Restrictive Environment Requirements in Rules in 1448 of Bulletin 1706—Regulations for Implementation for the Exceptional Children's Act and R.S. 17:1941 et seq.

Local Educational Agency (LEA)—a public board of education or other public authority legally constituted within the state either to provide administrative control or direction of, or to perform a service function for, public elementary or secondary schools in a city, parish school district, or other political subdivision of the state. The term includes an educational service agency and any other public institution or agency having administrative control and direction of a public elementary or secondary school, including a public charter school that is established as an LEA under state law.

Locally Initiated Elective—an elective course developed and approved by an LEA according to the standards in §2315 and reported to the ~~DOE~~ LDE.

Minimum Standards for Career/Technical Education—requirements that shall be met by local education governing agencies to be eligible for reimbursement in vocational education programs.

Modification—any technique that alters the work product in some way that makes it different from the work required of other students in the same class. A modification generally does change the work format or amount of work required of students. It encourages and facilitates academic success.

Paraprofessional—a person who is at least 18 years of age, possesses a certificate of good health signed by a physician, possesses an appropriate permit, and assists in the delivery of special educational services under the supervision of a special education teacher or other professional who has the responsibility for the delivery of services to exceptional children.

Paraprofessional Training Unit—a setting that may be used for the self-help training (toilet-training, dressing skills, grooming skills, feeding skills, and pre-academic readiness activities) of ~~severely and profoundly handicapped~~ children with severe/profound disabilities or preschool children. A school-aged unit may be comprised of no more than six paraprofessionals. A preschool unit may be comprised of no more than four paraprofessionals. All units must be supervised directly by a certified special education

teacher. Each paraprofessional must have a full quota of students (three) before an additional paraprofessional can be added to the unit. A paraprofessional training unit must be approved by the Office of Special Educational Services for the ~~DOE~~ LDE in accordance with operational standards established by BESE.

Pre-Kindergarten—developmental programs for children ages 3-4, the minimum age being three by September 30 of the school year in which the student enters pre-kindergarten.

~~*Preschool*—no more than one year younger than the age established for kindergarten.~~

Principal—in a school, the chief administrative officer certified by the State Department of Education, except in the case of Special Schools in which the superintendent may be designated as the chief school administrator.

Procedures—specific actions or steps developed and required by the ~~DOE~~ LDE to implement standards or regulations of BESE.

Proficiency Exam—an examination taken by a student to demonstrate mastery of a course they have not taken.

Public School—a school operated by publicly elected or appointed school officials and supported primarily by public funds.

Public School System Accreditation—an accreditation classification, which is based upon the fifth-year, on-site verification of the Annual System and School Reports, and which is granted by the State Department of Education.

Pupil Appraisal Personnel—professional personnel who meet the certification requirements for school personnel for such positions and who are responsible for delivery of pupil appraisal services included in ~~§410-436 of~~ Bulletin 1706, Regulations for Implementation of the Exceptional Children's Act, ~~and~~ (R.S. 17:1941 et seq) and Bulletin 1508, The Pupil Appraisal Handbook.

School Building Level Committee—a committee of at least three school level staff members. It shall be comprised of at least the principal/designee, a classroom teacher, and the referring teacher. It is suggested that other persons be included, such as the school counselor, reading specialist, master teacher, nurse, parents, pupil appraisal personnel, etc. This committee is a decision-making group that meets on a scheduled basis to solve problems or address concerns from teachers, parents, or other professionals on individual students who are experiencing difficulty in school because of academic and/or behavior problems. In most cases, for enrolled students, it is only through the SBLC that a referral can be made to pupil appraisal services for an individual evaluation.

Senior Project—a project that provides high school seniors with an opportunity to conduct in-depth research in an area of interest, and to demonstrate problem-solving, decision-making, and independent learning skills. The project consists of a research paper, a portfolio of project activities, a product, and an oral presentation to a panel of teachers and community leaders. During this process, the student is advised by a teacher serving as a senior project advisor and a product mentor who has experience in the student's field of study.

Special Education—specially designed instruction, at no cost to the parent, to meet the unique needs of the student with an exceptionality.

Talented—children or youth who give evidence of measurable abilities of unique talent in visual and/or performing arts.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6; R.S. 17:7.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:1316 (June 2005), amended LR 39: