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EDUCATION
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Chapter 1. Operation and Administration

§101. General Authority

A. The nonpublic school board or governing body shall pass a resolution establishing the nonpublic school and setting forth its goals and objectives.

B. Nonpublic schools are designed to meet the needs of a specific group of students. Each nonpublic school will evaluate itself on the basis of its stated goals and objectives.

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 29:2342 (November 2003), amended LR 31:3072 (December 2005).

§103. School Administration

A. The educational program shall be designed to implement the stated goals and objectives and shall be directly related to the unique educational requirements of its student body.

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 29:2342 (November 2003), amended LR 31:3073 (December 2005).

§105. Philosophy and Purposes of School

A. Each nonpublic school shall develop and maintain a written statement of its philosophy and/or mission statement and the major purposes to be served by its program. The statement shall reflect the individual character of the school and the characteristics and needs of the students it serves.

B. The statement of philosophy and/or mission statement shall be reviewed annually and shall be revised as necessary.

C. Written evidence that these requirements are being met shall be on file.

D. Copies of the philosophy and/or mission statement shall be furnished to all staff members and made available to interested persons on request.

E. Each school shall maintain on file the following:

1. written statement of philosophy and/or mission statement;

2. goals and objectives for the current year; and

3. plan for implementation of these goals and objectives.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2342 (November 2003), amended LR 31:3073 (December 2005), LR 39:1438 (June 2013).

§107. School Approval

A. In order to benefit from state and federal funds, each approved school shall meet and maintain the following standards:

1. the school must have a state approval classification;

2. the school must be in compliance with Brumfield vs. Dodd; and

3. the school must be a nonprofit institutional day or residential school that provides elementary education, secondary education, or both.

B. This requirement applies to schools submitting an initial application for school approval and schools which are currently approved.

C. Each state-approved nonpublic school receiving state and/or federal funds shall permit all colleges, universities and branches of the military to have equal access to the schools for the purpose of recruitment.

D. When applying to the state Department of Education (LDE) for a classification category, all nonpublic schools seeking state approval shall include all grades/programs taught at the school.

E. Classification Categories. Schools shall be classified according to the following categories:

1. *approved (A)*—school meets all standards specified in standards for approval of nonpublic schools. There shall be two types of approved schools:

a. *accredited approved school*—school is:

i. currently accredited by the Southern Association of Colleges and Schools (SACS); or

ii. currently accredited by a member the National Association of Independent Schools (NAIS); and

iii. the school meets all other criteria established by this bulletin for Board of Elementary and Secondary Education (BESE) approval;

iv. the LDE may also accept accreditation from other school accreditation agencies, but may require the submission of additional information from the school so as to ensure consistent quality;

b. *non-accredited approved school*—school is not currently accredited by SACS or a member of NAIS, but has met all criteria established by this bulletin for approval;

c. *Louisiana Montessori accredited approved school*—school meets the Louisiana Montessori Association's accreditation requirements and all other approval criteria established by this bulletin for Board of Elementary and Secondary Education (BESE) approval;

d. *Louisiana Montessori provisionally accredited approved school*—school is working toward meeting the Louisiana Montessori Association's accreditation requirements and has met all other approval criteria established by this bulletin for Board of Elementary and Secondary Education (BESE) approval;

2. *registered*—school is not accredited by SACS or NAIS and has not met the criteria established by the department for approval, or does not wish to seek state approval.

F. Accredited schools shall be approved by BESE for the duration of such accreditation, up to five years. BESE approval shall be reviewed in the school year following the renewal of such accreditation. Each accredited, approved school shall annually demonstrate to the LDE that the school meets the health, safety, and welfare requirements as established in this bulletin. Additionally, each accredited, approved high school shall annually demonstrate to the LDE that it is providing an appropriate four year course of study.

G. The LDE shall conduct an annual review of non-accredited schools seeking approval, and shall recommend to BESE whether such approval should be granted. Any such LDE review may include site visits, and shall include a review of the following:

1. academic quality, including:

a. the school's purpose and direction;

b. the school's leadership;

c. the school's instructional practices;

d. the school's curriculum; and

2. student health, safety, and welfare, pursuant to the guidelines established in this bulletin.

H. The LDE shall submit to BESE a yearly report recommending the classification status of the nonpublic schools in accordance with the nonpublic school standards.

I. After the annual school reports are submitted by the state Department of Education (LDE) to the state Board of Elementary and Secondary Education (BESE) for approval, all nonpublic schools seeking to change their classification category must submit their request to the BESE. BESE may, upon the recommendation of the department that standards have been met for the desired approval status, change the classification of a nonpublic school.

J. BESE may revoke any nonpublic school's approval at any time if it determines that the health, safety, or welfare of students has been jeopardized.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 (A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2342 (November 2003), amended LR 31:3073 (December 2005), LR 36:2847 (December 2010), LR 37:2145 (July 2011), LR 39:306 (February 2013), LR 39:1438 (June 2013), LR 39:3070 (November 2013).

§115. Pre-Kindergarten/Kindergarten

A. The nonpublic school shall have the option of establishing a pre-kindergarten and/or kindergarten program on a half-day or full-day schedule.

B. The pre-kindergarten program shall be listed on the annual school report when operated as a developmental program within the total school program or when operated as a separate program.

C. The term *pre-kindergarten* includes developmental programs for children ages three through four, the minimum age being three by September 30 of the school year in which the student enters pre-kindergarten.

D. Pre-kindergarten programs may be operated as part of an approved elementary school program in conjunction with other grades or may be operated solely as an approved pre-kindergarten program. These approved programs are considered to be elementary schools.

E. Non-public schools are not required to offer pre-kindergarten programs nor are children required to attend these programs.

F. Any other program which operates in a school as a childcare program shall follow the day care standards as prescribed by the appropriate state agency and is not to be listed on the annual school report.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2343 (November 2003), amended LR 31:3073 (December 2005), LR 36:2848 (December 2010), LR 38:1405 (June 2012), LR 39:1439 (June 2013).

§117. Instructional Time

A. Each school will adopt a calendar that includes 57,750 minutes of instructional time. A nonpublic school may modify the total number of instructional minutes per day and instructional days per year, provided that 57,750 minutes of instructional time per year are scheduled.

1. 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.

2. Each non-public school district or independent non-public school may include in its calendar a provision for dismissal of high school 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, in accordance with minimum attendance requirements found in §901.C of this Part.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, and 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2343 (November 2003), amended LR 31:3074 (December 2005), LR 39:1439 (June 2013), LR 45:1054 (August 2019).

§119. Written Policies

A. Each nonpublic school or system shall have written policies and/or regulations governing the general operation of the school.

B. Each nonpublic school or system shall have written policies and/or regulations to address harassment, bullying, and cyberbulling.

C. Each nonpublic school or system shall have written policies and/or procedures requiring at least one hour of annual in-service training on recognizing adverse childhood experiences and the utilization of trauma-informed education, provided on a day that other types of in-service training will be provided and including research-based information regarding the following:

1. the impact of adverse childhood experiences on student educational experiences and on the school and classroom culture;

2. how to identify the signs and symptoms of adverse childhood experiences;

3. best practices for schools and classrooms regarding trauma-informed approaches to education; and

4. recognition of the impact of secondary trauma on school employees.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, R.S. 44:411, and R.S. 17:437.2.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2343 (November 2003), amended LR 31:3074 (December 2005), LR 38:1008 (April 2012), LR 39:1439 (June 2013), LR 48:1273 (May 2022).

§121. Emergency Planning and Procedures

A. Each school system and/or independent school shall have written plans and procedures that address the immediate response to emergency situations that may develop in the school.

1. Such plans and procedures shall, at a minimum:

a. address management and response in the event of a shooting or other violent incident on a school campus, school bus, or school-related activity; and

b. provide for a safe, secure, and orderly school that is conducive to learning for every student, teacher, and school employee.

2. All school employees shall receive training pertaining to the plan and procedures.

3. The plan and procedures shall be reviewed at least once annually.

4. Within the first 30 days of the school year, each school shall conduct a safety drill to rehearse the plan.

5. The plan shall be jointly developed with local law enforcement and emergency personnel.

6. The local law enforcement office and the fire chief whose office is in closest geographic proximity to the school shall have a copy of the plan.

B. To the extent that sufficient funds are available, each nonpublic school shall provide information regarding their facilities to their local parish office of emergency preparedness, which shall be uploaded to the virtual Louisiana system for inclusion in the system by the Governor's Office of Homeland Security and Emergency Preparedness.

1. The information shall include the following critical information:

a. building floor plans;

b. evacuation plans and other fire protection information relative to each building; and

c. any known hazards associated with the building.

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, R.S. 17:416.16, and R.S. 29:726.3.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2343 (November 2003), amended LR 31:3074 (December 2005), LR 40:766 (April 2014).

§123. Personnel

A. Each school shall request in writing that the Louisiana Bureau of Criminal Identification and Information (bureau) supply information to ascertain whether an applicant for employment or an employee, including any person employed as provided in Subsection C of this Section has been arrested for or convicted of, or pled *nolo contendere* to, any criminal offense.

1. The request must be on a form prepared by the bureau and signed by a responsible officer or official of the school making the request.

2. The request must include a statement signed by the person about whom the request is made which gives the person's permission for such information to be released.

3. The request must include the person's fingerprints in a form acceptable to the bureau.

B. No person who has been convicted of or has pled *nolo contendere* to a crime listed in R.S. 15:587.1(C) shall be hired by any elementary or secondary school as a teacher, substitute teacher, bus driver, substitute bus driver, janitor, or as a temporary, part-time, or permanent school employee of any kind unless approved in writing by a district judge of the parish and the parish district attorney or if employed on an emergency basis, unless approved in writing by either the superintendent of the school system or school leader.

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 thirty 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. For purposes of this Section, any person employed to provide cafeteria, transportation, or janitorial or maintenance services by any person or entity that contracts with a school to provide such services shall be considered to be hired by a school system.

1. This Section shall not apply to any school which contracts with an entity providing any of these services to a school or school system when such school or school system determines that the employees of such contractor will have limited contact with students.

a. In determining whether such a contractor's employee will have limited contact with students, the nonpublic school or nonpublic school system shall consider the totality of the circumstances, including factors such as:

i. the length of time the contractor's employee will be on the school grounds;

ii. whether students will be in proximity with the site where the contractor's employee will be working; and

iii. whether the contractor's employee will be working by himself or with others.

b. If a school or school system has made this determination, it shall take appropriate steps to protect the safety of any students that may come in contact with such a contractor's employee.

D. A school shall dismiss any teacher or any other school employee if such teacher or other school employee is convicted of, or pled *nolo contendere* to, any crime listed in R.S. 15:L587.1(C), except R.S. 14:74.

1. Any school dismissing an employee pursuant to the provisions of this Subsection shall notify the state superintendent of education of the employee's dismissal not later than thirty days after such dismissal.

E. A school 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(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.

F. A teacher or any other school employee upon his final conviction or plea of guilty or nolo contendere to any criminal offense, excluding traffic offenses, shall report the fact of his conviction or plea to his employer within forty-eight hours of the conviction or plea of guilty or nolo contendere.

1. Any person who fails to report a conviction or plea of guilty or nolo contendere of any criminal offense listed in the provisions of R.S. 15:587.1(C)(1) shall be fined not more than $500 or imprisoned for not more than six months, with or without hard labor, or both.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:15, 17:22(6), 17:391.1-391.10, 17:411, and 17:587.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2344 (November 2003), amended LR 31:3074 (December 2005), LR 39:1439 (June 2013), LR 44:2132 (December 2018).

§125. Teaching Authorization

A. This Section provides for the rules and regulations in accordance with the Administrative Procedure Act to establish a process for issuing a teaching authorization to a person seeking employment as an administrator, teacher, or substitute teacher in any school, including a public or nonpublic school, that does not require a Louisiana teaching certificate for the employment of a teacher.

B. Teaching authorizations shall be issued in accordance with LAC 28:CLXXII, Bulletin 745.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, and 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 44:2132 (December 2018), repromulgated LR 45:38 (January 2019).

Chapter 3. Certification of Personnel

§301. Principal

A. A nonpublic school principal, assistant principal, or headmaster must hold a master's degree in any area from an accredited institution or have principalship on his Louisiana teaching certificate. The principal is to be a full-time, on-site

employee. (The principal may be a teacher as well as the educational administrator of the school.)

B. Assistant principals who do not meet minimum qualifications may be retained in a school provided they were employed in that school during the 1992-93 school year as an assistant principal.

C. A list of these assistant principals is to be maintained on file in the state Department of Education. Upon their retirement or replacement, these assistant principals must be replaced with properly qualified personnel under the nonpublic school standards. These individuals may not be transferred or employed by another school unless they meet the requirements stated in the above standard.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2344 (November 2003), amended LR 31:3075 (December 2005), LR 39:1440 (June 2013).

§303. Instructional Staff

A. Each member of the instructional staff teaching secular subjects, pre-kindergarten through 12, shall meet one of the following three options:

1. hold a valid Louisiana teaching certificate for the courses he/she teaches; or

2. qualify to teach in nonpublic schools by meeting all of the following criteria:

a. have a bachelor's degree from a regionally accredited institution;

b. have a college major or the equivalent in the area of his/her teaching assignment; and

i. for teachers in self-contained classrooms in grades 1 through 8, the major shall be in elementary education;

c. earn 12 semester hours of Knowledge of the Learner and the Learning Environment. A beginning teacher shall have a three-year period in which to meet this 12-semester hour standard:

i. requirements provide the prospective teacher with a fundamental understanding of the learner and the teaching and learning process. Coursework should address the needs of the regular and the exceptional child, such as:

(a). child/adolescent development/psychology;

(b). educational psychology;

(c). the learner with special needs;

(d). classroom organization and management;

(e). multicultural education.

3. Teachers not meeting the requirements of Paragraphs 1 or 2 of this Section may obtain a Nonpublic Temporary Teaching Authorization (NTTA) issued by the DOE or a diocesan superintendent for schools within the diocesan system. The NTTA is valid for one year. To renew the NTTA, a teacher must complete six semester hours needed to complete the requirements of Paragraphs 1 or 2 of this Section.

a. Teachers of grades 1 through 8 without an elementary education major shall also work towards a practitioner's license through an alternative program as outlined in Bulletin 746.

B. A teacher may teach in areas other than the major field for a period of time that is less than one-half of the school day provided that he has earned at least 12 semester hours in each such area. (Exception may be made for teachers in trade and industrial education classes.) These teachers must hold a degree from a regionally accredited institution and have earned 12 semester hours of professional education courses.

1. A graduate of a foreign university or college, notwithstanding his/her major in college, may teach a foreign language if that language is his/her native tongue. The teacher must also earn 12 semester hours of professional education courses within a three year period.

C. Teachers of the pre-kindergarten class shall be certified or qualified in either elementary, kindergarten, or nursery school or have earned 12 hours in child growth and development. The 12 hours in child growth and development may be earned through the College of Education or the Department/School of Family and Consumer Sciences.

D. Teachers of the kindergarten class shall be certified or qualified in either elementary or kindergarten or have earned 12 hours in child growth and development. The 12 hours in child growth and development may be earned through the College of Education or the Department/School of Family and Consumer Sciences.

E. Staff members teaching religion at the high school level (9-12) for Carnegie units must have a minimum of a bachelor's degree. Staff members teaching religion that do not meet minimum qualifications may be retained in a school provided they were employed during the 1995-96 school year as teachers of religion.

F. Professional and/or technical personnel**,** e.g., C.P.A.s, doctors, college or university professors, lab technicians, lawyers, and so forth, may teach less than one-half of a school day in their area of expertise.

G. Credentials for graduates of foreign universities or colleges must be submitted to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or any agency approved by BESE, for evaluation according to the DOE procedures. After reviewing the evaluation, the local administrator shall determine if the applicant is qualified to teach according to the requirements of this Section. A copy of the evaluation shall be kept on file in the principal's office.

1. Applicants with foreign credentials seeking state certification should follow procedures as outlined by the DOE.

H. Teachers in nonpublic schools seeking state certification shall follow the approved procedure.

1. Secondary and elementary personnel may teach grades preK-12 in their qualified areas.

I. A teacher may be considered qualified without having the 12 hours of Knowledge of the Learner and the Learning Environment courses provided the following stipulations have been met:

1. the teacher has documented experience at one of the following levels:

a. ten years teaching experience at the collegiate level as an assistant professor, associate professor, or full professor; or

b. ten years teaching experience in an approved elementary, middle, or secondary school; and

2. the teacher has the content knowledge qualifications required in §303A.2.b or §303.B; or

3. the teacher has a master's degree in the teaching area; and

4. the teacher has taught for a probationary period of at least one year with a satisfactory evaluation at the school seeking employment of the teacher.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2344 (November 2003), amended LR 31:3075 (December 2005), LR 32:1417 (August 2006), LR 32:2237 (December 2006), LR 34:229 (February 2008), LR 34:609 (April 2008), LR 39:1440 (June 2013), LR 45:1055 (August 2019).

Chapter 5. Records and Reports

Subchapter A. Maintenance and Use of School Records and Reports

§501. General

A. Each nonpublic school and/or system shall maintain accurate and current information on students, personnel, instructional programs, facilities, and finances.

B. There shall be procedures in place to ensure confidentiality of and parental access to records, in accordance with applicable law.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 (A)(10), R.S. 44:411, and 20 USC 1400.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2345 (November 2003), amended LR 31:3075 (December 2005), LR 39:1441 (June 2013).

§503. School Records

A. Each school shall maintain necessary records for the effective operation of the school.

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 29:2345 (November 2003), amended LR 31:3076 (December 2005).

§505. Student Records

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

B. Nonpublic schools shall not disclose a student's confidential records, except with the written consent of the student’s parents/guardian or for the purpose of the state's conduct of other activities, e.g., Department of Health and Human Resources surveying and monitoring of personnel, or use by other educational institutions and law enforcement officials, or by the order of a court, pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, et seq., and 34 CFR, et seq. or other applicable law.

C. If a school discontinues its operation, it must provide the parent or receiving school with an up-to-date copy of the permanent student record, if requested.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:411, 20 USC 1232(g), 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, and R.S. 17:2112.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2345 (November 2003), amended LR 31:3076 (December 2005), LR 39:1441 (June 2013).

§507. Use of School Records

A. Student records shall be reviewed regularly, and results shall be used for instructional planning, student guidance, and placement.

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 29:2345 (November 2003), amended LR 31:3076 (December 2005).

§509. Transfer of Student Records from Approved Schools

A. A student transferred from a state-approved school, in- or out-of-state, will be allowed credit for work completed in the former school. When a student transfers from one school to another, a properly certified transcript, showing the students record of attendance, achievement, and the units of credit earned are required.

B. Every nonpublic school, approved or nonapproved, shall provide written request directly to the public school in which the student was previously enrolled. This notification shall take place within 10 days of enrollment.

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

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2345 (November 2003), amended LR 31:3076 (December 2005), LR 39:1441 (June 2013).

§511. Transfer of Student Records from Schools that are not State Approved

A. Nonpublic school principals from any state-approved school receiving a student from an unapproved school, in- or out-of-state, shall determine the placement and/or credits for the student. The principal and/or superintendent may require the student to take an entrance examination on any subject matter for which credit is claimed. The school issuing the high school diploma shall account for all the credit required for graduation, and its records will show when and where the credit was earned.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:236.2, R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2345 (November 2003), amended LR 31:3076 (December 2005), LR 39:1441 (June 2013).

§513. Students Transferring from Home Study

A. The school shall adhere to the policies and procedures established by the school system/school for students entering the system from an approved home study program.

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 29:2345 (November 2003), amended LR 31:3076 (December 2005).

§515. Students Transferring from Foreign Schools

A. The school shall determine placement of students transferring from foreign schools. This determination shall be accepted by the LDE.

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

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2345 (November 2003), amended LR 31:3076 (December 2005), LR 39:1441 (June 2013).

§517. Textbook Records

A. A record of all state-purchased textbooks and instructional materials purchased with state funds shall be kept. This shall include textbooks on hand at the beginning of the session, those added, and those lost or worn-out.

B. State funds allocated for buying textbooks shall be used to buy secular books and academically related ancillary materials aligned with requirements for nonpublic school approval. Schools must maintain a record of such purchases and shall provide a written assurance each year attesting to meeting the requirements of this Section. The department may audit such records and require repayment of funds as necessary to determine compliance with this section.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (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, and 17:8.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2345 (November 2003), amended LR 31:3076 (December 2005), LR 39:1441 (June 2013).

§519. Health Records

A. A health record shall be maintained on each student from pre-kindergarten through grade 12.

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 29:2346 (November 2003), amended LR 31:3076 (December 2005).

Subchapter B. School Reports

§525. General

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

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2346 (November 2003), amended LR 31:3077 (December 2005), LR 39:1441 (June 2013).

§527. Annual School Report

A. Each nonpublic school shall submit an annual school report to the appropriate division within the LDE, according to the established time line.

B. By October 15, the principal shall forward a report through the nonpublic superintendent's or administrator's office, to the LDE, on forms provided for that purpose. This report shall be authorized by the administrative head of the school.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2346 (November 2003), amended LR 31:3077 (December 2005), LR 39:1442 (June 2013).

§529. Annual Financial and Statistical Report

A. Information required for the completion of the annual financial and statistical report shall be submitted to the LDE.

B. A copy of this report shall be forwarded to the appropriate office in the state Department of Education.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2346 (November 2003), amended LR 31:3077 (December 2005), LR 39:1442 (June 2013).

§531. Reports of High School Credits

A. Before a student may graduate from a nonpublic high school, a transcript shall be submitted to and approved by the LDE.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 (A)(10), (11), and (15).
HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2346 (November 2003), amended LR 31:3077 (December 2005), LR 39:1442 (June 2013).

§533. Reporting Student Progress to Parents

A. Reports covering the students' achievement and progress shall be provided to parents or guardians periodically. These reports shall contain an evaluation of the pupil's scholastic achievement and conduct.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:112 and USCS 1232(g).
HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2347 (November 2003), amended LR 31:3077 (December 2005), LR 39:1442 (June 2013).

§535. Other Reports

A. Any other records and reports applicable to nonpublic schools that may be required by BESE or the LDE shall be submitted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(14).
HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2346 (November 2003), amended LR 31:3077 (December 2005), LR 39:1442 (June 2013).

Chapter 7. Scheduling

§701. General

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

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 29:2346 (November 2003), amended LR 31:3077 (December 2005).

§707. Class Size and Ratio

A. The maximum enrollment allowed in any class or section shall not exceed 35 students except in certain activity classes such as physical education, music, art, etc.

B. The class size for pre-kindergarten developmental programs for four year-olds shall not exceed 20 children for one teacher. Schools that choose to use the assistance of a full-time aide may have a maximum of 30 children per class.

C. The class size for pre-kindergarten developmental programs for three year-olds shall not exceed 13 children for one teacher. Schools that choose to use the assistance of a full-time aide may have a maximum of 20 children per class.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.
HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2347 (November 2003), amended LR 31:3078 (December 2005), LR 38:1405 (June 2012), LR 39:1442 (June 2013).

Chapter 9. Student Services

§901. Attendance

A. Students who have attained the age of seven years shall attend a public or private school or participate in an approved home study program until they reach the age of 18 years.

B.1. A student is considered to be in attendance when he or she:

a. is physically present at a school site or is participating in an authorized school activity; and

b. is under the supervision of authorized personnel.

2. 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.

a. Half-Day Attendance. A student is considered to be in attendance for one-half day when he or she:

i. is physically present at a school site or is participating in an authorized school activity; and

ii. is under the supervision of authorized personnel for more than 25 percent but not more than half (26 percent-50 percent) of the student's instructional day.

b. Whole-Day Attendance. A student is considered to be in attendance for a whole day when he or she:

i. is physically present at a school site or is participating in an authorized school activity; and

ii. is under the supervision of authorized personnel for more than 50 percent (51 percent-100 percent) of the student's instructional day.

C. In order to be eligible to receive grades, full-day high school students must be in attendance a minimum of 26,400 minutes per semester or 52,800 minutes per school year for schools not operating on a semester basis. An equally divided number of minutes may be used to calculate minimum per-course instructional minute requirements. Elementary students must be in attendance a minimum of 52,800 minutes per school year.

1. Students attending high school classes operating in 90 minute blocks of instructional time shall be in attendance

80 days, or its equivalent, in order to be eligible to receive grades.

D. Each school shall develop and implement a system whereby a student's parent, tutor, or legal guardian is given notice when that student has been excessively absent from school and at intervals thereafter. This notification shall be provided each semester for those high schools operating on a semester basis.

E. Exception to the attendance policy can be made only in the event of extended personal illness, verified by a physician, or at the discretion of the principal.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, and 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2347 (November 2003), amended LR 31:3078 (December 2005), LR 39:1442 (June 2013), LR 45:1055 (August 2019).

§903. Entrance Requirements

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

1. an official birth certificate;
2. a record of immunization; and
3. an official Social Security Card.

B. If no official Social Security Card is available, the student shall be assigned an identification number by the school. Other official records may be used for verification upon the discretion of appropriate school officials.

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 29:2347 (November 2003), amended LR 31:3078 (December 2005).

§905. Age Requirements

A. The minimum age for pre-kindergarten shall be age three by September 30 of the year in which the student enters pre-kindergarten.

B. The minimum age for kindergarten shall be one year younger than the age requirement for that child to enter first grade.

C. Each school system and/or independent school may adopt by rule and enforce ages for entrance into first grade in school. It is recommended that a child entering first grade be six years of age on or before September 30 of that school year.

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 29:2348 (November 2003), amended LR 31:3078 (December 2005), LR 36:2848 (December 2010), LR 38:1405 (June 2012).

Chapter 11. Health

§1101. Immunization

A. Each student 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 (OPH), Department of Health and Hospitals (DHH), 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 OPH, a school system or school may require immunizations or proof of immunity more extensive than required by the schedule approved by the OPH.

B. A student transferring from another school 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 OPH 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 OPH are advised by that office, such booster immunizations shall be administered before the student enters a school system within the state.

D. The school principal or chief administrator shall be responsible for checking student records to ensure that the requirements of this Section are enforced.

1. The school principal or chief administrator shall ensure immunization records and compliance reports are electronically transmitted to the OPH through the Louisiana Immunization Network for Kids Statewide (LINKS) when the school operates 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 the student’s 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 the student’s 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 OPH, to exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 (A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, 44:411, 17:170(D), and 17:170(A)(1).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2348 (November 2003), amended LR 31:3078 (December 2005), LR 35:1232 (July 2009), LR 35:2348 (November 2009), LR 39:1443 (June 2013), repromulgated LR 46:1674 (December 2020).

§1103. Diabetes Management and Treatment

NOTE: This Section 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 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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, 17:411, 17:170(D), 17:170(A)(1), and 17:436.3.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 39:480 (March 2013), repromulgated LR 46:1674 (December 2020).

Subchapter B. Reopening School Facilities for the 2020-2021 School Year

§1105. Purpose and Background

A. This Chapter provides minimum health and safety standards regarding the reopening of school facilities for the 2020-2021 school year in response to the coronavirus disease (COVID-19) pandemic in order to ensure that students, faculty, staff, and others on school property are protected to the maximum extent possible and practical. These minimum standards regarding the reopening of schools for the 2021-2021 school year expire on June 30, 2021. Any future requirements for schools related to a statewide pandemic will be communicated as needed.

B. The requirements contained within this Subchapter were developed by the LDE in coordination with the LDH using guidance provided by the Centers for Disease Control (CDC) regarding school settings, defined as a setting in which educational services are provided to children. As research and information about COVID-19 is updated, or if the LDH or CDC revise guidance regarding school settings, the LDE will review the standards contained within this Subchapter and, as appropriate and necessary, propose revisions of this Subchapter to BESE.

C. While the requirements outlined in this Subchapter are designed to mitigate the spread of COVID-19 and to create a safe and healthy environment for students, faculty, staff, and others on school property, no requirement or plan guarantees that individuals will not contract COVID-19.

D. By executive proclamation, the governor establishes the statewide phase(s) of reopening (phase 1, phase 2, or phase 3). If the local governing authority of a parish or other municipality has established a more restrictive phase of reopening, the LEA located within that parish or municipality must conform to the more restrictive requirements.

1. Subsequent to the reopening of school facilities for the 2020-2021 school year and in coordination with requirements outlined in 168 JBE 2020, LEAs may continue to follow the Phase 3 minimum requirements for reopening school facilities as set forth in this Chapter.

E. In the event the governor orders, via executive proclamation, a reversion or progression from one phase of the state reopening plan to another, BESE shall immediately communicate the substance of such executive proclamation to each LEA, including the impact of the executive proclamation on the roles, responsibilities, and requirements of each LEA in the state.

1. If necessary, as a result of such executive proclamation, BESE may:

a. consider revisions to regulations pertaining to the phased reopening of school facilities for the 2020-2021 school year; or

b. authorize the LDE to issue detailed guidance to each LEA in the state to include the roles, responsibilities, and requirements of each LEA in the state in response to the executive proclamation.

F. Medical or disability impact exceptions to any standard in this Chapter should be addressed on an individual basis by the LEA in accordance with local policies.

G. For the purposes of this Chapter, the following definition will apply.

Physical Distance—the act of an individual maintaining a space of at least three feet from another individual.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17:7, 17:439.1, and 17:3391.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 46:1674 (December 2020), amended LR 47:454 (April 2021), amended LR 47:1291 (September 2021).

§1107. Minimum Requirements for Reopening and Operating School Facilities

A. Group Sizes

1. The maximum group size that may convene indoors in a single room, irrespective of room size, or outdoors at any given time are as follows:

a. phase 1—10 individuals;

b. phase 2—25 individuals; and

c. phase 3—50 individuals.

2. Group Composition

a. Younger students who are unable to wear face coverings or maintain a physical distance from other students or adults should be assigned static groups. This should include, at a minimum, students in grades 2 or lower. The static group composition should be maintained for as long as possible over the course of the 2020-2021 school year.

b. The group composition may change if students are able to maintain physical distance from other students and adults. In this case, students must maintain physical distance, in accordance with current Louisiana Department of Health Guidelines as informed by the Centers for Disease Control and Prevention (CDC), from other students and adults in any classroom or indoor setting to the maximum extent possible.

B. Physical Standards for the use of School Facilities

1. If a group convenes indoors, it must convene in a room enclosed by a wall or partition. This includes large rooms, such as a gymnasium or auditorium, which may include more than one group if each group is separated by a wall or partition.

2. If groups convene outdoors, a physical barrier is not required, but each group must remain separated.

3. To the greatest extent possible, schools must limit crowding at entry and exit points and maintain maximum group sizes and physical distance recommendations.

4. If a room is used by more than one group in a single day, high-touch surfaces contained in that room must be cleaned before and after use by each group.

C. Monitoring Students and Adults for Symptoms of COVID-19

1. Each school must establish an area used to isolate anyone showing signs of being sick. The isolation area must be cleaned after it is occupied by any sick student or adult.

2. Upon arriving at the school facility, each adult and student must be assessed for symptoms of COVID-19, as defined by the CDC. This includes an initial temperature check.

D. Environmental Cleaning and Personal Hygiene

1. High-touch surfaces must be cleaned multiple times per day, including bathrooms.

2. Students must wash or sanitize hands upon arrival at the school, at least every two hours, before and after eating, before and after using outdoor play equipment, and before exiting the school facility.

E. Face Coverings

1. BESE minimum reopening standards, pertaining to face coverings, are superseded by any statewide or district specific mandate issued by the governor. If there is a statewide or district specific mandate in place, the lifting of the mask requirement will be determined by an executive order or proclamation of the governor. If there is nostatewide or district mandate in place, the lifting of this requirement will be determined by the Local Education Agency (LEA) at the appropriate time, based on the recommendation issued of the LDH.

a. While inside the school facility, all adults and students in grades 3 through 12 must wear a face covering to the greatest extent possible and practical within the local community context.

b. While inside the school facility, students in grades prekindergarten through 2 may wear a face covering.

c. While inside the school facility, children under two years old and individuals with breathing difficulties.

F. Hygienic Supplies

1. School employees must be provided adequate access to hygienic supplies, including soap, hand sanitizer with at least 60 percent alcohol, disinfectant wipes or spray, paper towels, and tissues. Face coverings should also be provided when needed.

2. The quantity of hygienic supplies must be appropriately provided to the school employee, according to the role and the number and age of students or adults served by that employee.

G. Transportation

1. School buses used to transport students must not exceed the following maximum capacity requirements:

a. phase 1—25 percent, including adults, of the school bus manufacturer capacity;

b. phase 2—50 percent, including adults, of the school bus manufacturer capacity; and

c. phase 3—75 percent, including adults, of the school bus manufacturer capacity.

2. Passengers on a school bus must be spaced to the greatest extent possible as follows:

a. phase 1—passengers must ride one per seat. Every other seat must remain empty. Members of the same household may sit in the same seat or adjacent seats; and

b. phase 2 and 3—passengers must be dispersed throughout the bus to the greatest extent possible.

H. Student Programming Determinations

1. Student placement determinations in a distance or in-person education program should be made in consultation with the parent or custodian.

2. Student placement determinations should take into consideration a student's unique academic, social, emotional, familial, and medical needs of a student, as identified by the student's parent or custodian.

I. Essential Visitors to School Facilities

1. Essential visitors are individuals who must enter schools or early learning centers in order to conduct visits in accordance with Louisiana law or policy. Essential visitors include, but are not limited to, individuals who:

a. conduct *CLASS*® observations;

b. observe teacher candidates as part of the teacher preparation quality rating system; or

c. provide essential supports and services including, but not limited to, early intervention services, special education services, or mental health consultation.

J. Medical or disability impact exceptions to any standard in this Chapter should be addressed on an individual basis by the LEA in accordance with local policies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17:7, 17:439.1 and 17:3391.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 46:1674 (December 2020), amended LR 47:1291 (September 2021).

§1109. Nonpublic School Board or Governing Authority Reopening Policies and Plans

A. Prior to the beginning of the 2020-2021 school year, each nonpublic school board or governing authority must adopt policies in accordance with the standards outlined in this Subchapter.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17:7, 17:439.1, and 17:3391.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 46:1675 (December 2020)

Chapter 13. Preventive Programs

§1301. Substance Abuse

A. Each school is encouraged to include in the curriculum a program of substance abuse prevention.

B. Each school shall develop a method by which to mark drug free zones, including the use of signs or other markings suitable to the situation. Signs or other markings shall be located in a visible manner on or near each school and on and in each school bus indicating that such area is a drug free zone, that such zone extends to one thousand feet of school property, and that a felony violation of the Uniform Controlled Dangerous Substances Law will subject the offender to severe penalties under law. Refer to R.S. 17:405.

C. Any instruction relative to alcohol, tobacco, drug, and substance abuse prevention and education provided pursuant to this Section will include the information that mixing opioids and alcohol can cause accidental death.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, and 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2348 (November 2003), amended LR 31:3079 (December 2005), LR 45:37 (January 2019).

§1303. Abuse

A. Any school employee having reasonable cause to believe that a student has been mentally, physically, or sexually abused shall report these facts to the appropriate authorities.

B. Any person making a report in good faith regarding child abuse shall have immunity from civil liability that may be otherwise incurred. Refer to R.S. 14:403.

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 29:2348 (November 2003), amended LR 31:3079 (December 2005).

§1305. Weapons

A. Carrying a firearm or dangerous weapon, as defined in R.S. 14:2(3), by a student or non-student on school property, at a school function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a school campus, on school transportation, or at any school-sponsored function in a specific designated area including, but not limited to, athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus. Refer to R.S.14:95.2.

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 29:2348 (November 2003), amended LR 31:3079 (December 2005).

§1307. Search and Seizure

A. It is recommended that each school shall adopt a policy to provide for reasonable search and seizure by school teachers, by principals, and by other school administrators, of students' desks, lockers, or other school areas for illegal drugs, weapons, alcohol, stolen goods, or other material or objects.

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 29:2348 (November 2003), amended LR 31:3079 (December 2005).

§1309. Suicide Prevention

A. Teachers, school counselors, principals and certain other school administrators in approved nonpublic elementary and secondary schools will receive two hours of annual in-service training in suicide prevention. Instruction may be provided by self-review of suitable materials. The training shall address the following:

1. increasing awareness of risk factors, including, but not limited to the following:

a. mental health and substance abuse conditions;

b. childhood abuse, neglect, and trauma;

c. potential causes of stress, such as bullying, harassment, and relationship problems;

d. secondary trauma from a suicide or sensationalized or graphic accounts of suicide in media; and

e. history of suicide attempts and related family history;

2. responding to suspicious behavior or warning signs exhibited by students;

3. responding to crisis situations in which a student is an imminent danger to himself;

4. policies and protocol for communication with parents, including specifications for circumstances in which parental notification is not in the best interest of the student;

5. counseling services available within the school for students and their families related to suicide prevention;

6. information concerning crisis intervention, suicide prevention, and mental health services in the community for students and their families and school employees;

7. community organizations and agencies for referral of students to health, mental health, substance abuse, and social support services, including development of at least one memorandum of understanding between the school system and such an entity in the community or region.

B. By no later than the 2020-2021 school year, the governing authority of each public secondary school that issues student identification cards shall have printed on the cards the following information:

1. the National Suicide Prevention Lifeline hotline number; and

2. a local suicide prevention hotline number, if available.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, 17:411, and 17:437.1.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 45:38 (January 2019), amended LR 45:1055 (August 2019), amended LR 45:1747 (December 2019).

Chapter 15. Building Operation and Maintenance

§1501. Building and Maintenance

A. The school site and building shall include appropriate physical facilities and custodial services to meet the needs of the education program and to safeguard the health and safety of the pupils in each school.

B. Each school system/independent school must be in compliance with any state or local regulations regarding health and safety.

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 29:2348 (November 2003), amended LR 31:3079 (December 2005).

Chapter 17. Instructional Support

§1701. School Libraries/Media Centers

A. It is recommended that all school libraries and media centers provide students access to information through monitored electronic formats.

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 29:2348 (November 2003), amended LR 31:3079 (December 2005).

§1703. Elementary Libraries/Media Centers

A. It is recommended that elementary schools with a centralized library/media center have a trained librarian/media specialist for at least 20 hours per week. This person does not have to be a certified librarian, but should have at least a bachelor's degree from an accredited institution.

B. It is recommended that elementary schools have library books at the ratio of 10 volumes per pupil. Three subscriptions per 100 students are recommended for elementary schools.

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 29:2348 (November 2003), amended LR 31:3079 (December 2005).

Chapter 19. Support Services

§1901. Transportation

A. If transportation is not provided by the public school board, parents of students attending nonpublic schools shall be reimbursed for transportation, provided funds are appropriated.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:158(C), (D), and (H), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2349 (November 2003), amended LR 31:3079 (December 2005), LR 39:1443 (June 2013).

§1903. School Food Service

A. "Nutrition program" means a program under which meals or snacks are served by any governing authority of a nutrition program provider in this state on a nonprofit basis to individuals in attendance, including any such program under which a nutrition program provider receives assistance out of the funds appropriated by the Congress of the United States. The USDA Child Nutrition Programs include the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, the Child and Adult Care Food Program, and any other nutrition program that may be included in the agreement between the governing authority of a nutrition program provider and the state Department of Education.

B. *Governing authority of a nutrition program provider* means any authority which has executed an agreement or contract with the state Department of Education to participate in a nutrition program. This includes schools, government entities, religious organizations, for profit and non-profit organizations, and any other organization approved under agreement with the LDE to participate in any nutrition program.

C. A recognized governing authority of a nutrition program provider shall be eligible to participate in the nutrition programs administered by the LDE, provided that all requirements set forth in the agreement with the state Department of Education are met and maintained. Approvals for participation, any adverse actions, and terminations, shall be in accordance with the signed agreement between the LDE and the governing authority of a nutrition program provider and in accordance with the federal regulations for the nutrition programs.

D. Reimbursement payment shall be made only for approved sites operating under an agreement between the governing authority of a nutrition program provider and the LDE.

1. Agreements shall be signed by the designated representative of each governing authority of a nutrition program provider.

E. Participating schools or other approved facilities shall adhere to the conditions of the agreement, all applicable federal and state laws, and all United States Department of Agriculture (USDA) regulations and policies governing the USDA Child Nutrition Programs under the LDE.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), 17:82, 17:191, R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2349 (November 2003), amended LR 31:3080 (December 2005), LR 39:1443 (June 2013), LR 47:1494 (October 2021).

Chapter 21. Curriculum and Instruction

Subchapter A. General

§2101. Curriculum

A. The school shall plan and implement a continuous program of skills, concepts, and instruction in a learning environment designed to promote excellence in order that every individual may be afforded an equal opportunity to develop to his/her potential.

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 29:2349 (November 2003), amended LR 31:3080 (December 2005).

§2102. Carnegie Credit and Credit Flexibility

A. Schools may permit students to earn Carnegie credit as middle school students in all courses except physical education.

B. Students may earn Carnegie credit in grades 5-12 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.

C. When awarding credit based on instructional time, schools shall provide a minimum of 7,965 instructional minutes for one Carnegie credit, and students shall be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, schools shall provide a minimum of 3,983 instructional minutes, and students shall be in attendance for a minimum of 3,758 minutes.

D. When awarding Carnegie credit based on demonstrated proficiency, schools 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.

E. The LDE may require revisions of assessments in order to ensure that they adequately measure proficiency.

F. Students meeting the requirements for Carnegie credit based on proficiency shall have the course title, the year proficiency was demonstrated, grade earned, and the unit of credit earned entered on their transcript.

1. School systems 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. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, and R.S. 17:22(6).

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 39:1444 (June 2013), amended LR 40:276 (February 2014), LR 40:1682 (September 2014), LR 41:1268 (July 2015), LR 46:1084 (August 2020).

Subchapter B. Elementary Program of Studies

§2103. Minimum Time Requirements

A. Pre-Kindergarten/Kindergarten

1. The pre-kindergarten, and/or kindergarten elementary school grades should be planned to meet the developmental needs of young children and should be informal in nature, with teacher-directed and student-initiated activities.

B. Elementary Schools

1. Nonpublic elementary schools first through eighth grades shall devote no less than 50 percent of the school day to the skill subjects: reading, language arts, and mathematics. The remainder of the school day shall be devoted to social studies, science, health and physical education, and electives such as religion, foreign languages, and visual and performing arts.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2349 (November 2003), amended LR 31:3080 (December 2005), LR 34:229 (February 2008), LR 36:2848 (December 2010), LR 38:1405 (June 2012), LR 39:1444 (June 2013).

Subchapter C. Secondary Schools

§2107. Unit of Credit

A. The basic unit of high school credit shall be the Carnegie unit. One unit of credit shall be equivalent to one Carnegie unit.

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 29:2350 (November 2003), amended LR 31:3081 (December 2005).

§2108. Adding Electives to the Program of Studies—Middle and Secondary

A. A school or school system shall develop a process for approving elective courses. This process shall ensure alignment with the curriculum and compliance with current BESE policy.

1. 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.

2. Electives shall meet specific curricular goals of the school or school system.

3. Electives shall include challenging content that require students to extend the knowledge and skills acquired through the core curriculum.

B. Each school or school system shall maintain records of all approved electives.

C. LDE reserves the authority to require the school or school system to submit documentation regarding the course content, approval process and/or course evaluation of any approved elective.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7 and R.S. 17:281 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education LR 41:1485 (August 2015).

§2109. High School Graduation Requirements

A. For incoming freshmen in 2009-2010 and beyond, the 24 units required for graduation shall include 16 required units and 8 elective units for the Louisiana Basic Core Curriculum, or 21 required units and 3 elective units for the Louisiana Core 4 Curriculum.

B. For incoming freshmen from 2009-2010 to 2013-2014 who are completing the Louisiana Core 4 curriculum, the minimum course requirements shall be the following:

1. English—4 units, shall be English I, II, III, and IV;

2. mathematics—4 units, shall be:

a. algebra I (1 unit) or algebra I-pt. 2;

b. geometry;

c. algebra II;

d. the remaining unit shall come from the following: financial mathematics, math essentials, advanced mathematics-pre-calculus, advanced mathematics-functions and statistics, pre-calculus, calculus, probability and statistics, discrete mathematics, AP calculus BC, AP computer science A, or a locally-initiated elective as a math substitute;

3. science—4 units, shall be:

a. biology;

b. chemistry;

c. 2 units from the following courses: physical science, integrated science, physics I, physics of technology I, aerospace science, biology II, chemistry II, earth science, environmental science, physics II, physics of technology II, agriscience II, anatomy and physiology, or a locally initiated elective as a science substitute;

i. students may not take both integrated science and physical science.

ii. agriscience I is a prerequisite for agriscience II and is an elective course;

4. social studies—4 units, shall be:

a. 1 unit of civics or AP American government, or 1/2 unit of civics or AP American Government and 1/2 unit of free enterprise;

b. 1 unit of U.S. history;

c. 1 unit from the following: world history, world geography, western civilization, or AP European history;

d. 1 unit from the following: world history, world geography, western civilization, AP European history, law studies, psychology, sociology, African American studies, economics, world religions, history of religion, or religion I, II, III, or IV;

5. health and physical education—2 units;

6. foreign language—2 units, shall be 2 units from the same foreign language or two speech courses;

7. arts—1 unit, shall be 1 unit of art (§2305), dance (§2309), media arts (§2324), music (§2325), theatre, fine arts survey, photography I/II, or digital photography;

NOTE: Students may satisfy this requirement by earning half credits in two different arts courses.

8. electives—3 units;

9. total—24 units.

C. For incoming freshmen in 2009-2010 through 2013-2014 who are completing the Louisiana Basic Core curriculum, the minimum course requirements for graduation shall be the following.

1. English—4 units, shall be English I, II, III, and IV or senior applications in English.

2. Mathematics—4 units, shall be:

a. algebra I (1 unit) or algebra I-pt. 1 and algebra I-pt. 2 (2 units);

b. geometry;

c. the remaining units shall come from the following:

i. algebra II;

ii. financial mathematics;

iii. math essentials;

iv. advanced mathematics-pre-calculus;

v. advanced mathematics-functions and statistics;

vi. pre-calculus;

vii. calculus;

viii. probability and statistics;

ix. discrete mathematics;

x. AP computer science A; or

xi. a locally initiated elective approved by BESE as a math substitute.

3. Science—3 units, shall be:

a. biology;

b. 1 unit from the following physical science cluster:

i. physical science;

ii. integrated science;

iii. chemistry I;

iv. physics I;

v. physics of technology I;

c. 1 unit from the following courses:

i. aerospace science;

ii. biology II;

iii. chemistry II;

iv. earth science;

v. environmental science;

vi. physics II;

vii. physics of technology II;

viii. agriscience II;

ix. anatomy and physiology;

x. an additional course from the physical science cluster; or

xi. a locally initiated elective approved by BESE as a science substitute.

(a). Students may not take both integrated science and physical science.

(b). Agriscience I is a prerequisite for agriscience II and is an elective course.

4. Social Studies—3 units, shall be:

a. 1 unit of civics and/or AP American government, or 1/2 unit of civics or AP American government and 1/2 unit of free enterprise;

b. 1 unit of U.S. history;

c. 1 unit from the following: world history, world geography, western civilization, or AP European history.

5. Health and physical education—2 units.

6. Electives—8 units.

7. Total—24 units.

D. For incoming freshmen in 2014-2015 and beyond who are completing the TOPS university diploma, the minimum course requirements will be the following:

1. English—four units:

a. one of the following:

i. English I;

ii. English language (part 1): Cambridge IGCSE; or

iii. English literature (part 1): Cambridge IGCSE;

b. one of the following:

i. English II;

ii. English language (part 2): Cambridge IGCSE; or

iii. English literature (part 2): Cambridge IGCSE;

c. one of the following:

i. English III;

ii. AP English language arts and composition;

iii. IB literature;

iv. IB language and literature;

v. IB literature and performance;

vi. English language (part 1): Cambridge AICE—AS (honors); or

vii. literature in English (part 1): Cambridge AICE—AS (honors);

NOTE: If a student chooses to take the A level Cambridge course, the second unit will count as an elective credit.

d. one of the following:

i. English IV;

ii. AP English literature and composition;

iii. IB literature;

iv. IB language and literature;

v. IB literature and performance;

vi. English language (part 2): Cambridge AICE—AS (honors); or

vii. literature in English (part 2): Cambridge AICE—AS (honors);

NOTE: If a student chooses to take the A level Cambridge course, the second unit will count as an elective credit.

2. mathematics—four units:

a. algebra I;

b. geometry;

c. algebra II;

NOTE: Integrated Mathematics I, II, and III may be substituted for the Algebra I, Geometry, and Algebra II sequence.

d. one of the following:

i. algebra III;

ii. advanced math—functions and statistics;

iii. advanced math—pre-calculus;

iv. pre-calculus;

v. IB math studies (math methods);

vi. calculus;

vii. AP calculus AB;

viii. IB mathematics SL;

ix AP calculus BC;

x. AP statistics;

xi. IB further mathematics HL;

xii. IB mathematics HL;

xiii. probability and statistics; or

xiv. AP computer science A;

xv. additional math: Cambridge IGCSE;

xvi. math 1 (probability and statistics): Cambridge AICE (honors);

xvii. math 1 (pure math): Cambridge AICE—AS (honors);

xviii. math 2 (part 1): Cambridge AICE—A level (honors); or

xix. math 2 (part 2): Cambridge AICE—A level (honors);

3. science—four units:

a. biology I;

b. chemistry I;

c. two units from the following:

i. earth science;

ii. one of:

(a). environmental science;

(b). environmental awareness;

iii. one of:

(a). physical science;

(b). principles of engineering;

(c). PLTW principles of engineering;

iv. agriscience II—the elective course agriscience I is a pre-requisite;

v. one of:

(a). chemistry II;

(b). AP chemistry;

(c). IB chemistry I;

(d). IB chemistry II;

(e). chemistry II: Cambridge AICE—AS (honors);

vi. one of:

(a). AP environmental science;

(b). IB environmental systems;

vii. one of:

(a). physics I;

(b). IB physics I;

(c). AP physics I;

(d). physics I: Cambridge IGCSE; or

(e). physics II: Cambridge AICE—AS (honors);

viii. one of:

(a). AP physics C: electricity and magnetism;

(b). AP physics C: mechanics;

(c). IB physics II;

(d). AP physics II;

ix. one of:

(a). biology II;

(b). AP biology;

(c). IB biology I;

(d). IB biology II;

(e). biology II: Cambridge AICE—AS (honors); or

(f). human anatomy and physiology;

4. social studies—four units:

a. one unit chosen from:

i. U.S. history;

ii. AP U.S. history;

iii. IB history of the Americas I;

b. one unit chosen from:

i. civics with a section on free enterprise;

ii. government;

iii. AP U.S. government and politics: comparative; or

iv. AP U.S. government and politics: United States;

c. two units chosen from:

i. one of:

(a). European history;

(b). AP European history;

(c). western civilization; or

(d). history (European): Cambridge AICE—AS (honors);

ii. one of:

(a). world geography;

(b). AP human geography;

(c). IB geography;

(d). physical geography; or

(e). geography: Cambridge AICE—AS (honors);

iii. one of:

(a). world history;

(b). AP world history;

(c). IB history of the Americas II; or

(d). history (international): Cambridge AICE—AS (honors);

iv. IB economics;

v. economics;

vi. AP macroeconomics;

vii. AP microeconomics;

viii. economics: Cambridge AICE—AS (honors);

ix. history of religion;

x. AP psychology;

xi. African American history.

5. foreign language—two units:

a. two units from the same language (§2317);

6. art—one unit from the following:

a. art (§2305);

b. music (§2325);

c. dance (§2309);

d. theatre (§2337);

e. speech III and IV—one unit combined;

f. fine arts survey;

g. drafting;

h. media arts (§2324);

i. photography I/II;

j. digital photography;

7. physical education—1 1/2 units in accordance with §2319.A of this Part;

8. health education—1/2 unit;

9. electives—3 units;

10. total—24 units.

E. The 23 units required for the career diploma shall include academic credits and participation in an approved training program leading to an approved industry-based credential. This diploma option is available to entering freshmen in 2014-2015 and beyond.

1. The minimum course requirements for a career diploma for incoming freshmen in 2014-2015 and beyond will be the following:

a. English—4 units:

i. one of the following:

(a). English I;

(b). English language (part 1): Cambridge IGCSE; or

(c). English literature (part 1): Cambridge IGCSE;

ii. one of the following:

(a). English II;

(b). English language (part 2): Cambridge IGCSE; or

(c). English literature (part 2): Cambridge IGCSE;

iii. the remaining units will come from the following:

(a). technical reading and writing;

(b). business English;

(c). English III;

(d). English language (part 1): Cambridge AICE—AS (honors);

(e). literature in English (part 1): Cambridge AICE—AS (honors);

(f). English IV;

(g). English language (part 2): Cambridge AICE—AS (honors);

(h). literature in English (part 1): Cambridge AICE—AS (honors);

(i). any AP or IB English course; or

(j). comparable Louisiana Technical College courses offered by Jump Start regional teams as approved by BESE;

b. mathematics—4 units:

i. algebra I, applied algebra I, or algebra I-Pt. 2 (the elective course algebra I-Pt. 1 is a pre-requisite);

ii. the remaining units will come from the following:

(a). geometry or applied geometry;

(b). technical math;

(c). medical math;

(d). applications in statistics and probability;

(e). financial math;

(f). math essentials;

(g). algebra II;

(h). advanced math—pre-calculus;

(i). discrete mathematics;

(j). probability and statistics;

(k). additional math—Cambridge IGCSE;

(l). math 1 (pure math): Cambridge AICE—AS (honors);

(m). comparable Louisiana Technical College courses offered by Jump Start regional teams, as approved by BESE;

(n). integrated mathematics I, II, and III may be substituted for algebra I, geometry, and algebra II and will count as three math credits;

c. science—2 units:

i. 1 unit of biology;

ii. 1 unit from the following physical science cluster:

(a). physical science;

(b). integrated science;

(c). chemistry I;

(d). ChemCom;

(e). physics I;

(f). physics I: Cambridge IGCSE;

(g). physics of technology I;

iii. 1 unit from the following courses:

(a). food science;

(b). forensic science;

(c). allied health science;

(d). basic body structure and function;

(e). basic physics with applications;

(f). aerospace science;

(g). earth science;

(h). agriscience II;

(i). physics of technology II;

(j). environmental science;

(k). anatomy and physiology;

(l). animal science;

(m). biotechnology in agriculture;

(n). environmental studies in agriculture;

(o). health science II;

(p). EMT—basic;

(q). biology II: Cambridge AICE—AS (honors);

(r). chemistry II: AICE—AS (honors);

(s). physics II: Cambridge AICE—AS (honors);

(t). principles of engineering;

(u). PLTW principles of engineering;

(v). (LSU partnership) principles of engineering;

(w). an additional course from the physical science cluster; or

(x). course(s) developed by the LEA and approved by BESE;

iv. students may not take both integrated science and physical science;

v. agriscience I is a prerequisite for agriscience II and is an elective course;

d. social studies—2 units:

i. 1 of the following:

(a). U.S. history;

(b). AP U.S. history;

(c). IB history of the Americas I;

ii. civics; or

(a). 1/2 unit of:

(i). government; or

(ii). AP U.S. government and politics: comparative; or

(iii). AP U.S. government and politics: US; and

(b). 1/2 unit of:

(i). economics; or

(ii). AP macroeconomics; or

(iii). AP microeconomics;

e. health and physical education—2 units;

f. at least nine credits in an approved Jump Start course sequence, workplace experience or credentials;

g. total—23 units.

F. State Seal of Biliteracy

1. Schools are encouraged but not required to participate in the State Seal of Biliteracy program.

a. If a school opts to participate in the state seal of Biliteracy program, its governing authority shall maintain appropriate records in order to identify students who have earned the seal and affix the seal to the transcript and diploma of each student who earns the seal.

2. The State Seal of Biliteracy certifies that a student meets all of the following criteria:

a. has completed all English language arts requirements for graduation;

b. has passed the reading and English parts of the ACT series with a score of 19 or above; and

c. has demonstrated proficiency in one or more languages other than English through one of the methods below.

i. Passing a world language advanced placement examination with a score of three or higher or a world language international baccalaureate examination with a score of four or higher.

(a). For languages in which an advanced placement test is not available, school systems may use an equivalent summative test as approved by the state superintendent of education.

ii. Successful completion of a four-year high school course of study in a world language or successful completion of seven Carnegie units or more in language or content courses in a world language immersion setting.

iii. Passing a foreign government's approved language examination and receiving a receipt of a certificate of competency from the authorizing government agency at:

(a). the European B2 level;

(b). American Council on the Teaching of Foreign Languages Advanced Low level; or

(c). equivalent measures.

3. If the primary language of a student in grades 9 through 12 is other than English, he shall do both of the following to qualify for the State Seal of Biliteracy:

a. attain the early advanced proficiency level on the English language development assessment; and

b. meet the requirements of Paragraph 2 of this Subsection.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, and 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2351 (November 2003), amended LR 30:2776 (December 2004), LR 31:3081 (December 2005), LR 34:2099 (October 2008), LR 36:2849 (December 2010), LR 37:2142, 2144 (July 2011), repromulgated LR 37:2390 (August 2011), amended LR 37:2597 (September 2011), LR 38:769 (March 2012), LR 38:1008 (April 2012), LR 39:1444 (June 2013), LR 40:1682 (September 2014), LR 40:2535 (December 2014), LR 41:915 (May 2015), LR 41:1485 (August 2015), LR 41:2127 (October 2015), LR 42:1064 (July 2016), LR 43:1289 (July 2017), LR 45:38 (January 2019), LR 45:1456 (October 2019), LR 46:1084 (August 2020)\, amended LR 48:34 (January 2022).

§2111. State Diploma

A. A nonpublic high school choosing to issue a state diploma shall meet state requirements.

B. Any approved nonpublic school may award a school diploma to any student who meets the state minimum high school graduation requirements.

1. Any approved nonpublic school that participates in the state Exit Testing Program shall award a state and/or school diploma to a student who successfully completes the state's minimum graduation requirements and meets the assessment requirements below.

a. Students entering the ninth grade prior to 2010-2011 must pass the English Language Arts and Mathematics components, and either the Science or Social Studies component of the Graduation Exit Examination.

b. For incoming freshmen in 2010-2011 through 2016-2017, students must pass three End-of-Course Tests in the following categories:

i. English II or English III;

ii. algebra I or geometry;

iii. biology or American History

c. For incoming freshmen in 2017-2018 and beyond, students must pass three LEAP 2025 assessments in the following categories:

i. English I or English II;

ii. algebra I or geometry;

iii. biology or U.S. History.

d. Beginning with incoming freshmen in 2023-2024 and beyond, the LEAP 2025 Civics assessment will replace the LEAP 2025 U.S. History assessment as the Social Studies assessment required for graduation. The LEAP 2025 U.S. History assessment will be available through 2025-2026 for those students requiring a retest to fulfill graduation requirements.

2. A student who attends a school that opts to participate in the state Exit Testing Program but who does not successfully complete the state's minimum graduation requirements and meet the assessment requirements shall not be eligible for either a state or a school diploma.

C.1. Any state-approved nonpublic school that wishes to award the state diploma to its students shall contact the state department for time lines and other administrative guidelines for administering the State Exit Testing Program.

2. Any nonpublic school that opts to participate in the state Exit Testing Program shall follow rules and regulations set by BESE including the test security policy as defined in *Bulletin 118—Statewide Assessment Standards and Practice*.

D. Any approved nonpublic school that does not choose to participate in the state Exit Testing Program may grant a school diploma, which shall carry the same privileges as one issued by a state-approved public school.

E. The awarding of high school diplomas shall in no way affect the school approval classifications of any school.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2351 (November 2003), amended LR 31:636 (March 2005), LR 31:3082 (December 2005), LR 36:1498 (July 2010), LR 39:1446 (June 2013), LR 48:38 (January 2022).

§2115. Special Requirements

A. Each school shall follow established procedures for special requirements for high school graduation that will allow each school to address individual differences of all students.

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 29:2352 (November 2003), amended LR 31:3082 (December 2005).

§2120. Credit Recovery

A. Credit recovery refers to instructional programs for students who have failed courses taken previously.

B. Schools 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 §901.C 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.

3. Credit recovery courses taught in a classroom setting using computer software programs designed for credit recovery must be facilitated by a qualified teacher.

a. Additional instruction to cover content not included in the software programs shall be provided by a teacher properly qualified in the content area.

4. For a student to earn Carnegie credit in a credit recovery course, the student must meet the minimum requirements for passing the course according to the school's grading policy.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 35:2348 (November 2009), amended LR 39:1447 (June 2013).

§2121. Advanced Placement Program

A. High school credit shall be granted to a student successfully completing an advanced placement course or a course designated as advanced placement regardless of his test score on the examination provided by the College Board.

B. Procedures and curriculum established by the College Board must be followed.

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 29:2353 (November 2003), amended LR 31:3083 (December 2005).

§2123. Service Credit

A. Two units of elective credit toward high school graduation shall be awarded to any member of the United State Armed Forces, their reserve components, the National Guard, or to 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. 17:6 (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 29:2353 (November 2003), amended LR 31:3083 (December 2005).

§2127. Approval of Career and Technical Education Experimental Programs

A. Experimental programs are programs which deviate from established standards. Such programs shall be approved by the 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 following procedures.

1. A letter of intent containing the following information shall be submitted to the 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 address of local school system;

d. name and signature of principal/superintendent;

e. name, title, address, and telephone number of the person submitting proposal;

f. units of credit to be granted;

g. source of funding.

2. A brief narrative report stating the intent of the program and how the program will be conducted and evaluated, and the following:

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 time lines for the planning 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.

C. 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 Assessments until permanent status is granted.

D. Southern Association of Colleges and Schools member schools should comply with appropriate Southern Association Standards.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2360 (November 2003), amended LR 31:3083 (December 2005), LR 39:1447 (June 2013).

§2131. High School Credit for College Credit Courses (Applies to Student Attending College Part-Time)

A. The principal of the school shall approve the advanced offering to be taken by the student in college.

B. The student shall meet the entrance requirements established by the college.

C. 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.

D. 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.

E. College courses shall be counted as high school subjects for students to meet eligibility requirements to participate in extracurricular activities governed by voluntary state organizations.

F. Students may participate in college courses and special programs during regular or summer sessions.

G. Entry into a college course of credit shall be stated in the gifted or talented student's services plan, if applicable.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2361 (November 2003), amended LR 31:3084 (December 2005), LR 39:1447 (June 2013).

§2135. Early College Admissions Policy (Applies Only to High School Students Attending College Full-Time)

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 the preceding three years (six semesters) of high school.

C. The student shall have earned a minimum composite score of 25 on the ACT or the 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.

F. The high school principal shall submit to the state Department of Education the following:

1. forms provided by the state Department of Education and completed by the college registrar, certifying that the student has earned 24 semester hours of college credit; and

2. a certificate of high school credits in duplicate.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2361 (November 2003), amended LR 31:3085 (December 2005), LR 39:1448 (June 2013).

Chapter 23. High School Program of Studies

§2301. General

A. The high school shall provide a comprehensive college preparatory and/or vocational curriculum.

B. Adoption awareness shall be required instruction in nonpublic high schools in a manner that is the sole discretion of the nonpublic high school. Adoption awareness shall include instruction on the benefits of adoption for families wishing to add a child, for potential adoptees, and for persons who are pregnant or who have a child for whom they are unable to care.

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 29:2353 (November 2003), amended LR 31:3085 (December 2005), LR 33:817 (May 2007).

§2303. General and Academic Course Offerings

A. One-half unit of credit may be awarded by the local school authority for all one-unit courses listed in the academic and vocational course offerings.

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 29:2353 (November 2003), amended LR 31:3085 (December 2005).

§2305. Art

A. Art course offerings shall be as follows.

Course Title	Unit(s)
Art I, II, III, IV	1 each
AP Art History	1
Talented Art I, II, III, IV	1 each
AP Studio Art:2-D Design	1
AP Studio Art:3-D Design	1
AP Studio Art: Drawing	1
IB Visual Arts	1
Fine Arts Survey	1

B. Fine Arts Survey (Art). Fine arts survey shall be taught by a qualified art teacher and the other semester by a qualified music teacher. If one or both of these teachers is not available, the principal is authorized to select the most qualified teacher, preferably one with a strong liberal arts or humanities background.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2353 (November 2003), amended LR 31:3085 (December 2005), LR 37:2143 (July 2011), LR 40:1684 (September 2014), LR 40:2538 (December 2014).

§2307. Computer Education

A. Computer education/technology course offerings shall be as follows.

Course Title	Unit(s)
Computer Applications	1
Computer Architecture	1
Computer Science I	1
Computer Science II	1

Course Title	Unit(s)
Computer Systems and Networking I	1
Computer Systems and Networking II	1
Computer/Technology Literacy	1/2 or 1
Desktop Publishing	1/2 or 1
Digital Graphics and Animation	1/2
Multimedia Productions	1/2 or 1
Web Mastering	1/2
Independent Study in Technology Application	1

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. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2353 (November 2003), amended LR 31:3085 (December 2005), LR 39:1448 (June 2013).

§2309. Dance

A. Dance course offerings shall be as follows.

Course Title	Unit(s)
Dance I, II, III, IV	1 each
IB Dance	1

B. Dance II, III, and IV are performance classes with new literature each year; they may be repeated more than once.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 31:3085 (December 2005), amended LR 40:2538 (December 2014).

§2311. Driver Education

A. Driver Education course offerings shall be as follows.

Course Title	Unit(s)
Driver Education and Traffic Safety	1/2

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 31:3085 (December 2005).

§2313. English

A. The English course offerings shall be as follows.

Course Title(s)	Units
English I, II, III, and IV	1 each
Business English (for incoming freshmen prior to 2008-2009)	1
Senior Applications in English	1
Reading I (elective credit)	1
Reading II (elective credit)	1
AP English Language Arts and Composition	1
AP English Literature and Composition	1
IB Literature	1
IB Language and Literature	1
IB Literature and Performance	1
English as a Second Language (ESL) I, II, III, and IV (elective credit)	1 each

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2353 (November 2003), amended LR 31:3085 (December 2005), LR 34:2101 (October 2008), LR 39:1448 (June 2013), LR 40:1684 (September 2014), LR 40:2538 (December 2014).

§2315. English as a Second Language (ESL)

A. Only students who have limited English proficiency are permitted to enroll in English as a Second Language (ESL) courses.

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 29:2353 (November 2003), amended LR 31:3086 (December 2005).

§2317. Foreign Languages

A. The foreign language course offerings shall be as follows.

Course Title	Unit(s)
Chinese I, II, III, IV, V	1 each
French I, II, III, IV, V	1 each
German I, II, III, IV, V	1 each
Greek I, II, III, IV	1 each
Hebrew I, II, III, IV	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
Japanese I, II, III, IV	1 each
Hebrew I, II, III, IV	1 each
Arabic I, II, III, IV	1 each
American Sign Language I, II, III, IV	1 each
IB Language ab initio: Arabic	1
IB Language B: Arabic	1
AP Chinese Language and Culture	1
AP French Language and Culture	1
AP German Language and Culture	1
AP Italian Language and Culture	1
AP Japanese Language and Culture	1
AP Latin	1
AP Spanish Language and Culture	1
IB Language ab initio: French	1
IB Language French	1
IB Language ab initio: Spanish	1
IB Language B: Spanish	1
IB Language ab initio: German	1
IB Language B: German	1
IB Language ab initio: Chinese	1
IB Language B: Chinese	1
IB Language ab initio: Italian	1
IB Language B: Italian	1
IB Language ab initio: Japanese	1
IB Language B: Japanese	1
IB Classical Language	1
Cambridge AICE—AS (Honors): Arabic	1
Cambridge AICE—AS (Honors): French	1
Cambridge AICE—AS (Honors): German	1
Cambridge AICE—AS (Honors): Spanish	1
Cambridge AICE—AS (Honors): Spanish Literature	1
Cambridge AICE—AS (Honors): Chinese	1

Course Title	Unit(s)
Cambridge AICE—AS (Honors): Japanese	1

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2354 (November 2003), amended LR 31:3086 (December 2005), LR 38:770 (March 2012), LR 40:1685 (September 2014), LR 40:2538 (December 2014), LR 45:1458 (October 2019).

§2319. Physical Education

A. One and one-half units of physical education will be required for graduation, including:

1. physical education I and II;

2. adapted physical education I and II for eligible special education students;

3. JROTC I, II, III, or IV; or

4.a. physical education I—1 unit; and

b. marching band, extracurricular sports, cheering, or dance team—1/2 unit.

B. Physical education course offerings are as follows.

Course Title(s)	Units
Adapted Health and Physical Education I, II, III, IV	1 each
Physical Education I, II, III, IV	1 each
Marching Band	1/2
Cheering	1/2
Extracurricular Sports	1/2
Dance Team	1/2

1. The required units of physical education in Subsection A of this Section must be earned in grades 9-12.

C. No more than four units of physical education are allowed for meeting high school graduation requirements.

D. In schools having approved Junior Reserve Officer Training Corps (JROTC) training, credits may, at the option of the local school board, be substituted for the required credits in physical education.

E. Marching band, cheering, extracurricular sports, and dance team may be substituted for the physical education II credit and must:

1. include a minimum of 100 minutes of physical activity per week; and

2. encourage the benefits of a physically active lifestyle.

F. Students will be exempted from the requirements in physical education for medical reasons only; however, the minimum number of credits required for graduation will remain 24.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2354 (November 2003), amended LR 31:3086 (December 2005), LR 39:1448 (June 2013), LR 40:1685 (September 2014), LR 41:1268 (July 2015), LR 46:1085 (August 2020).

§2320. Health Education

A. One-half unit of health education course offerings is required.

1. Health education will include instruction on dating violence awareness and prevention in accordance R.S. 17:81.

2. Cardiopulmonary resuscitation (CPR) will be taught.

a. Instruction must be provided for CPR and the use of an automated external defibrillator.

b. The instructional program must be nationally recognized and based on the most current national evidence-based emergency cardiovascular care guidelines.

c. Students are required to perform hands-on practice.

d. The instructor is not required to be CPR-certified.

e. Students trained in CPR are not required to obtain CPR certification.

f. The physical presence of an automated external defibrillator is not required.

B. JROTC I and II may be used to meet the health education requirement if the following requirements are met.

1. A minimum of 2000 minutes of instructional time must be devoted to health education in JROTC I and II. Students must take both JROTC I and II to meet the health education requirement.

2. All standards and GLEs for health must be covered in JROTC I and II.

3. JROTC I and II must include the instruction listed in Subsection A of this Section.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6, 17:7, 17:24.4, and 17:81.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 46:1085 (August 2020).

§2321. Journalism

A. Journalism course offerings shall be as follows.

Course Title	Unit(s)
Journalism I, II	1 each
Publications I, II (Yearbook)	1 each
Publications I, II (Newspaper)	1 each

1. Teachers must be qualified in journalism to teach journalism.

2. Teachers qualified in the areas of journalism, English, and/or business education are qualified to teach publications I and II (y\yearbook).

3. Teachers qualified in the areas of journalism, and/or English are qualified to teach publications I and II (newspaper).

4. Publications I is a prerequisite to publications II.

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 29:2354 (November 2003), amended LR 31:3086 (December 2005), LR 38:770 (March 2012).

§2323. Mathematics

A. The mathematics course offerings shall be as follows.

Course Title	Unit(s)
Advanced Mathematics I	1
Advanced Mathematics II	1
Algebra I	1
Algebra I-Part I	1
Algebra 1-Part II	1
Algebra II	1
AP Computer Science A	1
Calculus	1
Discrete Mathematics	1
Financial Mathematics (Literacy)	1
Geometry	1
Integrated Mathematics I	1
Integrated Mathematics II	1
Integrated Mathematics III	1
Pre-Calculus	1
Probability and Statistics	1
Math Essentials	1
AP Calculus BC	1
AP Calculus AB	1
AP Statistics	1
IB Math Studies (Math Methods)	1
IB Mathematics SL	1
IB Further Mathematics HL	1
IB Mathematics HL	1

B. Financial mathematics may be taught by the business education department.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.1, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2354 (November 2003), amended LR 30:2776 (December 2004), LR 31:3086 (December 2005), LR 34:2101 (October 2008), LR 36:2849 (December 2010), LR 38:771 (March 2012), LR 39:1449 (June 2013), LR 40:1685 (September 2014), LR 40:2538 (December 2014), LR 42:1064 (July 2016).

§2324. Media Arts

A. Media arts course offerings shall be as follows.

Course Title(s)	Units
Media Arts I, II, III, IV	1 each
Photography I, II	1 each
Digital Photography	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 37:2143 (July 2011), amended LR 41:2127 (October 2015).

§2325. Music

A. Music course offerings shall be as follows.

Course Title	Unit(s)
Beginning Band	1
Beginning Choir	1
Beginning Orchestra	1
Guitar Class	1
Intermediate Band	1
Intermediate Choir	1
Intermediate Orchestra	1
Jazz Ensemble	1
Music Theory I, II	1 each
Piano class	1
Sectional Rehearsal	1
Studio Piano, I, II, III	1 each
Advanced Band	1
Advanced Choir	1
Advanced Orchestra	1
Applied Music	1
Small Vocal Ensemble	1
Wind Ensemble	1
Sectional Rehearsal	1
Studio Strings I, II, III	1 each
Music and Media	1
Music and Technology	1
Talented Music I, II, III, IV	1 each
AP Music Theory	1
IB Music	1
Marching Band	1/2

B. Advanced choir, advanced band, advanced orchestra, intermediate choir, intermediate band, intermediate orchestra, studio strings III, sectional rehearsal, small vocal ensemble, wind ensemble, applied music, jazz ensemble, and studio piano III are performance classes with new literature each year; they may be repeated more than once.

C. Refer to §2741 for credit for private piano and studio strings instruction.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2355 (November 2003), amended LR 31:3087 (December 2005), LR 39:1449 (June 2013), LR 40:1686 (September 2014), LR 40:2539 (December 2014).

§2327. Reserve Officer Training

A. Reserve Officer Training course offerings shall be as follows.

Course Title	Unit(s)
JROTC I, II, III, IV	1 each

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2355 (November

2003), amended LR 31:3087 (December 2005), LR 39:1450 (June 2013).

§2329. Science

A. The science course offerings shall be as follows.

Course Title	Unit(s)
Aerospace Science	1
Agriscience II	1
Anatomy and Physiology	1
Biology I, II	1 each
Chemistry I, II	1 each
Earth Science	1
Environmental Science	1
Integrated Science	1
Physical Science	1
Physics I, II	1 each
AP Chemistry	1
IB Chemistry I	1
IB Chemistry II	1
AP Environmental Science	1
IB Environmental Systems	1
IB Physics I	1
AP Physics C: Electricity and Magnetism	1
AP Physics C: Mechanics	1
IB Physics II	1
AP Physics I and II	1/2 each
AP Biology	1
IB Biology I	1
IB Biology II	1
Human Anatomy and Physiology	1

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2355 (November 2003), amended LR 31:3087 (December 2005), LR 34:2101 (October 2008), LR 39:1450 (June 2013), LR 40:1686 (September 2014), LR 40:2539 (December 2014), LR 43:1289 (July 2017).

§2331. Social Studies

A. Social studies course offerings shall be as follows.

Course Title	Unit(s)
African American History	1
African American Studies	1
American Government	1
U.S. History	1
Civics	1 (or 1/2)
Economics	1
Free Enterprise System	1/2
Law Studies	1
Psychology	1
Sociology	1
Western Civilization	1
World Geography	1
World History	1
AP European History	1
AP U.S. History	1
IB History of the Americas I	1
AP U.S. Government and Politics: Comparative	1
AP U.S. Government and Politics: United States	1
AP Macroeconomics	1
AP Microeconomics	1
AP Human Geography	1
IB Geography	1
AP World History	1
IB History of the Americas II	1
IB Economics	1

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 (A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2356 (November 2003), amended LR 31:3088 (December 2005), LR 34:2102 (October 2008), LR 37:2144 (July 2011), LR 37:2598 (September 2011), LR 38:771 (March 2012), LR 39:1450 (June 2013), LR 40:1686 (September 2014), LR 40:2539 (December 2014), LR 48:34 (January 2022).

§2333. Speech

A. Speech course offerings shall be as follows.

Course Title	Unit(s)
Speech I (Fundamentals)	1
Speech II	1
Speech III	1
Speech IV	1

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 29:2356 (November 2003), LR 31:3088 (December 2005).

§2335. Course Credit for Religious Studies

A. A maximum of four units in religion shall be granted to students transferring from state-approved private and sectarian high schools who have completed such course work. Those credits shall be accepted in meeting the requirements for high school graduation.

Course Title	Units
Religious Studies I	1
Religious Studies II	1
Religious Studies III	1
Religious Studies IV	1
World Religions	1
History of Religion	1

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 29:2356 (November 2003), amended LR 31:3088 (December 2005), LR 37:2145 (July 2011), LR 37:2598 (September 2011).

§2337. Theatre Arts

A. The theatre arts course offerings shall be as follows.

Course Title(s)	Units
Theatre I, II, III, IV	1 each
Technical Theatre	1
Theater Design and Technology	1
Talented Theatre I, II, III, IV	1 each
IB Film Study I	1
IB Theatre	1

B. Theatre II, III, and IV are performance classes with new literature each year; they may be repeated more than once.

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 29:2356 (November 2003), amended LR 31:3088 (December 2005), LR 37:2144 (July 2011), LR 40:1686 (September 2014), LR 40:2540 (December 2014).

§2339. Course Credit for Private Piano and Studio Strings Lessons

A. Approval by the nonpublic school leader is required prior to issuance of credit for private piano and studio strings instruction.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), 17:7(6), 17:10, 17:22(6), 17:391.1-391.10, and 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2356 (November 2003), amended LR 31:3088 (December 2005), LR 39:1451 (June 2013), LR 45:1055 (August 2019).

Chapter 25. Career/Technical Education Course Offerings

§2501. Agricultural Education

A. The Agricultural Education course offerings shall be as follows.

Course Title	Recommended Grade Level	Unit(s)
Exploratory Agriscience	7-8	1
Agribusiness	10-12	1/2-1
Agricultural Education Elective, I, II	9-12	1
Agriscience I	9-12	1
Agriscience II	10-12	1
Agriscience III	11-12	1/2
Agriscience-Construction Technology	11-12	1/2-1
Agriscience Elective I, II	9-12	1/2-3
Agriscience-Leadership	9 -12	1/2-1
Animal Science	11-12	1/2-1
Aquaculture	11-12	1/2
Biotechnology in Agriscience	11-12	1
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	1/2-1
Equine Science	11-12	1/2-1
Floristry	11-12	1
Forestry	11-12	1/2-1
Horticulture I	11-12	1/2-1
Landscape Design, Construction and Maintenance	10-12	1
Meat Processing	11-12	1
Precision Instrumentation in Agriscience	11-12	1 1/2-1
NCCER Welding Technology I, II	11-12	1-3
NCCER Carpentry	11-12	1-3
NCCER Electricity	11-12	1-3
NCCER Pipefitting	11-12	1-3

B. Cooperative Agriscience Education I is offered to students 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 and/or IV.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2356 (November 2003), amended LR 31:3088 (December 2005), LR 39:1451 (June 2013).

§2503. Business Education

A. Business Education course offerings shall be as follows.

Course Title	Recommended Grade Level	Unit(s)
Exploratory Keyboarding (Middle School)	6-8	-
Accounting I	10-12	1
Accounting II	11-12	1
Administrative Support Occupations	11-12	1
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	11-12	1
Computer Technology Literacy	9-12	1
Computer Multimedia Presentations	11-12	1/2
Cooperative Office Education (COE)	12	3
Desktop Publishing	11-12	1
Economics	10 -12	1
Entrepreneurship	11-12	1
Financial Mathematics	10-12	1
Introduction to Business Computer Applications	9-12	1
Keyboarding	9-12	1/2
Keyboarding Applications	9-12	1/2
Lodging Management I	10-12	1-3
Lodging Management II	11-12	1-3
Principles of Business	9-12	1
Telecommunications	10-12	1
Web Design	10-12	1/2
Word Processing	11-12	1 or 1/2

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2357 (November 2003), amended LR 31:3089 (December 2005), LR 39:1451 (June 2013).

§2505. General Career and Technical Education

A. General Career and Technical course offerings shall be as follows.

Course Title	Recommended Grade Level	Unit(s)
CTE Internship I	11-12	2
CTE Internship II	12	2
General Cooperative Education I	11-12	3
General Cooperative Education II	12	3
Education for Careers I	11-12	1/2
Education for Careers II	11-12	1/2

Course Title	Recommended Grade Level	Unit(s)
STAR I	11-12	1
STAR II	12	1
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
Oracle Internet Academy		
Database Design and Programming	11-12	1/2
Introduction to SQL	11-12	1/2
Finance Academy		
Business Economics	11-12	1/2
Financial Services	9-12	1/2
Financial Planning	9-12	1/2
Ethics in Business	11-12	1/2
Insurance	11-12	1/2
International Finance	11-12	1/2
Principles of Finance	11-12	1
Principles of Accounting	9-12	1/2
Managerial Accounting	10-12	1/2
Applied Finance	11-12	1/2
Principles of Hospitality and Tourism	10 -12	1/2
Delivering Great Customer Service	10 -12	1/2
Sports Entertainment and Event Management	11-12	1/2
Geography for Tourism	9-12	1/2
Sustainable Tourism	11-12	1/2
Hospital Marketing	11-12	1/2
Entrepreneurship	11-12	1/2
Principles of Information Technology	11-12	1/2
Computer Networking	10 -12	1/2
Web Design	11-12	1/2
Database Design	11-12	1/2
Computer Systems	9-12	1/2
Introduction to Programming	10-12	1/2
Digital Video Production	9-12	1/2
Journey to Careers	7-9	1
Journey to Careers I	7-9	1/2
Journey to Careers II	7-9	1/2

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. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2357 (November 2003), amended LR 31:3089 (December 2005), LR 39:1452 (June 2013).

§2507. Health Science

A. Health Occupations course offerings shall be as follows.

Course Title	Grade Level	Unit(s)
AHEC of a Summer Career Exploration	9-12	1/2
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 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
Nursing Assistant I	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. 17:6 (A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2357 (November 2003), amended LR 31:3089 (December 2005), LR 39:1452 (June 2013).

§2508. 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 39:1452 (June 2013).

§2509. Family and Consumer Sciences Education

A. Family and Consumer Sciences Education course offerings shall be as follows.

Course Title	Recommended Grade Level	Unit(s)
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	1/2
Child Development	10-12	1/2
Personal and Family Finance	10-12	1/2
Family Life Education	10-12	1/2
Clothing and Textiles	10-12	1/2
Housing and Interior Design	10-12	1/2
Family Life Education	10-12	1/2
Clothing and Textiles	10-12	1/2
Housing and Interior Design	10-12	½
Nutrition and Food	10-12	1/2
Parenthood Education	110-12	1/2
Advanced Child Development	10-12	1/2
Advanced Clothing and Textiles	10-12	1/2
Advanced Nutrition and Food	10-12	1/2
FACS Elective I, II	9-12	½ -3
Occupational Courses		
Baking and Pastry Arts I	11-12	1-3
Baking and Pastry Arts II	11-12	1-3
Clothing & Textile Occupations I	11-12	1-3
Clothing & Textile Occupations II	12	1-3

Course Title	Recommended Grade Level	Unit(s)
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
Cooperative FACS Education	12	3

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2358 (November 2003), amended LR 31:3090 (December 2005), and LR 39:1452 (June 2013).

§2511. Technology Education

A. Technology education course (formerly industrial arts) offerings shall be as follows.

Course Title	Recommended Grade Level	Unit(s)
Communication/Middle School	6-8	-
Construction/Middle School	6-8	-
Manufacturing Technology/Middle School	6-8	-
Transportation Technology/Middle School	6-8	-
Advanced Electricity/Electronics	10-12	1
Advanced Metal Technology	10-12	1
Advanced Technical Drafting	10-12	1
Advanced Wood Technology	10-12	1
Architectural Drafting	10-12	1
Basic Electricity/Electronics	9-12	1
Basic Metal Technology	9-12	1
Basic Technical Drafting	9-12	1
Basic Wood Technology	9-12	1
Communication Technology I	9-12	1
Construction Technology	10-12	1
Cooperative Technology Education	10-12	3
Energy, Power, and Transportation	9-12	1
General Technology Education	9-12	1
Manufacturing Technology	9-12	1
Materials and Processes	10-12	1
Marine Engineering	11-12	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
T2 Safety Systems for Oil and Gas Production	11-12	1
Power Mechanics	9-12	1
Technology Education Computer Applications	9-12	1
Technology Education Elective I, II	9-12	1/2-3
Welding Technology	10-12	1
Aerospace Engineering	11-12	1
Manufacturing Tools and Equipment	10-12	1
Civil Engineering and Architecture	11-12	1
Automation in Manufacturing	10-12	1
Engineering Design I, II	11-12	1
Engineering Design and Development	11-12	1
Introduction to Engineering Design	8-12	1
Manufacturing Process and Team Building	9-12	
Computer Integrated Manufacturing	11-12	1
Digital Electronics	9-10	1
Introduction to Fabrication P-Tech and Manufacturing	10-12	1
Process Technician I, II	11-12	1
NCCER Carpentry I, II TE	11-12	1-3
NCCER Electrical I, II TE	11-12	1-3
NCCER Insulating	11-12	1-3
NCCER Instrumentation Control Mechanic I, II	11-12	1-3
NCCER Pipe Fitter I, II TE	11-12	1-3
NCCER Welding Technology I, II TE	11-12	1-3

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2358 (November 2003), amended LR 31:3090 (December 2005), LR 39:1453 (June 2013).

§2513. Marketing Education

A. Marketing Education course offerings shall be as follows.

Course Title	Recommended Grade Level	Unit(s)
Advertising and Sales Promotion	11-12	1/2, 1 or 3
Cooperative Marketing Education I	11-12	3
Cooperative Marketing Education II	12	3
Entrepreneurship	11-12	1/2, 1 or 3
Marketing Education Elective I, II	9-12	1/2-3
Marketing Management	11-12	1/2, 1 or 3
Marketing Research	11-12	1/2, 1 or 3
Principles of Marketing I	9-12	1
Retail Marketing	10-12	1
Tourism Marketing	10-12	1

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2359 (November 2003), amended LR 31:3090 (December 2005), LR 39:1453 (June 2013).

§2515. Trade and Industrial Education

A. Trade and Industrial Education course offerings shall be as follows.

Course Title	Recommended Grade Level	Unit(s)
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
NCCER Welding Technology I, II	11-12	1-3

Course Title	Recommended Grade Level	Unit(s)
Masonry I-II	11-12	1-3
Barber I-IV	9-12	2
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	1-3
Commercial Art I-II	11-12	1-3
Trade and Industrial Cooperative Education (TICE) I	11-12	1-3
T and I Cooperative Education (TICE) II	12	1-3
T and I Elective	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
Hull Shipbuilding	11-12	1/2
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
Networking Basics	10-12	1-3
Photography I, II	11-12	1-3
Plumbing I, II	11-12	1-3
Printing I, II	11-12	1-3
Routers and Routing Basics	10-12	1-3
Sheet Metal I, II	11-12	1-3
Switching Basics and Intermediate Routing	11-12	2-3
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
WAN Technologies	11-12	2-3
Welding I, II	11-12	1-3
Welding III, IV	11-12	2-3

B. A school 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 programmatic area in which the trade and industrial education instructor is certified to teach.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2359 (November 2003), amended LR 31:3091 (December 2005), LR 39:1453 (June 2013).

§2517. Credit for Career and Technical Education Courses

A. Request for partial credit for two- or three-hour blocks of career and technical education courses because of unusual or extenuating circumstances shall be made by the school. Documentation shall be kept in the student's cumulative folder.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2360 (November 2003), amended LR 31:3091 (December 2005), LR 39:1454 (June 2013).

§2519. Secondary Students Attending a Private Cosmetology School

A. Secondary students attending an approved cosmetology school, licensed by the Louisiana State Board of Cosmetology, may receive trade and industrial education credit if requirements for Carnegie units are met.

B. A copy of the written agreement between the school and the private cosmetology school shall be on file in the school office.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2360 (November 2003), amended LR 31:3092 (December 2005), LR 39:1454 (June 2013).

§2521. High School Credit for College Courses in Career/Technical Education (Applies to Students Attending College Part-Time)

A. The student shall meet the entrance requirements established by the college.

1. The principal of the school shall approve the advanced offering to be taken by the student in college.

2. 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.

3. The awarding of the Carnegie units of credit will be in accordance with individual program requirements as stated in Bulletin 741.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2361 (November 2003), amended LR 31:3092 (December 2005), LR 39:1454 (June 2013).

§2523. Distance Learning

A. A school choosing to implement a distance education program shall establish policy and procedures for reviewing

and approving programs that meet the following standards for distance education as established by BESE.

1. Distance education shall comply with all BESE policies related to nonpublic schools.

2. The school shall meet the following requirements related to the development of a standards-based distance education program. A *receiving* school is defined as any school that has students enrolled in courses via distance education. A *provider* could be an LEA, school, agency or educational organization.

a. The receiving school shall authorize each distance education course and ensure that the rigor and breadth meets appropriate course content requirements.

b. The receiving school shall ensure that instruction is provided by teachers certified or qualified in the course/subject in which they are teaching with training in the delivery method, including appropriate media and pedagogy.

c. The receiving school shall verify that college and university advanced placement and/or college dual enrollment course instructional staff not holding Louisiana state teacher credentials are validated as subject matter experts by the providing institution.

d. The receiving school shall ensure that all students enrolled in a distance learning course are provided with the necessary course materials and technical support.

e. The receiving school shall evaluate the effectiveness of each authorized distance education course based on course completion rates and student achievement.

f. The provider shall define minimum prerequisite technology competencies for student participation in distance education courses if such competencies are required for course access.

g. The provider shall also make available to the student an orientation to the course delivery method prior to or at the start of the course.

h. The provider shall ensure that teachers delivering instruction in distance education courses use a variety of methods to assess the mastery of the content as reflected in the *Louisiana Content Standards*.

i. The provider shall provide to the receiving school a complete syllabus and a list of required materials prior to course implementation.

j. The provider shall ensure that all course content complies with copyright fair use laws, including The Technology, Education, and Copyright Harmonization Act (TEACH Act).

k. Online Course providers shall ensure access to the courses' web content by using non-proprietary technologies (html).

l. Schools and course providers shall make courses available to all students by complying with web accessibility guidelines and standards (W3C, section 508, and Louisiana and institutional guidelines) to the maximum extent reasonably possible.

m. The provider shall supply course content that is designed to meet the following criteria:

i. based on current perspectives of learning theories and curriculum standards;

ii. systematic in design, clearly written and revised based on student performance and feedback;

iii. uses appropriate presentation methods, media and pedagogy;

iv. engages students in a variety of learning activities based on various learning styles;

v. accommodates individual differences, including student disabilities; and

vi. encourages student-to-teacher and student-to-student interaction.

3. Management and Administration

a. The receiving school shall award credit and grades for distanced education courses assigned by the distance education provider and instructor with no deviations.

b. The receiving school shall ensure that a facilitator who is a Louisiana licensed or qualified teacher is assigned to and is actively engaged with each student participating in distance education courses.

c. The receiving school shall ensure that the facilitator adheres to guidelines determined by the provider and the policies in this Section.

d. The receiving school shall provide adequate, timely, and appropriate technical support to students, teachers, and facilitators.

e. The receiving school shall ensure that the facilitators are provided ongoing staff development appropriate to the delivery method used, supporting distance education courses technically and instructionally.

f. The receiving school shall ensure that students have appropriate, equitable, and adequate access for course participation.

g. In the event of short- and long-term interruptions, the school shall establish an alternative method of instruction in cooperation with the provider.

h. The provider shall judiciously address issues relative to course load and student-teacher ratio as appropriate for the particular method of delivery, course content, and teacher competency to ensure effective student interaction and course management.

i. Students will be enrolled, added, and dropped as outlined in the school policies.

j. The provider shall ensure that the teacher providing instruction is provided adequate technical support to ensure ease of use for faculty and students.

k. The provider shall furnish training and/or support in designing course content to fit the delivery methods proposed for distance education courses.

l. The teacher delivering instruction and the facilitator, through ongoing communication, shall be responsible for verifying student participation and performance.

m. The teacher delivering instruction shall provide alternate course procedures and activities for use in case of technical and other course delivery problems arise that prevent normal course delivery.

n. The teacher delivering instruction shall an atmosphere conducive to optimal learning, including but not limited to monitoring online discussions and other instructional activities.

o. The teacher delivering instruction shall practice ethical and legal use of equipment and instructional resources.

p. The facilitator shall practice ethical and legal use of equipment and instructional resources.

q. The teacher delivering instruction and the facilitator through ongoing communication shall be responsible for verifying student participation and performance.

r. The facilitator shall implement alternate course procedures when technical and other course delivery problems prevent normal course delivery.

s. The facilitator shall maintain an atmosphere conducive to optimal learning including but not limited to monitoring online discussions and other instructional activities as they occur in the classroom as directed by the teacher delivering instruction.

4. Specifications

a. The receiving school shall provide students enrolled in distance education courses technical access which meets specifications furnished by the course provider.

b. The receiving school shall provide instructional and communication hardware which meets specifications furnished by the course provider.

c. The receiving school shall fund and provide timely and appropriate technical support.

d. The provider will furnish course technical requirements sufficiently in advance so districts may make informed decisions about participation.

e. Course providers will ensure they have the appropriate technical infrastructure to support their course offerings for effective course delivery.

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 31:3092 (December 2005), amended LR 37:3204 (November 2011).

Chapter 27. Summer Schools

Subchapter A. Elementary Summer Schools

§2701. General

A. An elementary summer school shall be organized and operated under the administrative and supervisory control of the chief administrative officer of the school system.

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. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2362 (November 2003), amended LR 31:3093 (December 2005), LR 39:1455 (June 2013).

Subchapter B. Secondary Summer Schools

§2717. General

A. Schools which offer summer school may do so to enable students to schedule courses which tend to enrich their experiences, to take new subjects, and to enable students who have failed in subjects to remove deficiencies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6 (A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2362 (November 2003), amended LR 31:3094 (December 2005), LR 39:1455 (June 2013).

§2735. Instruction by Private Teachers

A. Credit may be allowed for high school work completed under private instructors, subject to the following conditions.

1. The instruction must be under the direction of a private tutor only when the tutor is eligible for regular employment in an approved nonpublic high school.

2. The time requirements for credits in a regular high school will apply.

3. The necessary facilities peculiar to a particular subject must be available for instructional purposes.

4. Prior to enrolling a privately tutored course, a student must obtain written approval from the principal of the high school in which he/she is enrolled.

B. Southern Association of Colleges and Schools members school should comply with Principle D Standard 6. (Member schools shall not give credit for private tutoring.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2363 (November 2003), amended LR 31:3095 (December 2005), LR 39:1456 (June 2013).

Chapter 29. Standards for Approval of Alternative Schools/Programs

Subchapter A. Operation and Administration

§2901. Philosophy and Need for Alternative Schools/Programs

A. If alternative school programs are to be developed and established, they shall respond to particular educational needs within the community.

B. 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.

C. 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. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2364 (November 2003), amended LR 31:3095 (December 2005), LR 39:1456 (June 2013).

§2903. Approval of Alternative Schools/Programs

A. Alternative schools/programs shall comply with prescribed policies and standards for regular schools, except for those deviations granted by BESE.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 29:2364 (November 2003), amended LR 31:3095 (December 2005), LR 39:1456 (June 2013).

Chapter 30. Health and Safety Rules and Regulations for Approved Non-Public School Three-Year-Old Programs

§3001. General Requirements

A. The school administrator is charged with the responsibility of monitoring and ensuring the three-year-old prekindergarten classrooms adhere to these guidelines.

B. The school administrator shall maintain in force at all times current liability insurance for the operation of a school to ensure medical coverage for children in the event of accident or injury. The school shall have documentation of the accident or injury on file. Documentation shall consist of the insurance policy or current binder that includes the name of the school facility, physical address of the facility, name of the insurance company, policy number, period of coverage, and explanation of the coverage.

C. The school shall have documentation of yearly sanitation inspection and current approval from the Office of Public Health, Sanitarian Services. If food is catered or transported, approval is needed from the health department.

D. The school shall have documentation of yearly safety inspection and current approval from the Office of State Fire Marshal.

E. The school shall have documentation of yearly safety inspection and current approval from the city fire department (if applicable).

F. A daily attendance record for children, must be maintained by the school. Children who leave and return to the school during the day shall be signed in/out. A computerized sign in/out procedure is acceptable if the record accurately reflects the time of arrival and departure as well as the name of the person to whom the child was released.

G. Any visitor to the school shall sign in/out. Records shall be maintained to accurately reflect persons on the school premises at any given time.

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.17:24.8; R.S. 17:222(C); R.S. 17:391.1-391.10; R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:1226 (May 2012).

§3003. Policies and Procedures Related to Children

A. Rest Time

1. Children who are three-years of age shall have a daily rest period of at least one hour. Schools that serve children in half-day programs are not required to schedule napping periods for these children.

2. Children shall be under direct supervision at all times including naptime. Children shall never be left alone in any room or outdoors without a staff present. All children sleeping shall be in the sight of the staff.

B. Discipline

1. The school shall have written procedures for behavior management appropriate for three-year-olds, including positive techniques, such as modeling, redirection, positive reinforcement and encouragement. The procedures are provided to and discussed with parents at the time of enrollment.

2. The discipline policy shall:

a. be based on an understanding of each child's individual needs and development;

b. be clear, consistent and developmentally appropriate rules;

c. allow children to solve their own conflicts with appropriate guidance and used to facilitate the development of self-discipline in children;

d. not allow punishment as discipline or guidance;

i. the following punishments are never used: abusive or neglectful treatments of children, including corporal punishment, isolation, verbal abuse, humiliation, and denial of outdoor time, food or basic needs; and punishment of soiling, wetting or not using the toilet, including forcing a child to remain in soiled clothing, to remain on the toilet, or any other unusual or excessive practices for toileting;

e. address children without an IEP or Student Services Plan who continually cause physical harm to himself/herself or others or continually impede the learning of himself/herself and others because of other challenging behavior.

C. Abuse and Neglect

1. As mandated reporters, all school staff shall report any suspected abuse and/or neglect of a child in accordance with R.S. 14:403 to the local child protection agency. This written policy as well as the local child protection agency's telephone number shall be posted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:6(A)(10), (11), and (15), R.S. 17:7(6), R.S. 17:10, R.S. 17:22(6), R.S.17:24.8, R.S. 17:222(C), R.S. 17:391.1-391.10, and R.S. 44:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:1226 (May 2012), LR 39:1457 (June 2013).

§3005. Children's Records

A. A record shall be maintained on each child to include:

1. child's information form (mastercard) listing the child's name, birth date, sex, date of admission, and name and phone number of child's physician, dietary restrictions, and allergies; signed and dated by the parent;

2. parental authorization to secure emergency medical treatment;

3. signed agreements between the school and the parent for each child giving permission to release the child to a third party listed by the parent including any other school facilities or transportation services. A child shall never be released to anyone unless authorized in writing by the parent.

B. The school shall maintain the confidentiality and security of all children's records. Employees of the school shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any unauthorized person.

C. The school shall obtain written, informed consent from the parent prior to releasing any information, recordings and/or photographs from which the child might be identified, except for authorized state and federal agencies.

D. The school shall obtain documentation signed and dated by the parent indicating their awareness of the school utilizing any type of recordings or taping of children including but not limited to digital recordings, videotaping, audio recordings, web cam, etc.

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.17:24.8; R.S. 17:222(C); R.S. 17:391.1-391.10; R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:1227 (May 2012).

§3007. Required Staff

A. There shall be regularly employed staff who are capable of fulfilling job duties of the position to which they are assigned.

B. There shall be provisions for substitute staff who are qualified to fulfill duties of the position to which they are assigned.

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.17:24.8; R.S. 17:222(C); R.S. 17:391.1-391.10; R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:1227 (May 2012).

§3009. Personnel Records

A. A record for each paid and non-paid staff person, including substitutes and foster grandparents shall be on file at the school. Personnel record shall include:

1. an application and/or a staff information form with the following:

a. name;

b. date of birth;

c. address and telephone number;

d. previous training/work experience;

e. educational background; and

f. employee's starting and termination date.

2. Documentation of a satisfactory criminal record check shall be on file. School administrator shall request this clearance prior to the employment of any school staff. No staff with a criminal conviction of a felony, a plea of guilty or nolo contendere of a felony, or any offense of a violent or sexual nature, or any offense involving a juvenile victim shall be employed in a school.

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.17:24.8; R.S. 17:222(C); R.S. 17:391.1-391.10; R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:1227 (May 2012).

§3011. Required Staff Development and Training

A Orientation Training

1. Prior to employment and prior to having sole responsibility for a group of children, each staff member, including substitutes and foster grandparents, shall receive orientation training to include the following topics:

a. school policies and practices including health and safety procedures;

b. emergency and evacuation plan;

c. supervision of children;

d. discipline policy;

e. individual needs of the children enrolled;

f. detecting and reporting child abuse and neglect; and

g. confidentiality of information regarding children and their families.

B. CPR and First Aid

1. A minimum of three staff (including the teachers of three- and four-year-olds) on the school premises during school hours and accessible to the children at all times shall have documentation of current infant/child/adult certification in CPR. Original cards shall be made available upon request.

2. A minimum of three staff (including the teachers of three- and four-year-olds) on the school premises during school hours and accessible to children shall have documentation of current pediatric first aid certification. Original cards shall be made available upon request.

C. Emergency Procedures

1. The school administrator shall ensure that written procedures for emergencies and evacuation as appropriate for the area in which the class is located such as fire, flood, tornado, hurricane, chemical spill, train derailment, etc. are available.

NOTE: For additional information contact the Office of Emergency Preparedness (Civil Defense) in your area.

D. Extracurricular Water Activities

1. The school staff shall obtain written authorization from the parent for the child to participate in any extracurricular water activity. The statement shall list the child's name, type of water activity, location of water activity, parent's signature and date.

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.17:24.8; R.S. 17:222(C); R.S. 17:391.1-391.10; R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:1227 (May 2012).

§3013. Required Child/Staff Ratios

A. The class size for prekindergarten three-year-old classes shall not exceed a maximum of 13 children for one qualified teacher. Schools that choose to use the assistance of a full-time paraprofessional may have a maximum of 20 per class.

B. Child/staff ratio plus one additional adult shall be met for all field trips and non-vehicular excursions.

C. When the nature of a special need or the number of children with special needs warrants added care, the school administrator shall add sufficient staff as deemed necessary to compensate for these needs.

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.17:24.8; R.S. 17:222(C); R.S. 17:391.1-391.10; R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:1228 (May 2012).

§3015. Food Service and Nutrition

A. If the school provides meals and snacks, then well-balanced and nourishing meals and snacks shall be provided as specified under state and/or federal regulations.

B. Drinking water shall be available indoors and outdoors to all children. Drinking water shall be offered at least once between meals and snacks to all children.

C. When a child requires a special diet, a written statement from a medical authority shall be on file.

D. Children with food allergies/intolerance shall have a written statement signed by the parent indicating the specific food allergy/intolerance.

E. When a child requires a modified diet for religious reasons, a written statement to that effect from the child's parent shall be on file.

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.17:24.8; R.S. 17:222(C); R.S. 17:391.1-391.10; R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:1228 (May 2012).

§3017. Health Service to the Child

A. A school that gives medication assumes additional responsibility and liability for the safety of the children. The staff person(s) administering medication shall be trained in medication administration. The training shall be obtained every two years.

B. No medication of any type, prescription, non-prescription, special medical procedure shall be administered by school staff unless authorized in writing by the parent.

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.17:24.8; R.S. 17:222(C); R.S. 17:391.1-391.10; R.S. 17:411.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 38:1228 (May 2012).

Chapter 33. Glossary

§3301. Abbreviations/Acronyms

ADA—Americans with Disabilities Act.

AP—advanced placement.

BESE—Board of Elementary and Secondary Education.

CPR—cardiopulmonary resuscitation.

CTE—career/technical education.

LDE —Department of Education.

GED—general educational development test.

GEE—graduation exit examination.

IDEA—Individuals with Disabilities Education Act; the special education law.

IAP—Individualized Accommodation Program

IB—international baccalaureate.

IBC—industry-based certification.

JROTC—Junior Reserve Officer Training Corps.

LEA—local education agency.

LEAP—Louisiana Educational Assessment Program.

LHSAA—Louisiana High School Athletic Association.

LMA—Louisiana Montessori Association.

MPS—minimum proficiency standards.

NAEP—national assessment of educational progress.

NCLB—No Child Left Behind.

SAPE—substance abuse prevention education.

TOPS—Taylor Opportunity Program for Students.

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

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary, Education, LR 34:230 (February 2008), amended LR 39:1457 (June 2013)

§3303. Definitions

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 Student Services Plan 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.

Annual School Report—the report of the implementation by a school of the standards/regulations of this bulletin. It is submitted annually to the LDE by each school.

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 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

Certification—a licensing process whereby qualified professionals become legally authorized to teach or to perform designated duties in the schools under the jurisdiction of the State Board of Elementary and Secondary Education (BESE).

Class Size—the maximum enrollment allowed in a class or section.

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.

Cumulative Record—a current record of academic, health, and other special types of information maintained for each student throughout his progress in school.

Department or *LDE*—the Louisiana Department of Education.

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 pre-kindergarten through the eighth grade.

Equivalent Day—the number of minutes that reflect the required number of school and/or instructional day. School days may equal 180 days or 59,400 minutes. Instructional days may equal 175 days or 57,750 minutes.

Equivalent Major—the number of credit hours awarded from a regionally accredited college or university to meet the required content hours needed to teach in a core content area.

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 defined in accordance with Bulletin 1706, Regulations for Implementation of Exceptional Children's Act (R.S. 17:1941 et seq.) and who is determined eligible according to Bulletin 1508, Pupil Appraisal Handbook, to have an exceptionality that adversely affects educational performance to the extent that special education is needed.

Face Covering—a piece of material used to cover both the nose and mouth for the purpose of forming a barrier to droplets or airborne particles that are coughed, sneezed, or exhaled when talking. Face coverings are meant to protect both the wearer of the face covering and surrounding individuals.

Gifted—children or youth who demonstrate abilities that give evidence of high performance in academic and intellectual aptitude.

High School—a school composed of any span of grades nine through twelve.

High-Touch Surface—surfaces that are touched frequently, including but not limited to door handles, bathroom fixtures, drinking fountains, railings, desks, and other surfaces in school facilities or on school buses.

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).

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.

Knowledge of the Learner and the Learning Environment—course requirements that provide the prospective teacher with a fundamental understanding of the learner and the teaching and learning process. Coursework should address the needs of the regular and the exceptional child, such as:

1. child/adolescent development/psychology;
2. educational psychology;
3. the learner with special needs;

4. classroom organization and management;

5. multicultural education.

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.)

LDH—the Louisiana Department of Health.

Least Restrictive Environment—the educational placement of an exceptional child in a manner consistent with the Least Restrictive Environment Requirements in of *Bulletin 1706—Regulations for Implementation for the Exceptional Children's Act*, R.S. 17:1941 et seq.

Locally Initiated Elective—an elective course developed by a school or school system according to the standards in §2108.

Middle School—a school composed of any span of grades five through nine that includes grade seven and eight and that excludes grades prekindergarten through four and ten through twelve.

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.

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.

Procedures—specific actions or steps developed and required by the DOE to implement standards or regulations of BESE.

Proficiency Exam—an examination taken by a student to demonstrate mastery of a course.

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.

Qualified Teacher—a teacher is considered qualified to teach in nonpublic schools if all of the following criteria are met:

1. has a bachelor's degree from a regionally accredited institution;

2. has a college major or the equivalent in the area of his/her teaching assignment; and

3. has earned 12 semester hours of Knowledge of the Learner and the Learning Environment

Special Education—specially designed instruction, at no cost to the parent, to meet the unique needs of the student with an exceptionality.

Static Group—a group whose composition of students and adults does not change.

Student Services Plan—a written statement that describes the special education and related services the LEA will provide to a parentally-placed student with an exceptionality enrolled in a private school who has been designated to receive services, including the location of the services and any transportation necessary, consistent with Bulletin 1706, Regulations for Implementation of Exceptional Children's Act (R.S. 17:1941 et seq.) and Bulletin 1530, the IEP Handbook.

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, 17:7, 17:439.1, and 17:3391.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary, Education, LR 34:230 (February 2008), amended LR 36:2848 (December 2010), LR 38:1405 (June 2012), LR 39:1457 (June 2013), LR 41:1486 (August 2015), LR 46:1675 (December 2020).