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OK

# EXECUTIVE ORDERS

## EXECUTIVE ORDER EWE-78-3

WHEREAS, the Data Processing Coordinating and Advisory Council is charged by Act 599 of 1977 to review and approve or disapprove contracts, including renewals, for all data processing hardware, software, maintenance, and professional services for all agencies for each fiscal year; and,

WHEREAS, it is necessary to take positive action to assure that all required information is made available to the Data Processing Coordinating and Advisory Council pursuant to their statutory responsibilities; and,

WHEREAS, the complexity of data processing in Louisiana State Government requires that the State assure itself that all data processing programs and expenditures are fully justified and coordinated; and,

WHEREAS, measurement of hardware utilization and performance should be essential aspects of the ongoing management of any computer operation;

NOW, THEREFORE, I, Edwin Edwards, by virtue of the authority vested in me as Governor of Louisiana by the Constitution and laws of this State do hereby authorize and direct the Data Processing Coordinating and Advisory Council to take whatever action may be necessary to secure a detailed audit and inventory of data processing resources and activities in any and all data processing centers.

FURTHERMORE, I do hereby direct the head of each agency and the management of each computer activity to cooperate with the Data Processing Coordinating and Advisory Council, and direct that the costs of securing all information required by the Data Processing Coordinating and Advisory Council pursuant to this order shall be borne by the agency or activity from whom the information is required. Each agency or activity shall provide access to its records and facilities, and shall obtain such additional information as the Data Processing Coordinating and Advisory Council shall require, and provide it to the Data Processing Coordinating and Advisory Council on a timely basis.

The Data Processing Coordinating and Advisory Council may, at its discretion, supervise and manage the acquisition and collection of any information it deems necessary, or may specify acceptable methods and standards for collection, acquisition, and reporting of such information by the supplying agency.

The Data Processing Coordinating and Advisory Council shall have the management authority necessary to carry out this order.

This order shall become effective this date and shall remain in effect for such time as the Data Processing Coordinating and Advisory Council shall deem necessary to complete this comprehensive study.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge on this the 14th day of February, A.D. 1978.

Edwin Edwards  
Governor of Louisiana

## EXECUTIVE ORDER EWE-78-4

WHEREAS, the people of Louisiana are susceptible—as is mankind everywhere—to a variety of disasters whose causes may be ascribed to the forces of nature or the accidental or willfully destructive hand of man; and

WHEREAS, it is the duty of this Administration to take positive steps to prevent or alleviate the consequences of any disaster which might fall upon this State and its citizens; and

WHEREAS, a single plan of action specifying the responsibilities of State and local governmental units and the anticipated, customary functions of private interests and organizations, would greatly enhance our ability to withstand and diminish the impact of any misfortune,

NOW, THEREFORE, I, Edwin Edwards, Governor of the State of Louisiana, by virtue of the power vested in me by the Constitution and the laws of this State, do hereby create, within the Office of the Governor, an entity to be known as the Governor's Committee on Emergencies, whose mission shall be to insure, as far as is practical, that the people of Louisiana are sheltered and protected from the adverse consequences of disaster, whether it be caused by nature or by man.

Members of the Committee shall be appointed by the Governor and shall serve at his pleasure. The initial appointments shall be those persons who are listed in Exhibit A attached to this order.

The Committee shall proceed with deliberate speed toward the development of an Emergency Preparedness Plan which will make maximum use of all the resources that can be mustered in the face of a disaster, and in its aftermath. Upon completion, those elements of the Emergency Preparedness Plan which can be implemented by gubernatorial order will be placed into effect by that means. If legislative approval is required to fulfill the objectives of the Plan, the Committee is authorized to seek such approval.

As a part of its mission, the Committee is directed to conduct a survey of the existing emergency or disaster reaction plans of State agencies.

Furthermore, although the Committee may consider other matters, it shall specifically consider the following areas of disaster management: the responsibilities of State, parish, district, and local governments, the declaration of emergencies, the education and warning of the public, evacuation procedures, security of a disaster area, delivery of emergency services, the provision of materials and supplies to affected communities, chain of command, training, mutual aid, the applicability of laws and ordinances during emergencies, and other legal issues.

Also, the Committee shall include in its Plan procedures which will coordinate the efforts of governmental agencies with those of private industry and voluntary organizations.

Finally, the Committee, via written reports, shall keep the Governor informed of its work and progress, and upon completion of the Emergency Preparedness Plan, shall submit it to him.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this the 14th day of February, A. D. 1978.

Edwin Edwards  
Governor of Louisiana

### Exhibit A

#### Governor's Committee on Emergencies

Major General O. J. Daigle, Jr., State Adjutant General,  
Chairman

Lt. Colonel G. W. Garrison, Deputy Superintendent, Louisiana State Police, Vice-Chairman  
 Charles E. Roemer, II, Commissioner of Administration  
 Mr. W. T. Taylor, Jr., Assistant Secretary, Department of Transportation and Development, Office of Highways  
 Dr. William A. Cherry, Secretary, Department of Health and Human Resources  
 Mr. Roy Aguillard, Assistant Secretary, Department of Transportation and Development, Office of Public Works  
 Mr. J. Burton Angelle, Secretary, Department of Wildlife and Fisheries  
 Colonel F. L. Morrison, Assistant Secretary, Department of Public Safety, Office of Emergency Preparedness  
 Mr. Charles Pasqua, Executive Secretary, Louisiana Municipal Association, representing municipalities  
 Mr. Jimmy Hayes, Secretary, Police Jury Association of Louisiana, representing police juries  
 Honorable Elton A. Arceneaux, Sheriff, Acadia Parish, representing sheriffs  
 Earl Glynn Penton, Chief of Police, City of Bogalusa, representing city police forces  
 Mr. B. Jim Porter, Administrator, Department of Natural Resources, Office of Conservation, Nuclear Energy Division  
 Colonel Ray C. Tremont, Regional Director, Volunteers of America, representing volunteer groups  
 Dallas Green, Fire Chief, City of Shreveport, representing firemen

# EMERGENCY RULES

## DECLARATION OF EMERGENCY

### Department of Agriculture Office of Agricultural and Environmental Sciences Seed Commission

The Louisiana Department of Agriculture, Office of Agricultural and Environmental Sciences does hereby exercise the emergency provisions of the Administrative Procedures Act (R.S. 49:953B) to adopt, effective March 20, 1978, the following amendment to the Louisiana Seed Law and Rules and Regulations, under authority of R.S. 3:1431-1447.

The Louisiana Seed Commission has authorized the certification of all varieties of soybean seed with a germination of seventy percent or better for the 1977 crop. This action was deemed necessary, in order to provide the soybean farmers with a sufficient supply of certified seed.

All tags issued on seed with germination below eighty percent but seventy percent or above will be stamped "Substandard for Germination," and the actual germination will appear on the tag.

The Seed Law tolerance will not apply to germination below seventy percent. The applicant for tags will be responsible for seed that germinates below seventy percent.

Richard Carlton, Secretary  
 Seed Commission

## DECLARATION OF EMERGENCY

### Board of Elementary and Secondary Education

The State Board of Elementary and Secondary Education, at its regular meeting on February 23, 1978, exercised the emergency rule making provision of the Administrative Procedures Act, R.S. 49:953B, to modify its guidelines for the administration of Act 20 and to extend application of the guidelines to those applying for tuition exemption for the 1978 summer semester. This action was taken to prevent the economic loss and hardship which would have resulted from delaying modification of the Act 20 guidelines.

#### Act 20 Guidelines

1. The State Department of Education shall prepare an application form for the approval of the tuition exemption. This form will be sent to all local school boards for distribution to eligible teachers.

2. A. Teachers will make application for "tuition exemption" to the Louisiana public college or university that they are to attend after receiving Act 20 eligibility verification from the local principal and superintendent or his designee.

B. Applications for tuition exemption and an appropriate application for admission should be received by the college or university in which they wish to enroll at least thirty days prior to the beginning of the semester.

C. Course eligibility will be determined by the college or university to which application is made according to these guidelines.

D. All qualified applicants will be granted only the "tuition exemption."

3. Any certified teacher teaching in, or on approved leave from, a State approved elementary or secondary school, or any degreed teacher eligible to teach in a public school and teaching in an approved nonpublic elementary or secondary school in compliance with nonpublic school standards, shall be eligible for the tuition exemption providing the teacher "attends" a Louisiana public college or university. This tuition exemption shall not apply to those teachers holding temporary certificates but will apply to those teachers holding regular certificates with temporary certification in a particular area.

A. Interpretation of "attend": The teachers shall enroll in an on-campus course or an extension course for credit. Correspondence courses will not be considered.

B. Interpretation of "teacher": Any employee of an elementary or secondary school whose position requires a standard teacher certificate and who possesses such a certificate.

C. Interpretation of "approved elementary and secondary school": Any school that is involved in the day-to-day teaching of students of grades kindergarten through twelve or any combination thereof that is on the approved list of schools under the direction of the State Board of Elementary and Secondary Education. This shall include only the approved public, nonpublic, alternative, and special schools as listed in *Bulletin 741*.

D. Only full-time teachers that are regularly employed, or those that are on approved leave, are eligible under this Act. Day-to-day substitute teachers are not eligible.

4. Only those courses of instruction in the teacher's field or discipline may be taken under this program. Course load shall not exceed six semester hours per semester while teaching full time.

Interpretation of "field or discipline":

A. Course work in the area of certification endorsed on the applicant's valid Louisiana standard teaching certificate;

B. Methods and professional education courses that deal directly with the area of certification endorsed on the teaching certificate;

C. Course work outside the area of certification endorsed on the teacher's certificate, provided the principal recommends the area of instruction in which the teacher shall enroll. This must be attested to by the principal or immediate supervisor and the local superintendent;

D. Required course work in a Board of Regents' approved advanced degree program in an area in which the applicant is presently teaching.

5. The State Superintendent of Education shall reimburse each Louisiana public college or university for only the "tuition" funds lost due to this program, for applicants who are eligible according to the guidelines adopted by the State Board of Elementary and Secondary Education. The funds shall be paid from monies appropriated therefor or otherwise made available for this program.

6. The program will go into effect only after certification by the Division of Administration and approval by the Legislative Budget Committee that the General Fund revenues are available for this purpose.

7. Appeals.

A. An Act 20 Appeals Committee composed of three members shall be appointed by the State Board of Elementary and Secondary Education.

B. Any person denied eligibility for the tuition exemption would be given written reasons for denial and be advised of the right to appeal to the Act 20 Appeals Committee.

C. The individual should then contact the Director of the State Board of Elementary and Secondary Education for procedures to be followed for the appeal.

D. The Act 20 Appeals Committee would meet, if necessary, prior to the regular monthly meeting of the State Board of Elementary and Secondary Education to hear appeals cases so that their recommendations can be acted upon by the full Board at the regular meeting.

James V. Soileau, Director  
Board of Elementary and Secondary Education

### **DECLARATION OF EMERGENCY**

#### **Department of Health and Human Resources Office of Family Services**

The Department of Health and Human Resources, Office of Family Services, has adopted, effective April 1, 1978, Standards For Emergency Medical Transportation Providers Under Title XIX (Medicaid). The standards are an effort by the Office of Family Services to set forth the minimum standards for participation in the Medicaid Program by providers of emergency medical transportation. The primary objective of the standards is to make them compatible with current laws and Federal regulations and to ensure that the application of the standards is uniform statewide.

This action shall be taken pursuant to R.S. 49:953B. Copies of the emergency rule are available for public examination at the Department of Health and Human Resources, Office of Family Services, 755 Riverside North, Baton Rouge, Louisiana.

William A. Cherry, M.D., Secretary  
Department of Health and Human Resources

### **DECLARATION OF EMERGENCY**

#### **Department of Health and Human Resources Office of Family Services**

The Department of Health and Human Resources, Office of Family Services, has adopted, effective March 1, 1978, the maximum level (cap rate) for long term care eligibility for an individual to be \$533.40 or the facility fee, if less. This revision will allow the Medical Assistance Program to comply with federal regulation (45 CFR 248.2 (d) and 248.4 (e)).

This action shall be taken pursuant to R.S. 49:953B. Copies of the emergency rule are available for public examination at the Department of Health and Human Resources, Office of Family Services, 755 Riverside North, Baton Rouge, Louisiana.

William A. Cherry, M.D., Secretary  
Department of Health and Human Resources

### **DECLARATION OF EMERGENCY**

#### **Department of Health and Human Resources Office of Family Services**

The Department of Health and Human Resources, Office of Family Services, has adopted, effective March 1, 1978, policy that the nursing home is responsible for the care of patients who do not have bowel or bladder control. This does not require the nursing home to use disposable pads or diaper service. If the nursing home chooses this method of care, the cost is included in the basic payment for nursing home care. However, if the patient or his family requests disposable pads or diaper service as the method of care, the patient's family may be charged for it.

In regard to transportation, the nursing home is responsible for seeing that the patient has a way to get to and from the physician's office, clinic, or hospital when needed. The nursing home must also make arrangements for other needed transportation. The cost of transportation is not included in the basic payment to the nursing home; therefore, this service may result in a charge to the patient's family.

This action was taken to comply with Federal regulations pursuant to R.S. 49:953B. Copies of the emergency rule are available for public examination at the Department of Health and Human Resources, Office of Family Services, 755 Riverside North, Baton Rouge, Louisiana.

William A. Cherry, M.D., Secretary  
Department of Health and Human Resources

### **DECLARATION OF EMERGENCY**

#### **Department of Health and Human Resources Office of Family Services**

The Department of Health and Human Resources, Office of Family Services, has made use of the emergency provision of the Administrative Procedures Act to adopt, effective April 1, 1978, the expansion of the Medical Assistance Program by allowing reimbursement for emergency medical transportation, in order to protect and preserve the lives of Louisianians in medical emergencies.

The term "emergency medical transportation" means transportation being provided for an unforeseen combination of circumstances which apparently demands immediate attention at a medical facility to prevent serious impairment or loss of life; when a mental patient is unmanageable or needs restraint; when

a patient has a medical condition such a possible heart attack, coma, hemorrhage, loss of consciousness, a debilitating condition; transfer of a patient requiring the administering of intravenous fluids, for which the patient would be susceptible to injury using other methods of transportation.

Vendor payment shall be made for emergency medical transportation as defined in Section 19-850 of the *Manual of Policies and Procedures for the Medical Assistance Program*, subject to the following conditions:

A. The emergency medical transportation service is provided one way to the nearest appropriate hospital. The equipment, its personnel, and its capabilities to provide the services necessary to support the required medical care disignates the hospital as appropriate.

B. The medical necessity of the emergency medical transportation service is verified by a physician (for Medicaid eligibles who have Medicare Part B coverage, this verification is mandatory); or a designated medical professional supervising emergency intake in the treating facility; or a designated party in the admitting area of a medical facility. (Admission to the facility is usually ordered by admitting physician and the medical need for service is dated, signed, and referenced to the admitting physician.)

C. The receiving treating facility shall be the nearest appropriate facility providing the necessary medical care.

D. There are no arbitrary limitations as to the number of emergency medical transportations for which payment will be made.

Payment for these services is in the amount of the provider's rate for the service established by the Office of Family Services for that provider. Reimbursement of one dollar per mile, not to exceed twenty-five dollars, is made for travel outside the provider's geographical base rate region.

This action was taken pursuant to R.S. 49:953B. Copies of the emergency rule are available for public examination at the Department of Health and Human Resources, Office of Family Services, 755 Riverside North, Baton Rouge, Louisiana.

William A. Cherry, M.D., Secretary  
Department of Health and Human Resources

## DECLARATION OF EMERGENCY

### Department of Transportation and Development

The Louisiana Department of Transportation and Development exercised the emergency provisions of the Administrative Procedure Act (R.S. 49:953B) to adopt, effective March 20, 1978, with retroactive application to January 16, 1978, the following rules as amendments to the Department of Transportation and Development's "Regulations for Trucks, Vehicles and Loads." These emergency rules will provide for equitable enforcement of Act 113 of the Louisiana Legislature of 1977, which became effective upon the signature of the Governor on June 22, 1977, and are in the best economic welfare of the state.

1. When the gross vehicle weight does not exceed the legal weight: When the axle weight on one or more axles or set of axles exceeds the legal weight by more than two thousand pounds per axle and the load cannot be shifted, a violation ticket will be issued. The fee will be determined based on the sum of the excess axle weights after subtracting two thousand pounds from the overload per axle in excess of the legal limit by more than two thousand pounds. The two thousand pounds variance allowed

for each axle will not be subtracted from those axles that do not exceed the legal axle weight.

2. When the gross vehicle exceeds the legal as well as one or more axles exceed the legal axle weight: In this case, the fine will be determined as described in Paragraph 1 for axle overload. Additionally, the fine resulting from the overload of the gross vehicle weight will be calculated. Only one penalty will be assessed. The penalty assessed will be either for axle overload or for overload of the gross vehicle weight, whichever results in the greater penalty. A variance of two thousand pounds will not be deducted from gross vehicle weight and actual axle weights will be used to determine the gross vehicle weight.

All overweight violation tickets issued since January 16, 1978, will be reviewed and all fines assessed in excess of this policy will be reduced and refunds issued.

George A. Fischer, Secretary  
Department of Transportation and Development

# RULES

## RULES

### Department of Agriculture Dairy Stabilization Board

The Dairy Stabilization Board at its meeting on February 28, 1978, adopted the following rules to be added to its Rules and Regulations (1977 edition).

1.1B(20) "Milk case" means the wood, metal, or plastic container essential for transporting or delivering cartons, bottles, jugs, or other packages of dairy products.

\* \* \* \*

#### Unauthorized Use of Milk Cases Prohibited

2.4A(8)m The using, shipping, lending, borrowing or in any way the possessing of milk cases by a processor or distributor of milk cases belonging to any other processor or distributor.

#### Misuse of Milk Cases Prohibited

2.4A(8)n The giving away, throwing away, donating, or the disposing in any way by a retailer of milk cases belonging to any licensed processor or distributor.

C. James Gelpi, Director-Attorney  
Dairy Stabilization Board

## RULES

### Department of State Civil Service

Following its public hearing on February 14, 1978, the State Civil Service Commission adopted amendments to the following Civil Service Rules: 7.20(c) and 11.23.

The rules as amended read as follows:

7.20 Noncompetitive Classes.

\* \* \* \*

(c) The Director may waive competitive appointment requirements and approve the noncompetitive appointment of an applicant to a position provided such applicant:

1. Is a bona fide client of the Vocational Rehabilitation Program or the Blind Services Program of the Office of Rehabilitation Services, Department of Health and Human Resources, and

\* \* \* \*

11.23 Civil, Emergency, and Special Leave.

An employee shall be given time off without loss of pay, annual leave, or sick leave when

\* \* \* \*

(k) the employee is a current member of the Civil Air Patrol and incident to such membership is ordered to perform duty with troops or participate in field exercises or training, except that such leave shall not exceed fifteen working days in any one calendar year and shall not be used for unit meetings or training conducted during such meetings.

\* \* \* \*

George Hamner, Director  
Department of State Civil Service

**RULE**

**Department of Commerce  
Licensing Board for Contractors**

Rule 28—Any person, firm, or corporation duly licensed under the provisions of R.S. 37:2150, et seq., who violates any provision of the said Louisiana contractor's licensing law or any rule or regulation of this Board may, after due and proper hearing, have its license suspended or revoked by this Board. Prior to the Board's action on suspension or revocation of licenses as aforesaid, the licensee shall be given a hearing in accordance with the Louisiana Administrative Procedures Act.

Emery L. Villar, Executive Director  
Licensing Board for Contractors

**RULES**

**Board of Trustees for State Colleges and Universities**

Part IV. Educational Policies and Procedures.

Section 4.9 Requests for New Degree Programs.

Change subsection B.1. to read as follows:

B. The deadlines for filing letters of intent and requests for new academic degree programs with the Board shall be as follows:

1. a. Letters of intent for baccalaureate, master's, specialist, and doctoral programs must be filed at least twelve months in advance of the Board of Regents' deadlines for submission of requests for new academic degree programs, which deadlines are February 1 and September 1.

b. Letters of intent for certificate and associate degree programs must be filed at least ninety days in advance of the Board of Regents' deadlines for submission of requests for new academic degree programs, which deadlines are February 1 and September 1.

\* \* \* \*

Part VII. Faculty and Staff Policies and Procedures.

Section 7.13 Faculty.

A. Salary Schedule.

Change subsection 3. to read as follows:

3. A person who has earned one year (twenty-four semester hours) of graduate credit in his or her teaching field or work leading to a higher degree in his or her major field, after having completed the requirements for

the master's degree, shall be paid four hundred dollars above the salary to which he or she is entitled by his or her rank and his or her current salary, and for two years (forty-eight semester hours), or upon completion of the comprehensive general exam for the terminal degree, he or she shall be paid eight hundred dollars.

Bill Junkin, Executive Director  
Board of Trustees for State  
Colleges and Universities

**RULES**

**Department of Education**

**Official Guidelines by Act 10 In-Service Committee**

1. Each parish shall plan an in-service program of at least twelve hours duration to be conducted within the minimum one hundred eighty school days; additional in-service is desirable.

2. Organizational meetings, orientation, and faculty meetings are not acceptable for the required in-service.

3. a. A representative group of classroom teachers is to be involved in a needs assessment for in-service programs.

b. A representative group of classroom teachers is to be involved in the planning of in-service programs.

c. Participation of selected classroom teachers in conducting in-service program activities is to be encouraged.

4. The required in-service program must include the attendance of all professional educators in the parish or city school system.

5. April 1 is the final date for receipt of plans in the State Department of Education for approval. Revisions of approved plans must be submitted to the State Department of Education on or before five weeks prior to the in-service program.

6. Revisions of disapproved plans must be submitted to the State Department of Education by August 1.

7. Special additional in-service must be provided for teachers in need of special training or special assistance.

8. Innovative approaches and/or instructional techniques identified in the needs assessment shall receive attention.

9. It is recommended that local systems utilize local and other parish supervisors, teachers, and community members for in-service activities.

10. Each local system shall develop an instrument for evaluating their in-service program. A representative group of classroom teachers shall review the evaluation and make recommendations for improving the in-service program for the following year. The evaluation form must be submitted with the in-service plan.

Any exception to the approved guidelines may be requested of the State Department of Education for their consideration in determining the approval of the proposed program.

J. Kelly Nix  
State Superintendent of Public Education

**RULES**

**Board of Elementary and Secondary Education**

The State Board of Elementary and Secondary Education at its regular meeting on February 23, 1978, adopted the following amendments to Bulletin 746, *Louisiana Standards for Accreditation of School Personnel*. This action was taken to implement certain Acts of the 1977 Legislature relative to teacher certification. These same amendments were first adopted and placed

into effect by the Board on October 27, 1977, on an emergency basis.

**Rule 3.01.70v(11)**—The Board amended page 2 by adding the following:

Act 756 of 1977 requires that (1) the applicant, prior to entry into a teacher education program, shall have completed three hours of counseling related to the suitability and aptitude of the student for teaching and the availability of jobs both geographically and by subject area; this counseling shall be conducted by university counseling services outside the teacher education program; (2) the applicant shall have attained a 2.20 average on a 4.00 scale in all course work as a condition for entrance into a teacher education program; (3) the applicant shall have achieved a 2.50 average on a 4.00 scale at graduation from an approved program. (Effective September 9, 1977, all students formally enrolled and admitted to teacher education programs must be in compliance with Act 756 and Act 757 of the 1977 Legislature.)

Act 645 of 1977 requires that on and after April 1, 1978, certification shall be a reliable indicator of minimum current ability and proficiency of the teacher to educate at the grade level and in the subject(s) to which the teacher is assigned.

Act 16 of 1977 requires that applicants for certification on and after September 15, 1978, must pass an examination which includes English proficiency, pedagogical knowledge, and knowledge in the areas of specialization of the applicant as a prerequisite to the granting of such certificate.

**Rule 3.01.70v(12)**—The Board amended Page 13, paragraph 3 to read:

The application for certification shall indicate that the applicant has earned credit in student teaching. The applicant shall have spent a minimum of 270 clock hours in student teaching with at least 180 of such hours spent in actual teaching. A substantial portion of the 180 hours of actual student teaching shall be on an all-day basis (Act 756 of 1977). The teacher education program shall include: 1) practical experience in actual classroom situations during a student's sophomore year; 2) field experience in schools of varied socioeconomic and cultural characteristics (Act 757 of 1977).

The Board amended page 13, item d to read:

d. At least twelve semester hours of professional teacher education courses appropriate to the elementary level, including three semester hours in child psychology and nine semester hours in the teaching of reading including at least three semester hours of credit for a practicum or laboratory situation involving work with children and materials of instruction. (Act 756 of 1977).

**Rule 3.01.70v(13)**—The Board amended page 17, item c by adding:

In compliance with Act 756 of 1977, a minimum of 270 clock hours shall be spent in student teaching with at least 180 of such hours spent in actual teaching. A substantial portion of the 180 hours of actual teaching shall be on an all-day basis. Act 757 of 1977 states that the student teaching shall include: 1) practical experience in actual classroom situations during a student's sophomore year; 2) field experience in schools of varied socioeconomic and cultural characteristics.

The Board amended page 17, item 3a by increasing semester hours required from 21 to 27.

**Rule 3.01.70v(14)**—The Board amended page 18 by increasing the semester hours required in principles of teaching reading from three to nine.

**Rule 3.01.70v(15)**—The Board amended page 20, second paragraph to read:

The application for certification shall indicate that the applicant has earned credit in student teaching. The applicant shall

have spent a minimum of 270 clock hours in student teaching with at least 180 of such hours spent in actual teaching. A substantial portion of the 180 hours of actual student teaching shall be on an all-day basis (Act 756 of 1977). The teacher education program shall include: 1) practical experience in actual classroom situations during a student's sophomore year; 2) field experiences in schools of varied socioeconomic and cultural characteristics (Act 757 of 1977).

The Board amended page 20, item 3 to read:

e. Six semester hours of credit in the teaching of reading for all persons seeking secondary certification (Act 756 of 1977).

**Rule 3.01.70v(16)**—The Board amended page 27, second paragraph to read:

The application for certification shall indicate that the applicant has earned credit in student teaching. The applicant shall have spent a minimum of 270 clock hours in student teaching with at least 180 of such hours spent in actual teaching. A substantial portion of the 180 hours of actual student teaching shall be on an all-day basis (Act 756 of 1977). The teacher education program shall include: 1) practical experience in actual classroom situations during a student's sophomore year; 2) field experiences in schools of varied socioeconomic and cultural characteristics (Act 757 of 1977).

The Board amended page 27 by adding the following:

e. Six semester hours in the teaching of reading (Act 756 of 1977).

James V. Soileau, Director

Board of Elementary and Secondary Education

## RULES

### Board of Elementary and Secondary Education

#### Rule 3.01.51.f

The Board revised Bulletin 741, *Handbook for School Administrators*, Revised 77, pages 1, 2, 5, 15, 16, 17, 18-25, 26, 27, 28, 29, 30, 31, 34, 35, 36, 37-44 to extend application to the nonpublic schools to read as follows:

Page 1, Paragraph 2, Transfer Student Records.

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 student's record of attendance, achievement, and the units of credit earned, is required.

The principal of any approved school receiving a student from an unapproved school, in or out-of-state, should carefully investigate the composition of the unapproved school and its instructional program. If, in the principal's and/or superintendent's judgement, the quality of instruction is of an inferior grade, the student may be required to take an entrance examination on any subject matter for which credit is claimed. The school issuing the high school diploma must account for all credit required for graduation, and its records must show when and where this credit was earned.

Page 2, Paragraph 3, School Fund Records.

A complete account showing the receipts and disbursements of all funds handled by the school should be reported to the school board office at least once during the school session, preferably at the end of the year.

Page 2, Paragraph 4, Health Records.

A record shall be kept on the health of each student, from kindergarten to graduation.



Page 2, Paragraph 5, Textbook Records.

A record of all textbooks shall be kept. This shall include textbooks on hand at the beginning of the session, those added, those lost or worn-out, and those needed.

Page 2, Paragraph 6, Other Records.

Any other records that may be required by the State Board of Elementary and Secondary Education or the State Department of Education shall be submitted.

Page 4, Paragraph 4, Reports of Pupil Progress.

Reports covering the student's achievement and progress shall be made to parents or guardians periodically. These reports shall contain an evaluation of the pupil's scholastic achievement and department.

Page 4, Paragraph 5, Other Reports.

Any other reports that may be required by the State Board of Elementary and Secondary Education or the State Department of Education shall be submitted.

Page 15, Special Requirements—Health and Physical Education.

Students may be exempted from the requirements in Health and Physical Education for medical reasons only; however, the minimum number of units of credit required for graduation shall remain twenty.

The required courses in this area should be scheduled in the ninth and tenth grades.

In schools having approved Junior Reserve Officer Training Corps training, credits may, at the option of the local school board, be substituted for the required credits in Health and Physical Education, including required hours in health instruction.

Only curricular physical education experiences may be counted for credit toward the two required Health and Physical Education units. Such extra or cocurricular experiences as intramurals, athletics, band, majorettes, drill team, dance team, cheerleaders, or any other type cocurricular activities cannot be counted for credit toward the required Health and Physical Education units.

Page 16, Second paragraph on students not enrolled in the high school participating in school activities.

A student not regularly enrolled in the current school year in the high school is automatically eliminated from participation in all high school activities with the exception of high school graduation ceremonies.

Page 16, Proficiency Examinations.

When a school official believes that a student has mastered eligible subject matter (Any course in the General and Academic Section of the program of studies is eligible. Courses other than those listed may be approved by the Bureau of Secondary Education, State Department of Education.) and reached the same or a higher degree of proficiency as that of a student who successfully completed an equivalent course at the regular high school or college level, he may give such student a proficiency examination for high school credit. The testing instrument must be approved by the Bureau of Secondary Education, State Department of Education.

The year taken, grade and unit of credit earned are entered on the Certificate of High School Credits, with "M.P.S." (minimum proficiency standards) indicated in the remarks column.

Students shall not be allowed to take proficiency examinations in courses at a level below that which they have completed or in which they are enrolled.

Page 17, Guidelines.

Various factors influence students' participation in elective courses. In an effort to allow for individual differences, and to promote variable experiences in many subject matter fields, where feasible, restrictions shall be eliminated. Half-unit credit

shall be allowed in nonvocational subjects and may be allowed for vocational subjects under the conditions given on page 25.

A student's participation in a particular subject, shall be based upon a combination of logical, sequential courses of study which shall lead to the desired objectives. The placement of a student in a subject area or level of a subject may be cooperatively decided by a student, parent, teacher, guidance counselor, and administrator.

Pages 18-25, Secondary Program of Studies.

### **Secondary Program of Studies**

#### **General and Academic**

Quarter credits may be awarded upon authorization by the Bureau of Secondary Education, State Department of Education, provided such credits meet a time requirement proportionate to whole units, i.e., a minimum of forty-five hours.

Art—One-half or one unit of credit may be given for each of the following subjects: Art I, II, III and IV.

Driver Education—One-half unit of credit: Driver Education and Traffic Safety.

English—One-half or one unit of credit may be given for each of the following subjects: Business English (May be taught in Business and Office Education); English I, II, III, IV; Reading I (Remedial level); Reading II.

Foreign Language—One-half or one unit of credit may be given for each of the following subjects: French I, II, III and IV; German I, II, III and IV; Italian I, II, III and IV; Latin I, II, III and IV; Russian I, II, III and IV; Spanish I, II, III and IV.

Health and Physical Education—One-half or one unit of credit may be given for each of the following subjects: Health Education; Physical Education I, II, III, and IV.

Industrial Arts—One-half or one unit of credit may be given for each of the following subjects: American Industries, Communications, Construction, Construction Processes, Drafting, Electricity-Electronics, Graphic Arts, Manufacturing, Manufacturing Processes, Materials and Processes, Metals, Plastics, Power, Power and Energy, Research and Development, Transportation, Visual Communication, Woods.

A maximum of one unit of credit is allowed in each of the above courses of instruction.

Journalism—One-half or one unit of credit may be given for each of the following subjects: Journalism I and II.

Mathematics—One-half or one unit of credit may be given for each of the following subjects: Advanced Mathematics, Algebra I and II, Business Arithmetic (May be taught in Business and Office Education), Computer Science, Consumer Mathematics, Geometry, Mathematics I and II, Trigonometry.

Music—One-half or one unit of credit may be given for each of the following subjects each year: A Cappella Choir; Applied Music; Band; Chorus; Fundamentals of Music; General Music; Instrumental Ensemble Class; Instrumental Technique Class; Music History and Appreciation; Orchestra; Piano Class; Privately Tutored Piano Instruction (Approval by the State Department of Education must be granted before credit for private piano instruction can be given. Southern Association of Colleges and Schools members must comply with Principle D, Standard 6, from *Standards, Policies, and Procedures of the Commission on Secondary Schools.*); Vocal Ensemble; Voice Class.

Reserve Officer Training Corps (R.O.T.C.)—Junior—One-half or one unit of credit may be given for each of the following subjects: Junior R.O.T.C. I, II, III and IV.

Science—One-half or one unit of credit may be given for each of the following subjects: Aerospace Science, Biology, Chemistry, Earth Science, Environmental Science, General Science, Physical Science, Physics.

Social Studies—One-half or one unit of credit may be given for each of the following subjects: American Government,

American History, Civics, Economics (May be taught in Business and Office Education), Geography, Psychology, Sociology, World History I (Prehistoric to 1500), World History II (1500 to present).

Speech—One-half or one unit of credit may be given for each of the following subjects: Speech I (Fundamentals), Speech II (Interpretation and Drama), Speech III (Public Speaking, Debate and Group Discussion).

Religion—State-approved private and sectarian high schools may include offerings in religion in the program of studies, and grant a maximum of two elective units in this field toward meeting the requirements for high school graduation. Such credits shall be accepted when transferred to other State-approved high schools.

### Vocational

#### Agriculture:

Agriculture I, II, III and IV (I and II prerequisite to III and IV)—one unit.

Agriculture Laboratory III and IV (Open only to students enrolled in Vocational Agriculture classes)—one unit.

Cooperative Agriculture Education (CAE) (After successful completion of either Agriculture III or IV, combined with CAE, the student will receive one unit of credit for time spent in class and two units of credit for time spent on the job. This credit shall be combined where indicated on the Certificate of High School Credits.)—two units.

#### Business and Office Education:

Bookkeeping I (Prerequisite to II)—one unit.

Bookkeeping II—one-half or one unit.

Business Arithmetic (May be taught in Mathematics area)—one-half or one unit.

Business English (May be taught in English area)—one-half or one unit.

Business Law—one-half unit.

Business Principles—one-half or one unit.

Clerical Practice—one-half or one unit.

Cooperative Office Education—three units.

Data Processing—one-half unit.

Economics (May be taught in Social Studies area)—one-half or one unit.

General Business—one unit.

Office Machines—one-half unit.

Personal Typewriting (nonvocational) (Credit for Personal Typewriting cannot be given to students who have completed Typewriting I and II unless it precedes Typewriting I and II.)—one-half unit.

Record Keeping—one unit.

Shorthand I (Prerequisite to II)—one unit.

Shorthand II—one-half or one unit.

Typewriting I (Prerequisite to II, Clerical Practice, Data Processing, and Cooperative Office Education)—one unit.

Typewriting II—one-half or one unit.

#### Distributive Education:

Distributive Education Preparatory I—one unit.

Distributive Education Preparatory II—one unit.

Salesmanship—one-half unit.

Cooperative Distributive Education I (Prerequisite to II)—three units.

Cooperative Distributive Education II—three units.

#### General Cooperative Education:

General Cooperative Education I—three units.

General Cooperative Education II—three units.

#### Health Occupations:

Nurse Aide (recommended for seniors) Two or three regular class periods per day per week—two to three units.

#### Practical Nursing:

Junior year (Three regular class periods per day per week)—three units.

Summer (six regular class periods per day per week for six weeks)—one unit.

Senior year (Four regular class periods per day per week)—four units.

Other Health Allied Fields (Subject to prior approval by the Trade and Industrial Education Section, State Department of Education)—two to three units.

#### Home Economics:

##### Consumer Education and Homemaking:

Basic Home Economics I and II—one unit each.

Home Economics III and IV—one unit each.

Child Development—one-half unit.

Consumer Education and Family Economics—one-half unit.

Housing and Equipment—one-half unit.

Nutrition Education—one-half unit.

The Home and Family—one-half unit.

Advanced Child Development (Basic Home Economics I and II are prerequisites.)—one-half unit.

Advanced Sewing and Design (Basic Home Economics I and II are prerequisites.)—one-half unit.

Gourmet Cookery (Basic Home Economics I and II are prerequisites.)—one-half unit.

##### Occupational Training Courses:

Home Economics Preparatory Occupational I and II, eleventh and twelfth grades—one to three units.

Cooperative Home Economics, twelfth grade—three units.

Basic Home Economics I prerequisite to Basic Home Economics II; Home Economics II prerequisite to Home Economics III and/or IV. Preparatory Occupational I prerequisite to Preparatory Occupational II.

##### Trade and Industrial Education:

Specific Trade and Industrial course to be determined upon prior program approval by the Division of Vocational Education.

Trade and Industrial Education (Two or three regular consecutive periods per day per week)—two to three units per year.

Cooperative Trade and Industrial Education—three units.

Page 25, Guidelines for Granting Credit in Vocational Education Courses.

One-half unit credit may be granted for all whole-unit vocational courses when a valid reason is evident. No credit may be granted for cooperative programs unless the entire course be completed. Permission for the granting of less than full credit may be given by the State Department of Education.

All newly instituted vocational education programs for a school system must be approved by the Division of Vocational Education, State Department of Education.

Page 26, Vocational Cooperative Education Programs.

#### Aggregate Time Allotment and Length of Class Periods

##### Vocational Cooperative Education Programs:

Cooperative Agriculture Education

Cooperative Distributive Education

Cooperative Home Economics

Cooperative Office Education

Cooperative Trade and Industrial Education

General Cooperative Education

Time requirements for the above subjects: One regular period per day, five days per week, of vocationally related classroom instruction, with an average minimum of fifteen hours of job training during the school week (a minimum of five hours to be during school hours).

The student will receive one unit of credit for time spent in a cooperative related instructional class and two units of credit for time spent in on-the-job training, but in all cases, both phases of the program must be successfully completed before credit may be awarded in either. Only one grade shall be given for both classwork and on-the-job training.

**Private and Sectarian Schools**—Schools having special curricular offerings in addition to the regular high school program may, with the approval of the director of the Bureau of Secondary Education, State Department of Education, schedule all regular high school classes (except science and vocational subjects) for a minimum of two hundred fifty minutes per week.

Page 27, Correspondence Study Courses.

Credit toward high school graduation may be earned through correspondence work from the General Extension Divisions, Louisiana State University and Southern University. An application to the General Extension Division for correspondence study courses must be approved by the high school principal, and the director of the Bureau of Secondary Education, State Department of Education. This is the only method by which correspondence study credits acceptable to the Department of Education may be earned.

Page 28, Students Transferring from Foreign Schools.

Placement of students transferring from non-American foreign schools shall be determined by the school system in which the student is enrolling. This determination shall be accepted by the State Department of Education.

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

Page 29, Adding Elective Courses to the Program of Studies.

A school system that wishes to add an elective course to its program of studies shall apply to the director of the Bureau of Secondary Education, State Department of Education, at least sixty days prior to the anticipated date of implementation. This application shall be signed by the chief administrative officer of the local school system and shall contain the following information:

1. Brief statement of course content.
2. Units of credit to be granted.
3. Course objectives and how they will be measured.
4. Qualifications of instructor.
5. When the course is to begin.
6. Approximate number of students.

The director will determine, from the information submitted, whether or not the course is approved and so notify the applicant.

If the course is to be offered for the succeeding school year, an end-of-year evaluation shall be sent to the Bureau of Secondary Education. Continuation of the course will be based upon this evaluation.

After an elective course has been in effect for three successive school years, the chief administrative officer of the school system may apply by letter to the director of the Bureau of Secondary Education to have the course made a permanent part of his school system's curriculum.

Pages 30-31, Approval of Experimental Programs (Southern Association of Colleges and Schools member schools should comply with Principle I, Standards 1 and 2.)

#### **Approval of Experimental Programs**

An experimental program is one which requires approval to deviate from established standards and will be carried out under controlled conditions. Approval will be granted on a yearly basis not to exceed three years, after which time permanent approval will be considered.

In order to receive experimental status, these procedures will be followed:

1. A letter of intent must be submitted to the Bureau of Secondary Education, State Department of Education, at least ninety days prior to the anticipated date of implementation. It shall contain the following information: (a) proposed title of program; (b) name and address of school; (c) name and address of local school system; (d) name and signature of superintendent; (e) name, title, address and telephone number of person submitting proposal; (f) units of credit to be granted; (g) source of funding.

2. A brief narrative report, including the following information, shall be attached.

- a. A statement documenting support for the intended program.

- b. A statement outlining the exact guideline deviations necessary to implement the program.

- c. A statement outlining specific timelines for the planning and implementing phases of the program, including intended procedures.

- d. A statement of the evaluation procedures to be used in determining the program's effectiveness. (These procedures should spell out specific objectives to be accomplished.)

- e. A statement indicating approximate number of students to be involved in the project.

- f. A statement of qualifications or certification of instructional personnel.

- g. A statement stipulating that applicable local, State, and Federal regulations will be followed.

3. An evaluation by the local education agency must be submitted annually to the Bureau of Secondary Education until permanent status is granted.

Page 34, Instruction by Private Teachers (Southern Association of Colleges and Schools member schools should comply with Principle D, Standard 6.)

In a community where no organized summer school is operated, credit will 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 properly certified for regular employment in an approved 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 in a privately tutored course, a student must obtain written approval from the principal of the high school in which he is enrolled.

Page 35, High School Credit for College Courses.

1. College courses for credit should be limited to students who have earned twelve or more high school units of credit toward graduation.

2. A student must have at least a 3.0 average on a 4.0 scale for all high school courses taken.

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

4. The student must have scored at least a minimum composite score of 24 on the American College Test (ACT).

5. The student must earn at least two or three college hours of credit per semester. (The two or three-hour course per semester shall be counted as one unit of credit toward high school graduation.)

6. The high school administrator must establish a procedure with the college to receive reports of the student's class attendance and performance at six or nine-week intervals.

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