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State of Iowa
1958

IOWA DEPARTMENTAL RULES

JULY
1958
SUPPLEMENT

Containing

The permanent rules and regulations of general application promulgated by the
state departments from January 1, 1958 to July 1, 1958



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PREFACE

This volume is published in compliance with section 14.3(7) of the Code. The rules of the various boards and departments are arranged in alphabetical order, using the names of the departments in general use.

Not all of the rules and regulations promulgated by the state departments have been included. The Act specifies "permanent" rules of "general application." Where rules have been omitted by the editor there is a notation indicating where such rules may be obtained.

July 1958

THE EDITOR

PUBLICATION OF DEPARTMENTAL RULES

Section 14.3 of the Code, subsection 7, requires the Code Editor to:

"Prepare the manuscript copy, and cause to be printed by the state superintendent of printing in each year in which a Code is published, a volume which shall contain the permanent rules and regulations of general application, promulgated by each state board, commission, bureau, division or department, other than a court, having statewide jurisdiction and authority to make such rules. The code editor may omit from said volume all rules and regulations applying to professional and regulatory examining and licensing provisions and any rules and regulations of limited application. The code editor may make reference in the volume as to where said omitted rules and regulations may be procured.

"This volume shall be known as the Iowa departmental rules and any rule printed therein may be cited as I.D.R. giving the year of publication and the page where the particular rule, by number, may be found.

The code editor may provide cumulative, semiannual supplements for insertion in the latest published volume and a place shall be provided in the binding of said volume for insertion of such supplements."

IOWA

DEPARTMENTAL RULES

JULY 1958

DEPARTMENT OF AGRICULTURE

DIVISION OF ANIMAL INDUSTRY

Section X. Rules and regulations governing the movement of sheep through public stockyards, marketing agencies, sale barns, or authorized dealers located within Iowa.

[Filed February 20, 1958]

Pursuant to the authority vested in this department by provisions of the 1954 Code of Iowa, Chapter 163 Section 163.1: Section X of regulation 14-A as it appears in the 1954 Iowa Departmental Rules [1958 I.D.R. 11] is hereby rescinded, and the following new rules adopted.

Par. 1. All sheep sold through sale barns or other marketing agencies, returned to farm flock or feed lot during the period between March 1 to December 15, must be dipped in 0.06% Gamma Isomer of Benzene Hexachloride or Lindane, under the supervision of an accredited veterinarian, approved by the Chief, Division of Animal Industry, Iowa Department of Agriculture. Sheep sold to move direct to slaughter need not be dipped, but must be handled as set forth in paragraph 9, hereunder.

Par. 2. All sheep returned to farm or feed lot during such period, must be placed under quarantine for a period of sixty days. At the end of this period they may be released upon inspection by an Iowa licensed veterinarian if found healthy.

Par. 3. It shall be the responsibility of the veterinarian supervising the dipping, to keep an accurate record of all sheep dipped, with respect to the origin of such sheep, number dipped, and their destination; to issue all quarantines, and to forward a copy of all quarantines issued, to the Chief, Division of Animal Industry, Iowa Department of Agriculture. All sheep showing evidence of scab must be reported on the federal form (Report of Sheep Dipped for Scabies—F. I. Form 24A) and a copy sent to both Chief, Division of Animal Industry, Statehouse, Des Moines 19, Iowa and Veterinarian in Charge, A.D.E., Div. A.R.S. 501 Iowa Building, Des Moines 9, Iowa.

Par. 4. All public stockyards, marketing agencies or sale barns having adequate dipping facilities will be designated as approved dipping stations, and all authorized dealers having satisfactory mobile dipping equipment will be approved. **ALL PUBLIC STOCKYARDS, MARKETING AGENCIES, SALE BARN OR AUTHORIZED DEALERS NOT HAVING ADEQUATE DIPPING FACILITIES MUST DISCONTINUE HANDLING OR SELLING SHEEP THROUGHOUT THE YEAR.**

Par. 5. All stationary dipping vats must be protected from the weather by a permanent roof,

or by a removable type weather tight covering, when not in use.

Par. 6. All dipping vats must be drained and cleaned once each week or more frequently when necessary.

Par. 7. All native sheep sold through sale barns or other marketing agencies during the period between December 15, 1958 and March 1, 1959 and during the same period of each successive year thereafter, shall be accompanied by an official health certificate, stating that the entire flock from which the sheep originated have been inspected on the owners' premises within ten days prior to sale, and that the entire flock is free from scabies, and all other infectious and contagious diseases.

Par. 8. All sheep sold for slaughter shall be accompanied by a properly executed Iowa Department of Agriculture slaughter affidavit. They must be moved directly to a slaughter establishment, where federal inspection is maintained, within a reasonable length of time, without being unloaded en route, except to comply with the requirement of the twenty-eight hour law (34 Stat. 607; 45 U. S. C. 71-74). All sheep sold for slaughter during the period from December 15 to March 1, must in addition, be identified with two letter K's at least four inches high by means of red branding paint.

Par. 9. All sheep, which upon arrival at sale barns or other marketing agencies, showing evidence of scab may be sold for slaughter as provided in paragraph 8 or they must be dipped twice, seven to ten days apart and thereafter be returned to the place of origin, or some other premise approved by the Chief, Division of Animal Industry; placed under quarantine for a period of sixty days, and may then be released after inspection as provided in paragraph 2 above.

Par. 10. All sheep sold direct from trucks without being unloaded, by sale barn managers, or other marketing agencies, but not accompanied by an official state health certificate or federal inspection document, must be sold to go direct to slaughter, under a properly executed state Department of Agriculture slaughter affidavit; dipped; or be returned to the owners' premises.

Par. 11. All sheep sold to move direct to slaughter by reason of showing evidence of sheep scab, must be moved under special permission, granted by the Chief, Division of Animal Industry.

THIS ORDER SHALL BECOME EFFECTIVE MIDNIGHT FEBRUARY 28TH, 1958 AND IS TO REMAIN IN FORCE EACH SUCCESSIVE YEAR THEREAFTER UNLESS OTHERWISE AMENDED OR REVOKED.

CONSERVATION COMMISSION

ADMINISTRATIVE ORDER NO. 250-B

[Filed March 25, 1958]

Administrative Order No. 250, authorized January 7, 1958, and filed January 9, 1958, and Administrative Order No. 250-A filed February 3, 1958, are hereby rescinded and the following Administrative Order, No. 250-B, signed March 11,

1958, is hereby adopted in lieu thereof.

The State Conservation Commission, on its own motion does hereby order and declare under and pursuant to the power and authority of Section 109.39, Code 1954, that for the period from March 1, 1958 to March 1, 1959, the open seasons, daily catch limits and possession limits for fishes be as follows:

INLAND WATERS OF THE STATE				BOUNDARY WATERS	
Kind of Fish	Open Season	Daily Catch Limit	Possession Limit	Min. Length or Weight	Mississippi & Missouri Rivers and Inland Waters of Lee County
Carp, Buffalo, Quillback, Gar, Dogfish, Gizzard Shad	Continuous	None	None	None	Same as inland waters
Sheepshead, Sucker, Redhorse, Chub, Sunfish, Bluegill	Continuous	None	None	None	Same as inland waters
Bullheads	Continuous	15 So. of Hwy. 30. None No. of Hwy. 30	30 So. of Hwy. 30. None No. of Hwy. 30	None	Continuous open season with no catch or possession limits
Rock Sturgeon, Paddlefish	Continuous	15 ea. species	30 ea. species	5 lb.	Same as inland waters
Sand Sturgeon	Continuous	15	30	1 lb.	Same as inland waters
Crappie, Yellow Bass, Silver Bass, Warmouth Bass, Rock Bass, Perch	Continuous	15 ea. species	30 ea. species	None	Same as inland waters
Trout (all species)	Continuous	8	8	None	Same as inland waters
Minnows	Continuous	None	None	None	Same as inland waters
Frogs (except Bullfrogs)	May 10-Nov. 30	4 doz.	8 doz.	None	Same as inland waters
Bullfrogs (<i>Rana catesbeiana</i>)	May 10-Nov. 30	1 doz.	1 doz.	None	Same as inland waters
Catfish	Continuous	16	16	None	Continuous open season with no catch or possession limit
Largemouth Bass Smallmouth Bass	May 24-Feb. 15 North of Hwy. 30. Continuous South of Hwy. 30	5	10	None	Same as inland waters except continuous open season
Walleye-Sauger	May 10-Feb. 15 North of Hwy. 30 Apr. 12-Feb. 15 South of Hwy. 30	5 ea. species	10 ea. species	None	Daily bag limit 8, possession limit 16— Continuous open season
Northern Pike	May 10-Feb. 15	3	6	None	Continuous open season with no catch or possession limit

Where waters are located within the confines of state, city, municipal parks, etc., fishing will be permitted only when such areas are open to the public.

EXCEPTIONS: In Little Spirit Lake, Dickinson County; Iowa and Tuttle (Okamanpedan) Lakes, Emmet County; Burt (Swag) Lake, Kossuth County; and Iowa Lake, Osceola County, the following exceptions apply: WALLEYE PIKE, daily catch limit 6, possession limit 6; NORTHERN PIKE OR PICKEREL, daily catch limit 3, possession limit 3; CATFISH, daily catch limit 8, possession limit 8; LARGEMOUTH AND SMALLMOUTH BASS, daily catch limit 5, possession limit 5; open season May 24 to November 30.

This order shall not apply to commercial fishing.

ADMINISTRATIVE ORDER NO. 251

[Filed April 16, 1958]

The State Conservation Commission, on its own motion does hereby order and declare under and pursuant to the power and authority of Section

109.39, Code 1954, that the open season for the commercial take of paddlefish and sand sturgeon in the Mississippi and Missouri Rivers open April 10, 1958. That a continuous closed season be established for the commercial take of rock sturgeon in the Mississippi and Missouri Rivers.

STATE DEPARTMENT OF HEALTH

EMBALMER EXAMINERS

[Filed February 24, 1958]

Pursuant to authority vested in my office by Sections 139.2 and 139.6, Code 1954, the following amendment to rules and regulations of this department are hereby adopted:

1. Item 12, Depth of Grave, which appears on page 187, 1954 I. D. R. [1958 I. D. R. 207] is

hereby rescinded and the following adopted in lieu thereof:

12. Depth of Grave. Except by special permission from the state department of health no interment of any human body shall be made in any public burial ground unless the distance from the top of the box containing the casket be at least three feet from the natural surface of the ground.

MERIT SYSTEM COUNCIL

[Filed February 13, 1958]

Pursuant to the personnel provisions of the Employment Security Law, Section 96.11 (4) Code of Iowa, and the Social Security Act as amended, and the Standards for a Merit System of Personnel Administration issued by the Federal Social Security Board on November 1, 1939, rules and regulations appearing at 1954 I. D. R., page 214, [1958 I. D. R. 235] Article I, Section 7, and pertaining to Exempt Positions in the Employment Security Commission, are amended by adding sub-

section (c) as follows:

(c) Part-time or short-term professional persons who are (1) paid for any form of service in conducting a special survey or project for occupational research and for which a separate allocation of funds has been made; and (2) are not engaged in the performance of administrative duties under the state plan, and (3) provided that such persons meet the standards of training and experience established by Employment Security Commission.

PUBLIC INSTRUCTION DEPARTMENT

APPROVED SCHOOL DISTRICTS

PURSUANT TO AUTHORITY CONFERRED UPON SAID BOARD BY PROVISION OF SECTION 257.10, SUBSECTION 12, CODE 1954, THE STANDARDS WITHIN SET FORTH SHALL GOVERN THE APPROVAL OF SCHOOL DISTRICTS AS PROVIDED IN SECTION 257.18, SUBSECTION 13, CODE 1954.

[Filed April 23, 1958]

Standard 1. The following standards govern the approval of school districts maintaining elementary and secondary schools through grade twelve and, if operated, junior colleges.

Standard 2. Each school district shall be regarded as approved unless, by official action as provided by law, it has been removed from the approved list of districts.

Standard 3. Each school district shall be listed either as an approved school district or a non-approved school district. In order for a school district to be kept on the approved list, each individual school or division such as elementary or secondary school or junior college maintained by said school district shall comply with the school laws and the standards, regulations and rules adopted by the State Board of Public Instruction.

Standard 4. Each approved school district shall be classified according to three status levels, respectively, as Type I, Type II, or Type III.

Standard 5. A school district shall be regarded as nonapproved when it has been removed from the list of approved school districts as provided by law. Such nonapproval shall be retroactive to cover the period of time during which said school district has failed to meet the established standards.

Standard 6. The school board shall adopt and maintain an accurate records system. It shall include minutes of all meetings of the board, coding of all receipts and expenditures, recording and filing all reports, census records, and copies of reports relative to attendance upon private

instruction of all children of compulsory school age.

Standard 7. The school board shall require each superintendent, principal, supervisor or teacher including each substitute to supply evidence that he has registered with the local county superintendent of schools a certificate which is in force and valid for the type of position in which he is employed. The records of the board shall show that this evidence has been supplied for each such person before any compensation is given by the board for said person's administrative, supervisory or teaching service.

Standard 8. Complete official transcripts of the preparation of all teachers, supervisors, principals and the superintendent shall be on file in the office of the superintendent at the beginning of and throughout each school year.

There shall be on file with the superintendent, at the beginning of and throughout the period of service, a legal certificate or a copy of a record made therefrom showing that each teacher, supervisor, principal and superintendent is legally eligible for the position in which employed and also showing that this certificate is registered in the office of the local county superintendent.

The superintendent, principals, supervisors and teachers, as well as being properly certificated for the positions in which they are employed, shall teach only in those subjects, grades or areas of special service in which they meet the personnel approval standards of the Board of Public Instruction.

Standard 9. The school board shall require its superintendent and professional staff to describe the total elementary- and secondary-school educational program which has been officially adopted by the board. This description of the educational program and all subsequent revisions thereof shall be filed with the Department of Public Instruction. It shall indicate the subjects, courses or areas of instruction offered and required of all pupils; the subjects, courses or areas of instruction offered but elective on the part of the pupils; the scope

and sequence of offerings; and the subjects, courses or areas of instruction offered in alternate years. Schools offering subjects in alternate years in grades nine through twelve shall submit to the Department of Public Instruction a projected program of offerings covering a four-year sequence.

Standard 10. Accurate, complete and up-to-date records of all pupil-activities funds shall be kept under a plan approved by the Department of Public Instruction.

Standard 11. The financial records of all pupil-activities funds for which the superintendent or other staff member is responsible shall be audited annually, at least by the school board, and the results of such audit shall be made an official part of the records of the board.

Standard 12. The elementary school shall be defined as consisting of kindergarten, if operated, and grades one through eight or grades one through six when grades seven and eight are included in the secondary school as defined herein.

Standard 13. The secondary school shall be defined according to one of these four patterns: a junior high school comprising grades seven, eight and nine, and a senior high school comprising grades ten, eleven and twelve; a single junior-senior or six-year high school comprising grades seven through twelve; a junior high school comprising grades seven and eight, and a four-year high school comprising grades nine through twelve; or, when grades seven and eight are included in the elementary school, a four-year high school comprising only grades nine through twelve.

Standard 14. The junior high school shall be defined as consisting of grades seven, eight and nine, or grades seven and eight, when such grades are contained in a unit which is separately organized and administered.

Standard 15. The senior high school shall be defined as consisting of grades ten, eleven and twelve when such grades are contained in a unit which is separately organized and administered.

Standard 16. The junior-senior or six-year high school shall be defined as consisting of grades seven, eight, nine, ten, eleven and twelve when such grades are contained in a unit which is separately organized and administered.

Standard 17. The four-year high school shall be defined as consisting of grades nine, ten, eleven and twelve when such grades are contained in a unit which is separately organized and administered.

Standard 18. The board shall adopt a plan of organization for its elementary and its secondary school consistent with the definitions outlined herein and the details of this plan shall be filed with the State Department of Public Instruction.

Standard 19. A separate tuition rate for junior high school, as provided in Section 282.20, Code of Iowa 1954, shall be established only if a junior high school, consisting of grades seven, eight and nine, or grades seven and eight, is contained in a unit which is separately organized and administered.

In the case of a junior-senior or six-year high school type of organization, as defined herein, grades seven and eight shall be included in the

elementary tuition rate and grades nine, ten, eleven and twelve shall be included in the high school tuition rate.

Standard 20. The educational program or course of study shall be defined as the written statement which lists the learning areas in which instruction is offered in the school system.

Standard 21. The educational program shall set forth the administrative measures and the sequence of learning situations through which attempts are made to provide pupils with well-articulated, developmental learning experiences from the date of school entrance until high-school graduation.

Standard 22. The word curriculum shall be defined as including all pupil experiences which take place under the guidance of the school and shall be used to describe the school-connected learning experiences of any given pupil and also to indicate the arrangement of a group of courses to be taken by groups of pupils having a common objective such as preparation for college or preparation for an occupation, for example.

Standard 23. Each elementary school shall have a written statement of the curricular pattern or program of study that has been prescribed by the school board and said written statement, which shall be filed with the Department of Public Instruction, shall include in sequential outline the manner in which pupils are served in each of the areas of instruction specified in Chapter 280, Code of Iowa 1954.

Standard 24. The daily class period in all grades from nine to twelve inclusive shall be at least forty minutes in length exclusive of time necessary for pupils to pass from one class to another; provided that, when class periods are less than fifty-five minutes in length exclusive of passing time, ten periods per week shall be devoted to each course involving laboratory periods.

Standard 25. A unit of credit within grades nine through twelve shall be defined as at least five 40-minute class periods per week for thirty-six weeks.

Standard 26. A school shall be judged as offering instruction in any given subject or field only when in each case the teacher to which said subject or field is assigned meets the personnel approval standards of the Board of Public Instruction, instructional materials and facilities are provided and pupils are informed, on the basis of their individual aptitudes, interests and abilities, as to the possible value of said subject or field for them.

Standard 27. The educational program shall be kept under systematic year-by-year evaluation to determine its effectiveness and its adequacy in terms of its scope. This evaluation shall involve the use of informal and standardized achievement examinations; systematic follow-up of pupils who drop out of or who are graduated from the schools; and reactions of pupils, parents, and employed school personnel gained through opinion and survey polls, conferences and surveys.

Standard 28. Classroom instruction in the schools shall be based on careful planning as evidenced by the development by each teacher of a guide for each course taught including a statement of the general and specific objectives; a broad outline of course content, available re-

sources, and instructional activities; and a statement of the means of evaluating pupil progress during and at the end of the course.

Standard 29. The superintendent and the teachers in each school system shall develop and show evidence of using self-appraisal devices to reveal the extent to which teachers display competence and skill in instructional procedures, and the adequacy with which they give attention to the individual interests, needs and abilities of pupils.

Standard 30. Each school district maintaining elementary and secondary schools through grade twelve, and junior colleges, if operated, shall provide a program of pupil activities sufficiently broad and varied to offer opportunities for all pupils to participate. The activity program shall be cooperatively planned by pupils and teachers and be supervised by qualified school personnel, and shall be designed to: (a) meet the needs and challenge the interests and abilities of all pupils in accordance with their individual stages of personal development; (b) contribute to the physical, mental, aesthetic, civic, social, moral, emotional, and spiritual growth of all pupils; (c) offer opportunities for both individual and group activities; (d) be an integral part of the total school curriculum; (e) provide balance of program whereby a limited number of activities are not perpetuated at the expense of other worthwhile areas of participation; (f) be controlled to a degree that interscholastic activities do not unreasonably interfere with the regularly scheduled daily program; (g) discourage interscholastic activities below grade nine; and (h) assure adequate guidance to pupils to discourage individuals from participating in activities to the extent their benefits from other aspects of the school program will be impaired.

The school shall make reasonable effort to provide and maintain adequate facilities and equipment to develop and encourage a broad activities program.

Standard 31. Elementary schools shall provide a broad and balanced program of activities, closely integrated with the instructional program, and designed to aid pupils in achieving maximum personal development mentally, emotionally, physically, socially, and morally. Such a program shall include opportunities to participate in a variety of physical activities, art work, music, creative dramatics, homeroom and citizenship projects, class projects, hobby pursuits, and others as the school may provide.

Standard 32. Elementary schools shall not encourage, promote, or sponsor interscholastic physical activities.

Standard 33. Supervised intramural sports shall be encouraged in grades seven, eight and nine; but interscholastic athletics in grades seven and eight shall not be encouraged, promoted, or sponsored by the school.

Standard 34. The junior high school shall provide a program of activities of the same scope as required for the elementary schools. In addition, opportunities shall be provided in the areas of clubs, intramural athletics, music groups, supervised social activities, student government embodying the principles of democracy, and other activities to meet the increasing range of interests, abilities and aptitudes of junior-high pupils.

Standard 35. The senior high school shall provide an activities program based on mutual as well as individual pupil needs, interests, abilities

and enthusiasms. The program shall be so organized and administered that broad and varied experiences will be available which will contribute to the enrichment of the total educational program. Opportunities in the following areas shall be provided: physical activity and athletics, including intramurals; speech activities and dramatics; vocal and instrumental music; student council organization embodying democratic principles; journalism; clubs; social activities; class activities; assemblies; and other areas as may be developed under adequate school supervision.

Standard 36. The activities program in the senior high school in specific areas shall not be over emphasized to the extent that other worthwhile, constructive activities are unduly weakened or eliminated.

Standard 37. There shall be a long-range program of systematic, periodic testing and evaluation of all pupils enrolled. Use shall be made of comparable tests yielding stabilized, consistent year-to-year data on each pupil's development in terms of each of the various educational objectives covered by the test. This long-range program shall be placed on file with the Department of Public Instruction. When individual tests of mental ability or intelligence are administered to pupils, such administration shall be handled only by a person holding a certificate endorsed for service as a school psychologist or accepted by the Department of Public Instruction as having competence equivalent to that required for said endorsement.

Standard 38. The program of testing and evaluation shall indicate how teacher-made tests, observational records and other informal, largely subjective appraisals of pupils' development fit into the overall program of testing and evaluation.

Standard 39. A pupil shall be regarded as enrolled in a public school when he has been registered and is taking part in the full public school program at his grade level.

Standard 40. Between September 1 and October 1 of each year the secretary of each school district shall request from each private school located in the district a report as provided in Section 299.3 of the Code of Iowa 1954. Such reports shall be submitted in duplicate on forms prescribed by the Superintendent of Public Instruction.

Standard 41. A school day shall be defined as the time that school is actually in session for any given division of the school, and shall include a minimum of five and one-half hours for all grades above the third; four hours for grades one, two and three, respectively; and two and one-quarter hours for the kindergarten or primary grade. The above minimum hours in session shall be exclusive of the lunch intermission.

Standard 42. A day of school in session shall be defined as a day on which the school is open and the pupils are under the guidance and direction of teachers in the teaching process. School shall be considered in session during field trips and excursions only if pupils are engaged in school projects or activities under the guidance and direction of a regular teacher.

Standard 43. A day of attendance shall be a day on which a pupil is present for the full

school day under the guidance and direction of a teacher while school is in session. Where a kindergarten or primary grade is limited to half-day sessions, each such half-day session shall count as a day of attendance. Pupils shall not be counted in attendance on a day when school is dismissed for county institute.

Standard 44. Aggregate days of attendance shall mean the sum of the days present of all pupils when school was actually in session during the school year.

Standard 45. Average daily attendance shall be defined as that average obtained by dividing the aggregate days of attendance for the school year by the number of days school was in session. If school was in session 179 days and dismissed one day for county institute, the average daily attendance shall be computed by dividing the aggregate days of attendance for the 179 days by 179.

Standard 46. A pupil shall be considered a member of a class or school from the date he presents himself at school and is placed on the current roll until he permanently leaves the class or school. The date of permanent withdrawal shall be the date on which it is officially known that the pupil has left school, and not necessarily the first day after the date of last attendance. Membership shall be obtained by adding the total original entries and the total re-entries and subtracting the withdrawals; it may also be obtained by adding the total number present and the total number absent. This term is also known as the number belonging.

Standard 47. Aggregate days of membership shall mean the sum of the days present and absent of all pupils when school was actually in session during the year.

Standard 48. Average daily membership shall mean the aggregate days of membership divided by the number of days school was actually in session.

Standard 49. In reporting on the number of children enrolled between the ages of seven and sixteen during a given school year, a pupil shall be counted if any portion of the school term falls between his seventh and sixteenth birthdays.

Standard 50. One day of state aid per pupil in average daily attendance shall be granted each year to a school which was dismissed a day for a legally called and approved county institute.

Standard 51. Time loss adjustment shall not be granted on General Aid for days of school lost when the school term ends prior to May 20.

Standard 52. The minimum length of the school year shall be 180 days; the day devoted to the county institute shall be counted as one of the 180 days but the other 179 days shall be days of school in session as defined herein.

Standard 53. The school shall keep an accurate, complete and cumulative individual record of the scholastic achievement and attendance of every pupil enrolled. This record shall be kept up-to-date at all times. This cumulative record shall include the full name of the pupil, birth date, entry date, schools previously attended, name of each subject in which he has been enrolled, health data, records of standardized test scores, grades or marks, number of units earned and date of withdrawal or promotion.

This cumulative record for each pupil shall be

kept permanently. It shall be placed in a fire-proof safe or vault, or duplicate records shall be kept in a fire-safe depository outside the school building.

Standard 54. Every elementary school shall provide for parent-teacher communications for the purposes of improving mutual understandings of pupil, home, and school problems and relationships, and for more effectively meeting individual pupil needs.

Standard 55. Every junior high school shall encourage and provide an organized guidance plan to aid pupils with their personal, educational, and prevocational planning and problems. Such a plan shall provide for individual conferences with pupils, with parents, with pupils and parents, and homeroom or other group conferences.

Standard 56. Each senior-high or junior-senior high school shall have an organized and functioning guidance program.

Standard 57. The pupils in each elementary-school grade shall be taught by a teacher who meets the personnel approval standards for school districts maintaining elementary and secondary schools.

Standard 58. Each elementary school shall be provided with both central and classroom library and materials-of-instruction services. Items such as books; pictures; maps; charts; audio-visual equipment with appropriate slides, films and filmstrips, and sound recordings; and museum items shall be included as parts of said services. The entire collection shall be recorded and classified in a form appropriate to the use of and accessible to teachers and pupils alike.

Standard 59. Elementary-school central library services, even though the entire collection of books and other types of learning materials is actually housed in decentralized classroom libraries, shall be provided in each school system. Such central library service shall provide a coordinating role and facilitate changes in the temporary collections in each classroom library appropriate to the changing needs of children who may have finished reading the books in such collections or are ready to shift from one unit or topic in a subject to another. Each school shall also avail itself of services provided by nonschool libraries.

Standard 60. Each elementary-school classroom shall be provided with a reading table and chairs, at least one bookcase large enough to accommodate 150 books, and a multiple-drawer filing cabinet.

Standard 61. Each elementary-school classroom library in grades four through eight shall be provided with a multivolume junior encyclopedia with a copyright date not more than ten years old selected from a list approved by the Department of Public Instruction or make adequate central library provisions in each building subject to the approval of the Department of Public Instruction.

Standard 62. A standard teacher-edition dictionary shall be provided for each elementary-school classroom library.

Standard 63. Each elementary-school classroom library in grades four through eight shall be provided with one dictionary suitable for

elementary-school pupils for each two pupils enrolled.

Standard 64. Each elementary-school classroom library shall be provided with a globe of a type acceptable to the Department of Public Instruction.

Standard 65. In addition to the basic readers, each elementary-school classroom shall be provided with at least two sets of supplementary readers.

Standard 66. Each elementary-school classroom library shall be provided with collateral reading materials as needed to supplement the basic textbooks used in each subject-matter area.

Standard 67. A minimum of five books per pupil for recreational reading shall be provided in each elementary-school classroom library.

Standard 68. At least three periodicals appropriate for use of elementary-school pupils shall be provided for each elementary-school classroom library.

Standard 69. Each elementary and secondary school shall make provision for the systematic instruction of pupils in the use of books and libraries.

Standard 70. Each separately operated junior high school, senior high school, junior-senior or six-year high school, or four-year high school shall have a central library with a seating capacity for at least twenty-five pupils.

Standard 71. Each secondary-school library shall contain a minimum of 850 books exclusive of encyclopedias, dictionaries, atlases, and biographical reference works. These books shall be distributed in a manner consistent with standard library classifications and at least seventy-five per cent of these books shall be from lists approved from time to time by the Department of Public Instruction.

Standard 72. Each secondary-school library shall be provided with a minimum of 10 periodicals selected from a list approved by the Department of Public Instruction for use by secondary-school pupils.

Standard 73. Each secondary-school library shall have a subscription to at least one daily newspaper.

Standard 74. Each secondary school containing the tenth grade or above shall be provided with at least one multivolume, adult encyclopedia with a copyright date not more than ten years old selected from a list approved by the Department of Public Instruction.

Standard 75. Each separately organized secondary school including any grade from seven through twelve shall be provided with at least one multivolume, junior encyclopedia with a copyright date not more than ten years old selected from a list approved by the Department of Public Instruction.

Standard 76. Each secondary-school central library shall be provided with at least one unabridged dictionary, and also student dictionaries in numbers sufficient to serve the number of pupils enrolled selected from a list approved by the Department of Public Instruction. Each secondary-school classroom shall also be supplied with at least one approved student dictionary.

Standard 77. Each secondary-school central library shall be provided with at least one world atlas and one historical atlas each selected from a list approved by the Department of Public Instruction.

Standard 78. Each secondary-school central library shall be provided with at least one of the following biographical reference books: *Who's Who in America*, copy published within the last four years, A. N. Marquis Company, 210 East Ohio Street, Chicago 11, Illinois, or *Current Biography, Yearbook*, H. W. Wilson Company, 950 University Avenue, New York 52, New York.

Standard 79. Each secondary-school central library shall be provided with a physical-political globe of a size, durability, clarity and completeness to meet the approval of the Department of Public Instruction.

Standard 80. Each school district shall establish and maintain a library of books, magazines and other materials essential to the professional growth of its employed teachers.

Standard 81. Instructional equipment and supplies, such as: science apparatus, laboratory tables and demonstration desks; shop tools and machinery; gymnasium equipment, apparatus, and supplies; equipment for home economics and agricultural laboratories; equipment and supplies for business education, art, and music rooms; audio-visual aids equipment; maps, atlases and charts; library books, encyclopedias and reference books, textbooks, and supplies shall be adequate and shall be used in such manner as to meet the needs of instruction for all courses and activities offered.

Standard 82. Every school shall be housed in a building which is structurally safe and the building and grounds shall be so maintained as to provide a safe and healthful environment at all times.

BOARD OF PUBLIC INSTRUCTION BOARD OF REGENTS

RULES AND REGULATIONS PERTAINING TO APPROVAL OF PUBLIC JUNIOR COLLEGES
[Filed February 26, 1958]

Pursuant to authority contained in Section 286A.3, Code 1958, the State Board of Public Instruction and the State Board of Regents, acting jointly, hereby adopt the following approval standards for public junior colleges:

I. Definitions. For purposes of these standards

the following terms shall have the following meanings:

A. *Junior College*. A junior college is an educational institution offering not to exceed two years of work in standard college courses; or not to exceed two years of work in terminal courses which are not normally accepted toward a bachelor's degree; or not to exceed two years of work in both such standard and terminal courses. It

requires for admission to these courses four years of standard high school education or its equivalent. It does not confer baccalaureate degrees.

A public junior college is regarded as a local institution whose primary purpose is to serve the community. Its courses shall be designed to meet the educational needs of the members of the community. There are two distinct sets of educational needs to be considered, first those of the students who plan to continue their education in a senior college, and second those who will not continue beyond the junior college and who wish to increase their knowledge or skills in special areas. In every community which supports a junior college, careful surveys shall be made in order to determine educational needs.

B. Accreditation. Accreditation is the process of designating an educational institution as meeting required standards or accepted criteria of quality established by the Iowa Committee on Secondary School and College Relations. The accreditation of an educational institution implies the acceptability to other educational institutions of the credits earned by its students. This does not mean that every course offered by a junior college will be accepted by the three state institutions for higher education. In general, however, credits earned in an accredited junior college will be accepted by the state institutions insofar as they apply toward the specific curriculum which the student wishes to undertake in any of these institutions.

2. Admission Requirements. The admission policy of a junior college for those students who wish to continue in a senior college shall be the same as the basic admission policy of the three state institutions for higher education. Each junior college shall have the right to make special requirements higher than the basic policy.

3. Work Offered. A junior college shall provide standard college courses in English, mathematics, the physical or natural sciences, the social sciences, and where the interest and need exist, a foreign language. In addition, terminal courses shall be offered in accordance with local needs.

Nontransfer courses are those courses for which students may not expect to receive credit upon transfer to a senior college. Such courses may be vocational in nature, or may serve other interests of the citizens of the community. The pattern of such offerings shall have the approval of the state Department of Public Instruction. Annually or oftener the junior college must report such courses with other pertinent material which the state department may request.

Students shall be informed that these are non-transfer courses, and students taking only such courses may be enrolled without meeting junior college admission standards for courses of college grade. An individual student record shall be kept for each such student the same as for regular college students but the record shall show that the student did not meet the admission requirements. Each transcript issued and all catalogs and publications shall indicate in a definite manner which courses were or are offered as non-transfer courses.

4. Faculty. Junior college instructors must hold certificates issued by the Board of Public Instruction which are valid for teaching in grades thirteen and fourteen.

Junior college instructors, those in service as well as additions to the staff shall have preparation in junior college philosophy and teaching

methods, and in counseling and guidance at the college level.

A. In Academic Fields except those listed under **B.** and **C.** following; the instructor shall have a master's degree from a recognized graduate school and 10 semester hours of graduate credit in each of the fields in which instruction is given.

B. Special Fields.

a. Art. The instructor shall have a master's degree in art from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching art in the elementary-secondary grades.

b. Music. The instructor shall have a master's degree in music from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching music in elementary-secondary grades.

c. Physical Education. The instructor shall have a master's degree in physical education from a recognized graduate school; or, in lieu thereof, a certificate valid for teaching physical education in elementary-secondary grades.

d. Librarian. A person serving as librarian for half time or less shall have completed 20 semester hours of preparation in library science; or, in lieu thereof, said person shall hold a certificate endorsed for service as a school librarian; a person serving as librarian for more than half time shall have completed a master's degree in library science, and said person shall hold a certificate endorsed for service as a school librarian.

C. Other Fields.

a. Accounting. The instructor shall have a master's degree from a recognized graduate school with 15 semester hours of graduate or undergraduate credit in accounting.

b. Engineering Drawing. The instructor shall have a bachelor's degree with 8 semester hours as is required in a basic curriculum in mechanical engineering.

c. Shorthand and Typewriting. The instructor shall have a master's degree from a recognized graduate school with either a graduate or an undergraduate major in the field of commerce, and with not less than 5 semester hours of graduate or undergraduate credit in each of these subjects.

d. Speech. The instructor shall have a master's degree from a recognized graduate school with 10 semester hours of graduate or undergraduate credit in courses in speech, one-half of which must be speech, as distinguished from dramatic art.

e. Teacher Education. The instructor shall have a master's degree from a recognized graduate school with 10 semester hours of graduate credit in elementary education.

f. Terminal or Nontransfer Courses. The instructor shall have appropriate preparation for each course taught as determined by the official in the Department of Public Instruction who supervises junior colleges.

5. Instructor-Load. In general, the maximum load of an instructor shall not exceed 18 semester hours and it is strongly advised that the load be held to a maximum of 16 semester hours. One and one-half hours per week devoted to administrative duties, extracurricular supervision and laboratory work will be counted as the equivalent of one semester hour of classroom teaching. Where an instructor teaches in both high school and junior college, one daily period of high school shall be considered equivalent to .7 of a semester hour.

6. Standards of Work and Pupil-Load. The work of any course in a junior college shall be equivalent in quantity and quality to the work of a similar freshman or sophomore course in an accredited four-year college.

A full semester's work for a student shall be 15 to 16 semester hours. Except in the last semester before graduation, extra work may be permitted only in case of a student whose scholarship is superior and in no case shall a student be permitted to register for more than 20 hours of credit per week.

The length of the recitation period and the number of laboratory periods counted as one class period shall be in harmony with the practice of accredited four-year colleges.

7. Library. In evaluating a junior college library, for purposes of approval hereunder, consideration will be given to the following specific recommendations:

A. Organization and Administration. The library shall be modern and professionally administered with books well distributed. An appropriate reading room, separate from the high school library if possible, should be open to all students throughout the day.

B. Adequacy of Materials. The library shall contain adequate basic general reference books, special reference books for each department in which instruction is given and appropriate current periodicals. All materials shall be up-to-date.

C. Annual Appropriation. In each junior college there shall be an annual appropriation for the purchase of new books of not less than \$200, or \$3 per student.

D. Cataloging. Books must be properly cataloged.

E. Co-ordination with Other Library Facilities. In no case shall the junior college depend upon the city library for any large share of the books or facilities unless it is close enough for students to use it for study during the school day and unless the junior college has some control over the books purchased and their use.

F. Use by Students and Staff. Both students and staff members shall have free access to all library facilities.

8. Laboratory Equipment. The laboratory facilities shall be adequate for the courses offered, and these facilities shall be improved and maintained by means of an annual appropriation by the local school board of the district operating the junior college in keeping with the curricula.

9. Catalog and Announcements. All published materials concerning a junior college must adhere carefully to descriptions of conditions and facts about the institution as they really exist. Material designed for publicity shall be published separately. The catalog shall describe only courses that will actually be offered.

10. High School Students Not Admitted to Junior College Classes. In general, high school students shall not be admitted to junior college classes and a failure to observe this regulation will result in the refusal of the State Board of Public Instruction and the State Board of Regents to approve a junior college. However, by permission of the faculty of a junior college, a high school student of special ability, who has finished his junior year with 14 complete units, may,

after registering for the high school subjects needed to complete 16 units for graduation, take and receive college credit for the remainder of his year's work in the junior college. He shall not be classified as a junior college student until he has fully completed all requirements for entrance to college.

11. Extracurricular Activities. There must be provision for extracurricular activities and abundant opportunity for development of leadership and initiative. Such activities shall be carefully supervised by qualified members of the faculty and must not occupy an undue place in the life of the junior college student.

12. Counseling and Guidance. Each junior college shall maintain a program of counseling and guidance. This program shall consist of a comprehensive testing program and the collection of other personal data as will aid each student in his educational, vocational, personal and social needs. Placement and follow-up services shall be provided and the results used in redesigning the curriculum to meet the needs of the students. The program shall be directed by a specially trained individual who has adequate time allotted to carry out his guidance and counseling duties.

13. Miscellaneous.

A. High School Accreditation. A public junior college shall not be eligible to be approved unless the high school or high schools operated by the same district are accredited by the North Central Association.

B. Financial Records. The financial records of the school shall be kept in such a manner that the entire expense of the junior college may be readily determined. Salaries for instructors and administrative officers, other than the superintendent, shall be prorated according to the service rendered to the junior college in keeping with the standards used in Section 4 above. A Proportionate charge for building, equipment and supplies, where a building is shared with another school unit, shall be made. The accounts shall show exactly what it costs to maintain the junior college.

C. Hygienic Conditions. The location, buildings, and equipment of a junior college shall be such as to insure hygienic conditions.

D. Academic Year. The academic year for junior colleges shall not be shorter than the academic year of accredited four-year colleges.

E. Transcripts. The system of records shall show clearly the secondary and college credits of each student. Original credentials transferred from another college shall be retained permanently by the junior college. Transcripts issued by the junior college shall contain the signature of the Dean or the Registrar as well as the college seal. The transcript shall follow the pattern adopted by the American Association of Collegiate Registrars and Admissions Officers.

F. Extra Sessions Restricted. As a general principle, Iowa public junior colleges shall not hold summer schools or offer Saturday classes. If under certain conditions a departure from this principle seems justified, special permission must be secured from the state Board of Public Instruction. If the credits earned in a summer session or Saturday classes are to be classified as college transfer credits, the approval of the Iowa Committee on Secondary School and College Rela-

tions is also necessary. If permission is granted, the length of recitation periods must be the same as in the regular junior college, and the hours of teaching must be considered a part of the instructor's load.

G. Credit Toward A Degree. Not more than one-half of the collegiate requirements for a degree from a state institution for higher education may be satisfied by credit earned in a junior college.

H. Graduation Requirements. A minimum of 60 semester hours of junior college credit exclusive

of required courses in physical education and military science shall be required for graduation from a junior college.

I. Diploma. The diploma granted for completion of a junior college curriculum shall not be called a degree.

14. Size of Junior College. As a condition of approval, it is necessary to maintain an enrollment on an average over a period of years of forty full-time students for a one-year junior college, or an average of sixty full-time students for a two-year junior college.

IOWA DEPARTMENT OF SOCIAL WELFARE

A RULE RELATING TO FUNERAL EXPENSE IN THE OLD-AGE ASSISTANCE PROGRAM

[Filed May 26, 1958]

The rules appearing in 1958 I.D.R., at page 392 thereof are hereby amended by striking therefrom under 249.18, subsection (b) the paragraph following Item 5, and inserting in lieu thereof:

However, in computing the total burial expense limitation of \$350.00, such reasonable costs for burial lot, grave opening, clothing, transportation other than of the deceased, clergyman, music and a concrete burial box, when required by the cemetery, at the lowest cost available to meet the minimum requirements, may be paid by relatives

and friends, or under arrangements previously paid for by the deceased prior to death, and same shall not be considered as usual or extraordinary expenses as hereinbefore set out.

A RULE RELATING TO AGE IN THE AID TO DEPENDENT CHILDREN PROGRAM

[Filed July 1, 1958]

The rules appearing in 1958 I.D.R., at page 394 thereof are hereby amended by striking therefrom under 239.1 (4), subsection (b), and inserting in lieu thereof:

A child is eligible for the entire month in which he reaches his 16th or 18th birthday provided the 18th birthday is on any day other than the first day of the month.