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STATE OF MINNESOTA.

Department
of
Education.

STANDARDS

SPECIAL CLASSES
FOR
DEFECTIVES



Saint Paul
AUGUST 1921

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Department of Education

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BULLETINS PUBLISHED BY THE DEPARTMENT OF EDUCATION RELATING TO STANDARDS:

Ungraded Elementary Schools.
Consolidated Schools.
Graded Elementary Schools and High Schools.
Teacher Training Departments.
Vocational Education.
Special Classes for Defectives.
Buildings and Sanitation.
School Libraries.
Evening Schools.
Re-education of Injured Persons.
Qualifications and Certification of Teachers.

LAWS RELATING TO THE INSTRUCTION OF DEFECTIVE CHILDREN IN PUBLIC SCHOOLS

(Chapter 194 Laws 1915 as amended by Chapters 218 and 219 Laws 1919 and by Chapter 366 Laws 1921 and also Chapter 141 and parts of Chapter 467 Laws 1921.)

Section 1. Education of Deaf Children.—

Upon application of any special, independent or common school district, complying with the provisions of this act, made to the commissioner of education, he may grant permission to such district to establish and maintain, within its limits one or more schools for the instruction of deaf children who are residents of the state.

Any school district which shall maintain one or more such schools, shall through its clerk or secretary report to the commissioner of education annually, or oftener, if he so direct, such facts relative to such school or schools as he may require.

The courses and methods of instruction must comply with such requirements as may be outlined by the state board of education. All schools for deaf children established under this act shall be conducted by the combined system which includes the oral, the aural, the manual and every method known to this profession; and the course and methods of instruction shall be substantially equal or equivalent in efficiency to the course and methods of instruction established and employed in the state school of the deaf at Faribault, Minnesota. The commissioner of education may designate any member of his staff as an inspector to visit and note the progress of the schools provided for in this act.

Permission to establish such special classes may be granted to districts which have an actual attendance of not less than five deaf children, over four and not exceeding sixteen years of age who may come under the provisions of this act. Blind children, defective speech children and mentally subnormal children are not to be admitted to the same

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class with deaf children but must each have separate classes and separate teachers.

There shall be paid out of the current school fund in the state treasury annually in the month of July, to the treasurer of the school district board, or of the board of education, in the school district maintaining such schools or schools under the charge of one or more teachers, whose appointment and qualifications shall be approved by the commissioner of education, the sum of two hundred and fifty (\$250) dollars (Chapter 467 Sec. 10, e. (a) Laws 1921) for each deaf child instructed in such school or schools having an annual session of at least nine months during the year preceding the first day of July.

It shall be the duty of the treasurer of the school district or of the board of education receiving the aid provided for in this section, to render annually to the commissioner of education an itemized statement of all expenditures of said school or schools. Any surplus at the end of the year shall be reserved as a special fund for the education of the deaf children of that district and can be used for no other purpose.

Sec. 2. Education of **Blind Children.**—

Upon application made to the commissioner of education by any special, independent or common school district, complying with the provisions of this act, said commissioner may grant permission to such district to establish and maintain within its limits one or more classes for the instruction of blind children who are residents of the state.

Any school district which shall maintain one or more such classes shall, through its clerk or secretary, report to the commissioner of education annually, or oftener if he so direct, such facts relative to such class or classes as he may require.

The courses, methods of instruction and supervision, the conditions under which teachers are employed and the equipment must comply with such requirements as may be prescribed by the state board of education. Teachers in such classes shall be appointed

as are other public school teachers. They shall possess the usual qualifications required of teachers in the public schools, and in addition thereto such special training as the board of education or the commissioner may require.

Permission to establish such special classes shall be granted to aforesaid districts which have an actual attendance of not less than five blind children of school age, who may come under the provisions of this act; provided, however, that nothing in this act shall be construed as preventing parents of any such children from sending their children to state school for blind, if they so elect.

For the purposes of this act, any person of sound mind who, by reason of defective sight, cannot profitably or safely be educated in the public schools as other children, shall be considered blind, and, after the establishment of such classes by any school district, the compulsory school laws of this state shall be deemed to apply to such children under the age of sixteen years.

There shall be paid out of the current school fund, in the state treasury annually in the month of July, to the treasurer of the school district board or the board of education, in the school district maintaining such class or classes, the sum of three hundred (\$300) dollars for necessary school expense on account of each blind child instructed in such class or classes, having an annual session of at least nine months during the year preceding the first day of July, providing such child has been in attendance the full nine months or a proportionate amount for such time as they have attended.

It shall be the duty of the treasurer of the school district or the board of education receiving aid provided for in this section, to render annually to the commissioner of education, an itemized statement of all expenditures of said class or classes. Any surplus at the end of the year not expended for *salaries of special teachers, special supervision, special equipment, special material and trans-*

portation of pupils of such class or classes, shall be reserved as a special fund for the education of blind children of that district and can be used for no other purpose.

Sec. 3. Education of Defective Speech Children.—Section one (1) of this act shall, so far as applicable, provide for and apply to schools for defective speech children, except that these schools shall be under the control of the commissioner of education and that there shall be paid out of the special state aid fund annually in the month of July to the treasurer of the school district maintaining a school or schools for defective speech children under the charge of one or more teachers whose appointment and qualifications shall be approved by the commissioner of education, such sum as such district may be entitled to for the instruction of defective speech children under provisions of the state aid law.—Chapter 467, Sec. 17 Laws 1921.

Under such rules as the State Board of Education may establish, the state shall pay annually to any school district *****

(d) for children with defective speech, not to exceed fifteen hundred dollars (\$1500.00) for each teacher engaged exclusively in this work.—Chapter 467, Sec. 10. e (d), Laws 1921.

Sec. 4. Education of Mental Subnormal Children.—Section one (1) of this act shall, so far as applicable, provide for and apply to schools for mental subnormal children, except that these schools shall be under the control of the commissioner of education and that there shall be paid out of the current school fund in the state treasury annually in the month of July to the treasurer of the school district maintaining a school or schools for mental subnormal children, under the charge of one or more teachers whose appointment and qualifications shall be approved by the commissioner of education, the sum of one hundred dollars (\$100.00) for each mental subnormal child instructed in such school or schools having an annual session of at least nine months during the year next preceding the first day of July.

Sec. 5. Limitation of Attendance.—Permission to establish such special classes as may come under the provisions of sections 3 and 4 of this act, may be granted to districts which have an actual attendance of not less than five children of school age.

SCHOOLS FOR CRIPPLED CHILDREN

Section 1. School Districts May Establish Schools for Crippled Children.—Upon application made to the Commissioner of Education by any school district, complying with the provisions of this Act, said Commissioner may grant permission to such district to establish and maintain within its limits one or more classes for the instruction of crippled children who are residents of the state, providing there shall be not less than five crippled children of school age in each class.

The courses, method of instruction and supervision, the conditions under which teachers and helpers are employed, and the equipment, must comply with such requirements as may be prescribed by the Commissioner of Education. Teachers in such classes shall be appointed as are other public school teachers, and shall possess the usual qualifications required of teachers in public schools, and in addition thereto, such special training as the Commissioner of Education may require. Nurses appointed to such schools shall be registered nurses, and shall be subject only to such additional examination as the Commissioner of Education may require, and their appointments shall be on the same basis as public school teachers.

For the purposes of this Act, any child of school age, other than one of defective hearing, speech or sight, and who is of normal mind but is deformed in body or limb and who cannot profitably or safely be educated in the regular classes as other children, shall be considered crippled and required to attend such classes, unless excused because of infectious disease or other conditions making attendance undesirable.

Any school district maintaining one or more such classes, shall, through its Super-

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intendent, report to the Commissioner of Education annually, or oftener if he so desires, such facts relative to such class or classes as he may require, and such Superintendent shall render annually to the Commissioner of Education an itemized statement of all expenditures of said class or classes.

There shall be paid out of the current school fund in the state treasury, annually at the same time as other state school aid is paid, to the treasurer of the school district board, or of the board of education, in the school district maintaining such class or classes the sum of \$250 (Chapter 467 Sec. 10. e. (e). Laws 1921) for necessary school expenses including salaries for teachers and nurses, transportation, special supplies and equipment, on account of each crippled child instructed in such class or classes having an annual session of at least nine months during the year preceding the first day of July, provided such child has been in attendance the full nine months or such proportionate part of \$250 (Chapter 467, Sec. 10. e. (e). Laws 1921) as shall correspond to the actual time of attendance of each pupil.—Chapter 141 Laws 1921.

PAYMENT OF STATE AID

The special state aid fund and all other sums made available by the Legislature as special state aid to schools shall be paid in the following manner:

On or before the first day of October in each year, it shall be the duty of the commissioner of education to deliver to the state auditor a certificate in duplicate, for each class of schools in each county of the state entitled to receive state aid under the provisions of this act. Upon the receipt of such certificate, it shall be the duty of the state auditor to draw his warrant upon the state treasurer in favor of the county treasurer for the amount shown by each certificate to be due to the several schools therein enumerated. The state auditor shall transmit such warrants to the county auditor together with a copy of the certificate prepared by the commissioner of education.

Upon receipt by the county auditor of such warrant and the certificate, it shall be the duty of the county auditor to credit the several school districts with the amounts stated in said certificate, then charging the county treasurer with the aggregate amount so received, and forthwith deliver to the county treasurer the said warrant or warrants. The funds so credited to the several school districts shall be paid to the treasurers thereof in the same manner now provided by law for the payment of school funds to school district treasurers.—Chapter 467, Sec. 13, Laws 1921.

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STANDARDS RELATING TO SPECIAL CLASSES FOR DEFECTIVES

Application. On or before the first day of August each year an application shall be filed with the commissioner of education for the establishment of such class or classes as the school board may desire to maintain. *The blank form of such application may be secured from the office of the commissioner of education.*

Admission of Pupils. No child shall be admitted to any special class, until such child has been *properly examined by a licensed physician* and a record of such examination has been filed with the local school authorities. In cases where physical defects have been found, treatment must be provided and a complete record of such treatment shall also be placed on file with the local school authorities. A duplicate of such records shall be furnished to the teacher in whose class the child is enrolled, and the same must be carefully preserved. For age limits see Chap. 194, Laws of 1915, as amended by Chap. 218 and Chap. 129, Laws of 1919, and also Chapter 366 Laws 1921.

Certificates of Teachers. Each teacher in order to be properly qualified for the work must hold a special certificate, issued by the commissioner of education. Such certificate is valid only for one of the five groups enumerated in Chapter 194, Laws of 1915, as amended by Chap. 129 and Chap. 218, Laws of 1919, and also Chapters 366 and 141 Laws 1921. Certificates may be general or local, depending in each case upon the qualifications of the person to whom the certificate is issued. A general certificate is valid throughout the state. A local certificate is limited to a particular school system. Local certificates will be issued only upon the recommendation of the superintendent of the

school system in which such teacher seeks to secure employment.

Records and Reports. A complete attendance record of each child must be kept and reports required by the commissioner of education shall be made from time to time, as he may direct.

Rooms. All rooms assigned to pupils of special classes shall conform to the standards of the state board of education as outlined in its bulletin entitled "Buildings and Sanitation." Such rooms must be kept in good condition and be equipped with suitable furniture and apparatus.

CLASSES OF SUBNORMAL CHILDREN

Enrollment. *The maximum number of pupils in any one class assigned to one teacher shall not exceed fifteen.*

Qualification of Teachers. Each teacher must have had the academic and the professional training required of teachers of elementary school grades in the public schools of the state, and must also have had two years' *successful experience in teaching normal children.* In addition thereto each teacher is required to have had one year's special training in dealing with the problem of the subnormal child. Such training shall have been received at an institution approved by the commissioner of education. In lieu of one year's continuous training, special courses at summer schools may be *accepted for such part of the work as they represent.*

Conditions for Admission of Pupils. In addition to the physical examination by a licensed physician, as required for all children *in special classes, the following requirements are made for classes of subnormal children:*

1. Only such children may be admitted to these classes as have been properly examined as to their mental condition by the use of *standard tests accepted and approved by the commissioner of education.*

2. Admission of pupils to these classes

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shall be restricted to those certified by the superintendent of schools or by such assistant as he may designate.

3. No child shall be admitted to these classes whose mental development is less than fifty or more than eighty-five per cent of that of an average normal child of corresponding age. All children with a mental development of over eighty-five per cent shall be regarded as normal in intellectual capacity, irrespective of the amount of pedagogical retardation or other peculiarities. All children with a mental development below fifty per cent shall be regarded as too defective for proper care and training in the public schools and shall, so far as possible, be sent to the proper state institution at Faribault. Children with a mental development between fifty and seventy-five per cent of that of an average normal child shall also be regarded as cases requiring commitment to the state institution at Faribault on their leaving the public schools, and shall be so recorded.

4. Children suffering from remediable physical defects shall receive proper treatment and it shall be the duty of the school board to require or provide such treatment. In each case treatment of physical defects shall precede admission into the special class. If the required mental examination is made within less than six months following the treatment of physical defects, a second mental examination shall be made from six to twelve months after the first, and the child shall be excluded from the special class, if sufficient mental improvement is found. Subnormal children with physical defects for which no treatment is given will not entitle the school to state aid for their attendance.

Methods of Instruction. The general character of the instruction shall be largely individual, based upon the mental age of the pupil, his interests, habits, peculiarities, previous history, home conditions, and other personal characteristics. Academic and industrial work shall be so arranged that the pupil may readily take up one or the other at

such intervals as will best promote his advancement. Moral instruction, personal hygiene, good habits, and other instruction for elevating the ideals of pupils shall receive vital consideration in each class, and teachers shall use every opportunity for instilling in the minds of these pupils the physical and social value of clean, upright, useful living. Flexibility of program and adaptation of work to capacities of pupils are the vital factors to be considered in dealing with methods of instruction.

State Aid. In computing the amount of state aid, each school system shall be awarded \$100 per child in attendance during the entire year and a pro rata amount for a shorter period, but in no case shall the amount so awarded exceed the amount actually paid for teachers' salaries, special supervision, special equipment, special material and transportation of pupils in such class or classes. No aid shall be allowed for a child in attendance less than twenty days.

CLASSES OF DEAF CHILDREN

Enrollment. The maximum number of pupils in any one class assigned to one teacher shall not exceed ten.

Qualifications of Teachers. Each teacher must have had the academic and the professional training required of teachers in elementary school grades in the public schools of the state. The special training for teaching the deaf shall be equivalent to that required of teachers doing corresponding work in the State School for the Deaf.

Conditions for Admission of Pupils. In addition to the physical examination by a licensed physician, as required for all children in special classes, an auricular examination shall be made of each child in accordance with standard tests accepted and approved by the commissioner of education.

Methods of Instruction. "The combined system, which," according to the statutes, "includes the oral, the aural, the manual and every method known to this profession" shall

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be used in the special classes, and the definitions of these methods as given in the American Annals of the Deaf shall be accepted as determining the method of the instruction given:

1. THE COMBINED SYSTEM. Speech and speech-reading are regarded as very important, but mental development and the acquisition of language are regarded as still more important. It is believed that in many cases mental development and the acquisition of language can be best promoted by the Manual or the Manual Alphabet method and, so far as circumstances permit, such method is chosen for each pupil as seems best adapted for his individual case. Speech and speech-reading are taught where the measure of success seems likely to justify the labor expended, and in most of the schools some of the pupils are taught wholly or chiefly by the Oral method or by the Auricular method.

2. THE ORAL METHOD. Speech and speech-reading, together with writing, are made the chief means of instruction, and facility in speech and speech-reading, as well as mental development and written language, is aimed at. There is a difference in different schools in the extent to which the use of natural signs is allowed in the early part of the course, and also in the prominence given to writing as an auxiliary to speech and speech-reading in the course of instruction; but they are differences only in degree, and the end aimed at is the same in all.

3. THE AURICULAR METHOD. The hearing of semi-deaf pupils is utilized and developed to the greatest possible extent and, with or without the aid of artificial appliances, their education is carried on chiefly through the use of speech and hearing, together with writing. The aim of the method is to graduate its pupils as hard-of-hearing speaking people instead of deaf-mutes.

4. THE MANUAL METHOD. Signs, the manual alphabet, and writing are the chief means used in the instruction of the pupils,

and the principal objects aimed at are mental development and facility in the comprehension and use of written language. The degree of relative importance given to these three means varies in different schools; but it is a difference only in degree, and the end aimed at is the same in all.

5. THE MANUAL ALPHABET METHOD. The manual alphabet and writing are the chief means used in the instruction of the pupils, and the principal objects aimed at are mental development and facility in the comprehension and use of written language. Speech and speech-reading are taught to all of the pupils in the school (the Western New York Institution) recorded as following this method.

State Aid. In computing the amount of state aid, each school system shall be awarded \$250 per child in attendance during the entire year and a pro rata amount for a shorter period, but in no case shall the amount so awarded exceed the amount actually paid for teachers' salaries, special supervision, special equipment, special materials and transportation of pupils in such class or classes. No aid shall be allowed for a child in attendance less than twenty days.

CLASSES FOR CHILDREN OF DEFECTIVE SPEECH

Enrollment. The children in these classes shall be enrolled in the regular classes of the school and shall meet the teacher of this work in a room set apart for the exclusive use of such teacher. The teacher shall keep an accurate daily record of the time spent with each pupil or group of pupils. The number of pupils to be instructed daily shall be determined from the character of the work which must necessarily be done and may vary from time to time.

Qualifications of Teachers. Each teacher must have had the academic and the professional training required of teachers in elementary school grades in the public schools of the state. The special training required

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shall include such courses as are given in approved institutions for the training of the organs of speech and the correction of speech defects.

Conditions for Admission of Pupils. In addition to the physical examination by a licensed physician, as required for all children in special classes, it is essential that the particular type of speech defect be determined, and a record made for each pupil.

Methods of Treatment. Each case must be recognized as a special problem, and treatment based upon a scientific understanding of the essential nature of the defect. Correct habits of respiration, encouragement of self-confidence, and the cultivation of complete relaxation while using the voice, are essential. The natural use of the voice as in singing, imitation, conversation, and reading is the recognized means of teaching expression and no mechanical devices or questionable practices will under any consideration be permitted.

State Aid. Each school district shall receive not to exceed fifteen hundred dollars (\$1500) for each teacher engaged exclusively in this work, but in no case shall the amount awarded exceed the amount actually paid for teachers' salaries, special supervision, special equipment, and transportation of pupils.

CLASSES OF BLIND CHILDREN

Enrollment. The children in these classes shall be enrolled in the regular classes of the school and shall meet the special teacher in a room set apart for the exclusive use of such teacher. The teacher shall keep an accurate daily record of the time spent with each pupil or group of pupils. The number of pupils to be instructed daily shall be determined from the character of the work which must necessarily be done and may vary from time to time.

Qualifications of Teachers. Each teacher must have had the academic and the professional training required of teachers in ele-

mentary school grades in the public schools of the state. The special training for teachers of blind children shall be equivalent to that required of teachers doing corresponding work in the State School for the Blind at Faribault.

Conditions for Admission of Pupils. In addition to the physical examination by a licensed physician, as required for all children in special classes, a special examination shall be made of each pupil to determine the degree of defective sight, whenever total blindness does not exist.

Methods of Instruction. The courses offered and the methods of instruction shall be equivalent to the courses and methods of instruction established and employed in the State School for the Blind at Faribault.

Special Aid. In computing the amount of state aid, each school system shall be awarded \$300 per child in attendance during the entire year and a pro rata amount for a shorter period, but in no case shall the amount so awarded exceed the amount actually paid for teachers' salaries, special supervision, special equipment, special material and transportation of pupils in such class or classes. No aid shall be allowed for a child in attendance less than twenty days.

SCHOOLS FOR CRIPPLED CHILDREN

Qualifications of Teachers. Each teacher must have had the academic and the professional training required of teachers in graded elementary schools and in addition thereto not less than two years' successful experience in teaching.

Qualifications of Nurses. Registered nurses, devoting part or full time to the work of these classes, shall present to the commissioner of education satisfactory evidence of having had the requisite training for the proper care of crippled children including a knowledge of physio-therapy and orthopedics.

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Instruction. Pupils in these classes may be taught by a special teacher or by a qualified teacher in the regular grades of the school. Physical and industrial training shall also be given such pupils as can profit by such training.

State Aid. In computing the amount of state aid, each school district shall be awarded \$250 per child in attendance during the entire year and a pro rata amount for a shorter period, but in no case shall the amount awarded exceed the amount actually paid for necessary school expenses including salaries for teachers and nurses, transportation, special supplies and equipment

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