

STANDARDS
Special Classes
FOR
Handicapped Children



STATE OF MINNESOTA.
DEPARTMENT OF EDUCATION.
ST. PAUL, MINN.
AUGUST, 1943

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FOREWORD

This bulletin of standards, approved by the State Board of Education for Minnesota, includes in the following pages the statutory provisions dealing with the different classes of educable handicapped children of school age, and interpretations, standards, and suggested procedures for carrying forward a program which will promote the welfare of the individuals in this group. It supersedes all previous standards not herewith included.

The bulletin reflects the consensus of opinion of investigation and research as revealed in the conclusions of the best thinking by experts in this field and of the best in practice in such states as carry on a school program for their unfortunates. In this connection it is interesting to note the unanimity of agreement in enunciating the philosophy relative to the responsibility of the state and the school district for the training and care of handicapped youth. Practically without exception the statement is made that the school district is obligated to provide the same per capita amount for the education of its defective youth as it does for its normal pupils and that the state, if it shares in the cost, should be responsible only for those special services to this group in excess of those which the local district should provide.

If the already comprehensive and rapidly growing program which the state is generously supporting, is to be further expanded, such expansion must of necessity come through the acceptance of a policy by both the state and the local district or districts concerned, for sharing in the cost of educating handicapped youth, unless the state is willing and able to assume a marked increase in appropriation for this purpose. It is hoped that this bulletin may be of material assistance in the program of education for children and youth with these particular kinds of handicaps.

Alan M. Schweickhard

August, 1943

Commissioner of Education

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STANDARDS FOR INSTRUCTION OF
 HANDICAPPED CHILDREN

GENERAL STANDARDS

A. SCOPE

The program of special education for handicapped children in Minnesota embraces certain designated types of children with handicaps so severe they require services not available in the regular public school courses. By legislative enactment state aid is allotted for the blind and partially blind, the deaf and hard of hearing, the crippled, the mentally sub-normal and the speech defectives.

B. POLICY

The State Board of Education is charged with the responsibility of determining regulations for the conduct of the work. The board bases its requirements and recommendations on the accepted policy that wherever possible handicapped children should be taught in regular classes with normal children as this seems to offer the best opportunity for the social development of such children. However, when children are so severely handicapped either mentally or physically that it is advisable to segregate them both for their own good and for the welfare of normal children, this should be done. Even under such conditions those who can participate with normal children in any school activity, social, mental or physical should be encouraged to do so.

C. STANDARDS

1. Law: "Under such rules as the state board of education may establish * * * and such other rules and standards as the board may deem necessary * * *"
2. The following general standards have been approved by the State Board of Education for the efficient conduct of the program for handicapped children. Specific requirements are listed under the specific types of handicap.
 - a. Application
 Not later than the first day of August of each year a written application shall be filed, with the State Supervisor of Special Classes, by the proper administrative authority of any school

district, for the establishment of each group of each special class which the district may wish to maintain the following year. All applications shall be approved by the State Supervisor of Special Classes, from whom blank forms for such application may be secured.

b. Admission of Pupils

(1) No child shall be admitted to any special group of a special class, until such child has been examined by a licensed physician, if the handicap be physical, and until a record of such examination has been filed in the office of the local school and with the State Supervisor of Special Classes. Mentally subnormal pupils must be given mental testing by an approved examiner.

(2) Only educable pupils may be enrolled.

Note: (a) Neither clinical nor institutional cases, slow learning normal children, disciplinary cases of normal intelligence, nor pupils with speech difficulties caused by imitation or environment, belong in special classes for handicapped children. Provisions for their training are the responsibility of the local school rather than of the state. Detailed admission requirements are given under each special class of the handicapped.

(b) Provision is made for admittance of pupils on a statewide basis with reimbursement for non-residents.

c. Housing space

(1) Law: "Under such rules as the state board of education may establish relative * * *, to rooms and equipment * * *, and such other rules and standards as the board may deem necessary * * *."

(2) Standards

Housing space for each class shall be adequate, shall conform to the "Laws and Rules Governing School Buildings and Sites" and shall be approved by the State Supervisor of Special Classes before the class is organized.

d. Equipment and materials

(1) Law: "Under such rules as the state board of education may establish relative * * *, to rooms and equipment * * *, and such other rules and standards as the board may deem necessary * * *."

(2) Standards

Each special class and group shall be supplied with special equipment and materials approved by the State Supervisor

of Special Classes for the carrying on of the activities of the class and group.

Reimbursement shall be granted only for those special items of equipment and supplies needed for carrying on the work of any special class or group in excess of such items usually provided for pupils in regular classes.

Note: Items which become a fixed part of the building or room such as window shades, wall black boards and lighting fixtures are not reimbursable. Neither are general supplies furnished all pupils in regular classes.

e. Class size

Law: "Under such rules as the state board of education may establish relative to * * * size of classes, * * * and such other rules and standards as the board may deem necessary * * *."

Note: Class size for the various instructional groups is included under each type of the handicapped. The size of each instructional group is based on the need of each group for individual help. It is recognized that class size for the handicapped will be smaller than for normal pupils as the handicapped need so much more individual help to meet widely varying needs.

f. School day

The length of the school day for special classes should at least equal that of the regular grade pupils except for those groups where, under medical direction, deviations in the length of the daily session are necessary and for those receiving home instruction.

Note: The lunch period should not be counted as part of the school day.

g. Transportation

(1) Law: "Under such rules as the state board of education may deem necessary * * *."

(2) Standards

Reimbursement for transportation of pupils in special classes shall be limited to the cost of transportation of pupils enrolled in classes for the crippled, the blind and the partially blind, the mentally subnormal with I. Q.'s below 70 and the totally deaf.

Note: (a) With the exception of the crippled, the blind and the deaf, it is recommended that other special types of handicapped children be placed in buildings close to their places of residence.

(b) The transportation problem needs most careful study by those charged with this responsibility. The cost should not be out of proportion with that for normal children. Wherever possible pupils should use bus or street car. Only in exceptional cases should they come by taxi or private auto for which reimbursement is claimed. The blind and crippled may constitute these cases.

h. Lunch

- (1) Law: "Under such rules as the state board of education may deem necessary * * *,"
- (2) The noon lunch is reimbursable for the crippled and those subnormals with I. Q.'s below 70. The general plan of providing lunches, except as indicated above, should be the same for the handicapped as it is for normal children. Those able to pay for lunches should do so. Reimbursement shall be granted only for the cost of lunches for the handicapped as indicated above.

i. Reports and records

(1) Physician's report

A medical report by a licensed physician shall be on file in the office of the local school and of the State Supervisor before any child is admitted to a special class. Where remedial physical defects are found, appropriate treatment should be provided and a record of such treatment should be furnished to the teacher in whose class the pupil is enrolled.

(2) Pupil record card

A pupil record card for each child shall be on file in the office of the local school and the office of the State Department of Education before approval for admission to each class or group is granted by the State Supervisor of Special Classes.

(3) Annual and other reports

Annual and other reports regarding the program for handicapped children shall be forwarded to the State Supervisor of Special Classes as requested.

Note: A uniform scheme of record keeping contributes to efficiency as such records form a basis for vital reports.

j. Mental testing

Mental tests shall be given by an examiner qualified for the work and approved by the State Commissioner of Education. (The examiner shall be employed on a full time basis.)

(1) Qualifications of Examiner

- (a) A Master's Degree in psychology, or educational psychology, or child welfare, or psychometrics

or

One full academic year of successful graduate work in one of these same fields.

- (b) Course work must include at least five credits of work in individual mental testing.

- (c) In addition, training shall include some course work in each of the following broad fields:

Education of exceptional children
Educational and psychological measurement
Child development
Behavior problems of children
Remedial reading
Vocational and educational guidance

(2) Procedure

- (a) The application for examination by the official examiner shall be made by the proper local authority directly to the State Supervisor of Special Classes. The first examination shall be given during the school year preceding that of the organization of the class. The application for this examination shall be made by April 1st of the year preceding the organization of the class or classes.

- (b) Group tests should be administered to pupils in the grades in order to select children for the official examination.

- (c) The official individual cards (provided by the State Department of Education) giving a record of the physical examination shall be forwarded by the local school immediately after the official examination to the Bureau for Psychological Services, Globe Building, St. Paul, Minnesota.

- (d) The fees for the official examination and the expenses incident thereto shall be paid by the school district and shall be reimbursable.

k. State Aid (Reimbursement)

- (1) Law: "Under such rules as the state board of education may establish relative to qualification of teachers, courses of study, methods of instruction, admission, size of classes, rooms and equipment, supervision, and such other rules and standards as the board may deem necessary, the state shall pay annually to any school district for the education of handicapped children the following amounts:

- (a) For deaf children, not to exceed \$250.00 for each such child who is enrolled in a day school and who is a resident of a district maintaining such school; and not to exceed \$400.00 for each child who is a non-resident of the district maintaining such school, and whose resident district does not maintain such school, the additional \$150.00 to be paid for board and room for such non-resident child.
- (b) For blind children, not to exceed \$300.00 for each child who is enrolled in a day school and who is a resident of a district maintaining such school; and not to exceed \$450.00 for each child who is a non-resident of the district maintaining such school, and whose resident district does not maintain such school, the additional \$150.00 to be paid for board and room for such non-resident child.
- (c) For subnormal children not to exceed \$100.00 for each child.
- (d) For children with defective speech, not to exceed \$1500 for each teacher engaged exclusively in this work.
- (e) For crippled children, not to exceed \$250.00 for each such child attending special classes or receiving instruction in the home.

The per pupil allowance shall be paid for each such child who has been in attendance in special classes or receiving instruction in the home for the full nine months, or a proportionate amount for each child for such time as he has been in attendance upon special classes or receiving instruction in the home.

Under such rules as the state board of education may prescribe, a portion of the above funds may be expended for transportation, teachers salaries, special supervision, special instruction, special materials and equipment.

The amount of aid for any special class or for instruction in the home for handicapped children shall in no case exceed the amount expended for such class or instruction during the preceding year.

It shall be the duty of the treasurer of the school district, or of the board of education receiving such aid,

to render annually to the state commissioner of education an itemized statement of all expenditures of said school or schools, and such related facts as he may require."

(2) Computation

- (a) Each school district with a special class shall be awarded aid with the necessary prorating for each pupil in attendance throughout the entire year, with a prorata amount for a shorter period.
- (b) If the days absent for a given pupil are greater in number than the days present, then the state aid for that pupil shall not exceed one-half of the amount which would be allowed for the full period of enrollment. No state aid shall be allowed for a pupil in attendance less than twenty days. (Statements in the above paragraph relating to attendance will not apply when computing the state aid for correction of speech defectives.)

(3) Reimbursable items

Reimbursement shall be based on statutory provisions and standards applicable to a given situation. In no case however, will the amount awarded exceed that actually expended for such items which include:

- (a) Salaries of qualified, certified and approved special teachers, special supervisors (one for each school system with 20 or more special teachers), administrative-supervisory principals for those school systems entitled to such service under the Standards, graduate nurses and physical and occupational therapists who meet the standards of the American Physiotherapy or the American Therapy Association and who minister to the needs of classes of crippled children.

Note: If nurses or therapists teach children, they must be certified for such work.

- (b) Salaries of other personnel mainly non-professional, used in connection with special classes when so approved by the State Supervisor of Special Classes.
- (c) Approved expenditures for special equipment, special materials, laundry, mental and physical examinations, transportation for the blind, and partially blind, the crippled enrolled in special classes and the mentally

subnormal with I. Q.'s below 70, and the cost of lunches for crippled children enrolled in classes for crippled children and for the mentally subnormals with I. Q.'s below 70.

Note: Each item for which reimbursement is claimed such as laundry, mental tests, etc., must be listed separately and not included with other items. The salary of the supervisor may be allocated between the various types and classes of the handicapped.

1. Personnel

(1) Teachers of special classes

(a) Law: "Under such rules as the state board of education may establish relative to qualifications of teachers, * * *."

(b) Standards

(1)' Every teacher who teaches a special class, at any time, shall be certified for the special class she is teaching. A teacher of special class work shall devote her entire time to carrying on this work.

Note: Wherever it is possible and deemed advisable, handicapped children and particularly the mentally subnormal should be included with normal groups for the socializing influence. In such instances the instruction should be the responsibility of the local system. In other words the state should accept responsibility only for the specialized instruction in excess of that given by the district in its regular classes.

(2)' No state aid will be granted for any teaching service by a teacher not certificated for the special class work such teacher is undertaking.

(3)' All teachers of special classes for the handicapped shall be approved by the State Supervisor of Special Classes.

(c) Certification

(1)' Law: "An elementary school special certificate, which shall qualify any holder thereof to teach handicapped children in any elementary school, may be issued by the state board of education, in its discretion, to any qualified elementary teacher, upon satisfactory showing to such board that the applicant is possessed of such other qualifications for such teaching as the state board of education may, from time to time, prescribe."

(2)' Standards

A secondary school special certificate, which shall qualify any holder thereof to teach handicapped children in a secondary school may be issued by the state board of education, in its discretion, to any qualified secondary teacher, upon satisfactory evidence that the applicant has such other qualifications for such teaching as the state board of education may, from time to time, prescribe.

(d) Qualifications

A teacher of one of the five classes of defective children mentioned herein shall have these qualifications:

The status of a qualified elementary or secondary teacher.

A minimum of two years of experience in teaching. Twenty quarter hours of college credit in well balanced special training taken in approved courses from appropriate fields of technique of teaching, practice teaching, psychology of exceptional children, tests, vocational guidance, social welfare, and other appropriate subjects.

Note: Graduates of a four-year course from a college or university, accredited for such training, with a major in any one of the special fields, may be qualified without the specific teaching requirements.

(e) Duration of certificates

An elementary or a secondary school special certificate qualifying the holder to teach one of the five classes of defective children mentioned herein may be issued for two years. It is provided, also, that such certificate may be issued to any teacher whose qualifications are equivalent, in the judgment of the Commissioner of Education, to those herein required and adapted to the teaching specified.

(f) Renewal of certificates

A special certificate to teach defective children may be renewed for a period not to exceed five years when the holder shall present evidence of successful teaching in special classes for such children in the public schools of the state for at least one year following the date of issuance.

(g) Life certificate

When the holder of a five-year certificate shall present evidence of five years of successful teaching of such classes in the public schools of the state, a permanent certificate of the same kind may be granted.

(h) Fee

The fee of each certificate or its renewal is one dollar. A fee of five dollars is required for a permanent certificate.

(2) Supervisors

(a) Law: "Under such rules as the state board of education may establish relative to * * *, supervision * * *."

When the total number of special class teachers in a school system exceeds twenty, there shall be employed a supervisor who shall devote full time to the supervision of special classes. School systems employing more than ten but less than twenty special teachers shall provide the half time services of one supervisor.

(b) Qualifications

(1) Training

Supervisors shall meet the requirements for certification of special class teachers and shall have completed four years' study in an accredited college with major study in courses related to the educational, psychological and sociological problems of defective children.

(2) A minimum of five years' experience in teaching or supervising some phase of special class work, or experience deemed equivalent by the State Commissioner of Education, shall be required of all persons employed as special class supervisors.

(c) Reimbursement

Reimbursement for the services of an approved special class supervisor shall not exceed \$3,000 annually.

(3) Administrators

Administrators, complying with special class standards, must be certified for special class work and carry on in their buildings a specific supervisory program, under the direction

of the special class supervisor, in addition to being certified to act as principals, if reimbursement is claimed. The maximum reimbursement annually for an administrator qualified for supervision and administration of special class work shall not exceed the salary of such person for the school year.

(4) Other personnel

Other personnel used in connection with special classes but not in the teaching of children must be selected in terms of the needs of the handicapped and be approved by the State Supervisor of Special Classes.

SPECIFIC STANDARDS

A. CLASSES FOR BLIND AND PARTIALLY BLIND CHILDREN

1. Law: "Upon application made to the state commissioner of education by any school district, complying with the provisions of this section * * *, 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.

"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 section, provided, however, that whenever the parents or guardians of eight blind children of school age in any one district shall petition the school board in writing for the establishment of such class and shall actually enroll said children in the school of the district, it shall be mandatory upon such district to establish such special class, subject to approval by the commissioner of education as required herein, and provided, further, that nothing in this section, 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 purpose of this section, any person of sound mind, who by reason of defective sight, cannot profitably or safely be educated in the public school 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 of school age."

2. Regulations

a. Teachers qualifications

The teacher of state aided classes for visually handicapped children shall have a special certificate based upon

- (1) A teaching certificate valid for teaching in the graded elementary or secondary schools of Minnesota.
- (2) Additional professional training and experience as provided in (a) or (b) below—
 - (a) Graduation from a four-year course from an accredited institution with a major in the teaching of visually handicapped children,
or
 - (b) Graduation from a two-year program of teacher training at an accredited institution. A minimum of one year of successful teaching experience. The completion of twenty quarter credits selected from the following:

- (1)' Required———(Minimum nine quarter hours)
Anatomy and Physiology of the Organs of Sight, Pathology of Vision, Problems and Methods in Sight Saving Classes, Typewriting for Sight Saving Classes, Special Methods of Teaching the Blind Classes or equivalents.
- (2)' Related———(Minimum eleven quarter hours)
Education of Handicapped Children, Mental Hygiene, Educational and Vocational Guidance, Clinical and Abnormal Psychology, Behavior Problems, Social Case Work, Diagnostic and Remedial Instruction, Adolescence Psychology, Mental Tests or equivalents.

b. Establishment of class or classes

Application to establish one or more classes for instruction of the blind or partially blind shall be made to the State Commissioner of Education, provided, there are not less than five blind children of school age in the school district who will attend such class.

c. Admission

Admission to these classes shall be restricted to children, residents of the state, of sound mind who by reason of defective sight must have special instruction.

d. Physical examination

Special annual examination shall be made of the partially blind, by a competent professional authority, to determine the degree of eye sight. A copy of the report of the examination shall be filed with the State Supervisor of Special Classes.

e. Enrollment

The class enrollment shall be limited sufficiently to permit adequate instruction.

f. Instruction

The courses, methods of instruction and supervision, the condition under which teachers are employed, and the equipment used must comply with such requirements as may be prescribed by the State Commissioner of Education. The most recent curriculum for elementary schools issued by State Department of Education may be used as a basis for materials of instruction insofar as it is appropriate and adaptable.

B. CLASSES FOR DEAF CHILDREN

1. Law: "Upon application of any school district, complying with the provisions of this section * * * made to the state 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. The state commissioner of education may designate any member of his staff as an inspector to visit and note the progress of such schools and classes * * *.

"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 the maximum school age, who may come under the provisions of this section.

"Blind children, defective speech children and mentally subnormal children are not to be admitted to the same class with deaf children but must each have separate classes and separate teachers."

2. Regulations

a. Teachers qualifications

- ① (1) The teacher of state aided classes for the deaf and hard of hearing children shall have a special certificate based upon

(a) A teaching certificate valid for teaching in the graded elementary or secondary schools of Minnesota.

(b) Special or additional professional training and experience as provided herein:

(1) Graduation from a four-year course from any accredited institution with a major in teaching the deaf or hard of hearing.

(2) Graduation from a two-year teacher training program from any accredited institution. A minimum of one year of successful teaching experience. The completion of a minimum of twenty quarter credits selected from the following:

*Anatomy and Hygiene of the Ear, Principles of Formation and Development of Speech and Rhythm for the Deaf and Training of Residual Hearing, Methods of Teaching Language and Reading to the Deaf, principles of Teaching Deaf and Hard of Hearing, Observation and Practice Teaching of Deaf and Hard of Hearing, Speech Correction, Mental Hygiene or equivalents.

b. Establishment of class

Application shall be made to the State Commissioner of Education to establish one or more classes for the deaf providing there are five deaf or hard of hearing children of school age in the district who will attend such class or classes.

c. Admission

Admission to such class or classes shall be limited to children, of sound mind, residents of the state, between four and the maximum school age.

Note: Blind, defective speech and mentally subnormal children are not to be admitted to the same class with the deaf. Each of these must have separate classes and separate teachers.

d. Physical examination

Special annual examination shall be made of the partially deaf, by a competent professional authority, to determine the degree of hearing. A copy of the report of the examination shall be filed with the State Supervisor of Special Classes.

*Required

e. Enrollment

The minimum enrollment in a class shall be five deaf children with a maximum of eight deaf pupils per teacher.

f. Instruction

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 Commissioner of Education. The most recent curriculum for elementary schools issued by the State Department of Education may be used as a basis for materials of instruction insofar as it is appropriate and adaptable.

C. CLASSES FOR CRIPPLED CHILDREN

1. Law

a. Special classes during school year

"Upon application made to the commissioner of education by any school district, complying with the provision of this section * * *, 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, and to provide for instruction in the home for crippled children who are not in physical condition to attend such special classes, provided there are not less than five of such children residing in the district. Nurses may be employed in connection with such classes and expenditures for this purpose may be classified as lawfully authorized expenditures for maintaining these classes. Such nurses shall be registered nurses, and shall be subject to such additional examination as the commissioner of education may require. "For the purposes of this section, any child of school age, other than one of defective hearing, speech or sight, and who is of normal mind but is physically impaired in body or limb and so that he or she 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, or to receive such instruction in the home."

b. Summer schools for crippled children

"Provided that the sums allocated to any school shall not exceed \$50.00 annually for each pupil in such classes for each summer ses-

sion, which shall not be less than six weeks, and the state board of education shall not allocate for any one school for crippled children a sum in excess of \$7,000 in any one year."

2. Regulations

a. Teachers qualifications (All types of crippled classes)

(1) The teacher of state aided classes for crippled children shall have a special certificate based upon:

(a) A teaching certificate valid for teaching in the graded elementary public schools

(b) Additional professional training and professional experience as provided herein:

(1)' One year of successful experience in the public elementary schools

(2)' Twenty quarter hours of professional training from the following paragraphs:

Eight quarter hours of credit from an approved teacher training institution in courses that pertain directly to the teaching of crippled children, and

Twelve quarter hours of credit from an approved teacher training institution in courses selected from the following list or their equivalents:

Abnormal or Social Psychology, Mental Hygiene, Individual Mental Tests, Child Psychology, Psychology of Learning, Adolescence Psychology, Educational and Vocational Guidance, Diagnostic and Remedial Instruction, Education of Handicapped Children, Social Case Work

(2) The original certificate for the teaching of crippled children, valid for two years, will be granted to an applicant who holds a valid elementary certificate and eight quarter credits of special training selected from the above list of courses, or their equivalents. The full twenty hours of credit must be earned before the original certificate can be renewed.

Note: All instructors of the home bound shall be approved by the Supervisor of Special Classes.

b. Establishment of classes in public schools and home instruction

(1) Classes in public schools

Written application shall be made to the Commissioner of Education for approval to establish and maintain such class

or classes as comply with legal provisions relating to the education of crippled children.

(2) Instruction in the home

(a) Written application shall be made to the Commissioner of Education by the Board of Education of a local school district, indicating there are not less than five crippled children of school age in the district, residents of the district who are not in physical condition to attend special classes and requesting permission to provide for home instruction for such children.

Note: Instruction in the home does not mean instruction in hospitals and institutions.

(b) The application shall include a certificate by an acceptable medical authority for each prospective enrollee for home instruction, stating the nature and extent of the disability, and that such child is one so "deformed or impaired in body or limb" as to be unable to attend special public school classes with other children.

Note: The state reserves the right to require satisfactory evidence as it has been found that home instruction enrollments have a tendency to increase yearly. Therefore, these lists must be carefully examined and checked annually. It is becoming necessary in some states to require yearly examinations as a basis to determine the enrollment.

(c) Conduct of work

(1)' Law

"* * * attendance in special classes or receiving instruction in the home for the full nine months * * *"

Note: All special classes and home instruction work is to be carried on for reimbursement during the school year except as legal provision is made for summer schools for crippled children.

(2)' Teachers offering instruction in the home shall be full time employees of the school, devoting full time to this work.

(3)' Each pupil receiving instruction in the home shall be given instruction for one clock hour daily for five days weekly.

Note: Owing to the amount of individual help given to pupils, one hour daily of instruction with adequate assignments is recognized as the equivalent of five days of school for credit.

(4)' The teacher load shall be a minimum of five pupils.

(5)' Each teacher of the home bound shall file an annual report with the superintendent of schools and the State Supervisor of Special Classes giving the following data:

Name, residence, grade level and progress of each pupil.

Periods of time daily and yearly that instruction was carried on for each pupil.

(Name and qualifications of the teacher.)

Note: Superintendents may require monthly reports of progress of pupils in addition to the above.

c. Admission to special classes or home instruction

(1) Law:

"* * * any child of school age other than one of defective hearing, speech or sight and who is of normal mind but is deformed or impaired in body or limb and who cannot profitably or safely be educated in regular classes * * *."

(2) Regulations

In addition to legal requirements any pupil admitted to special classes or included in home instruction shall

(a) have a physical examination report on file with the local school and with the State Supervisor of Special Classes. (See C-2b(c)) Conduct of Work (5)'

(b) be a resident of the state, of school age. (For home instruction such pupil must also be a resident of the school district carrying on such program.)

d. Enrollment

(1) Special classes — not less than five crippled children of school age.

The class enrollment shall be limited sufficiently to permit adequate individual instruction with a minimum of five children enrolled.

(2) Home instruction — not less than five crippled children residing in the district.

e. Instruction

(1) The courses offered, methods of instruction and supervision, the conditions under which teachers are employed and the

equipment used, must comply with such requirements as may be prescribed from time to time by the State Commissioner of Education.

Note: Home instruction at its best is a poor substitute for class work and should be recommended only as a last resort. However, when needed, it should be provided.

(2) The most recent curriculum for elementary schools issued by the Department of Education shall be used as a basis for materials of instruction, insofar as it is appropriate and adaptable.

Note: The educational achievements of the home bound should always be measured in terms comparable to those used for pupils of normal minds. In fact, it is imperative that such instruction should be correlated insofar as possible with that of the regular classes.

f. Reimbursement

State reimbursement for teachers' salaries and other expenses in connection with both special classes and the handicapped groups shall not exceed either the statutory provisions for such work or the cost of such program.

D. SPEECH DEFECTIVES

1. Law

"Upon application made to the state commissioner of education, by any school district * * *, he may grant permission to such district to establish and maintain within its limits one or more classes for the instruction of children with defective speech who are residents of the state, provided that there shall not be less than five children with defective speech of school age in actual attendance."

2. Interpretation

Speech is a fundamental tool by which pupils communicate with one another. Upon it depends the ability to make many of the required personal and social adjustments. Children with speech defects often develop personality traits and become problems because their defects too frequently serve as handicaps in their attempts to express themselves to others.

Speech difficulties may be functional; that is, they may be the result of a poor use of the speech mechanism caused either by imitation or poor speech environment. Typical of this group are those who lisp, use baby talk or mispronounce. These pupils need a remedial speech program for speech improvement as part of their regular

school work, carried on as a responsibility of the local school. They need work in speech improvement, rather than in speech correction. The latter, by the way, should be the basis of eligibility for including any pupil as a speech defective.

Speech correction is primarily concerned with organic conditions that cause speech defects such as cleft palate, hare lip, stuttering, malformed jaws, nasal obstruction, and some forms of tongue tie. Such cases call for a program of corrective speech under the charge of a specialist in this activity who knows what to do in a corrective way either with post operative cases or with cases where no surgery is contemplated. In this connection it should be fully recognized that there is need for and should be established a remedial speech improvement program in every school, cared for by regular or special speech teachers, in special speech classes or with individuals, as the need exists, as a responsibility of the local school or district. Only pupils with speech defects should be eligible for speech defective classes.

3. Regulations

a. Teacher qualifications and certification

The teacher of corrective speech work shall have a special certificate for the work based upon:

- (1) A certificate valid for elementary schools for elementary school pupils or a certificate for teaching secondary school pupils.
- (2) Professional training as required in the course in corrective speech in any accredited institution totalling not less than a minimum of 20 quarter hours to include the following:

Speech Hygiene	3 quarter hours
Phonetics	3 quarter hours
Speech Pathology.....	6 quarter hours
Clinical Methods and Practice in Speech Pathology.....	9 quarter hours

- (3) The entire time of the speech correction teacher shall be devoted to speech correction groups of children or individuals having defective speech.

b. Establishment of class or classes

Application to establish one or more classes for children with defective speech shall be made to the State Commissioner of Education providing there are five children with defective speech in the district who will be in actual attendance.

c. Admission to classes

- (1) The admission of any pupil to a speech defective class is based on a special examination to ascertain the history and particular type of speech defect of that individual.
- (2) A record of the examination will constitute the basis for determining approval of admission for this special instruction.

d. Enrollment

- (1) A preliminary survey of pupils' speech defects in elementary school should be made to ascertain the number of pupils in need of speech correction.
- (2) A continuous survey should be made in order to sustain the benefit of a corrective program and discover new cases at an early period.
- (3) Pupils shall be enrolled in the regular classes of the school and shall meet with the special teacher of speech correction in a room assigned for this instruction. The teacher shall keep daily records of the time spent with each pupil or group of pupils. The number to be instructed daily shall be determined from the character of the adjustment necessary for each pupil or group.
- (4) The maximum case load per teacher shall not exceed 100 cases per week, which will allow time for individual pupils and groups of pupils to meet several times a week with the teacher of speech correction.

Note: The length of class period for individuals or groups should be not less than 15 minutes. Each class or group should meet not less than twice a week.

E. MENTALLY SUBNORMAL

1. Law

- a. "Upon application made to the state commissioner of education, by any school district * * *, he may grant permission to such district to establish and maintain within its limits one or more classes for the instruction of mentally subnormal children who are residents of the state, provided there shall not be less than five mentally subnormal children of school age in actual attendance."
- b. "The school board may transfer mentally defective children from the regular grades to special classes." O.A.G., September, 1921.

2. Regulations

a. Teachers qualifications

The teacher of state aided classes for mentally retarded children shall have a special certificate based upon:

- (1) A teaching certificate valid for teaching in the graded elementary public schools for elementary school pupils and a certificate valid for secondary school teaching for pupils of this rank.
- (2) Additional professional training and professional experience as provided as follows:
 - (a) Graduation from an accredited institution for each type of certificate. One year of successful teaching experience in a public elementary or secondary school. In addition, the completion of twenty quarter credits selected from the following:
 - (1)' General Courses——(Minimum six quarter hours)
 - *Methods of Teaching Backward Children,
 - *Directed Teaching and Observation,
 - *Diagnostic and Remedial Instruction in Basic Subjects,
 - Vocational or Educational Guidance,
 - Speech Correction,
 - Diversified Industrial Arts (maximum two credits),
 - *Education of Exceptional Children,
 - Corrective Physical Training or equivalents
 - (2)' Related Courses
Psychology——(Minimum six quarter hours)
 - *Mental Deficiency,
 - *Behavior Problems,
Abnormal or Social Psychology,
Mental Hygiene,
 - *Individual Mental Tests,
Child Psychology,
Psychology of Learning,
Adolescence Psychology or equivalents

*Required

- (3)' Sociology——(Minimum three quarter hours)
Social Pathology, Social Case Work, Social Treatment of the Feeble Minded, The Family, Delinquency or equivalents

or

- (b) Completion of a two-year teacher training program. Two years of successful teaching experience in a public elementary or secondary school. In addition, the completion of 35 quarter credits selected from (a) above. A minimum of 10 quarters under (1)', a minimum of 10 quarters under (2)', and a minimum of 8 quarters under (3)'

or

- (c) Graduates of any accredited institution who have completed a four-year course with a major in the field for teachers of the mentally retarded.

b. Establishment of class or classes

Application shall be made to the State Commissioner of Education to establish one or more classes for the instruction of the mentally subnormal children, provided there shall not be less than five mentally subnormal children for each class.

c. Admission

- (1) Admission to these classes shall be restricted to pupils, residents of the state, whose intelligence quotients range from 50 to 80 inclusive and whose mental age is not less than four years, as established by the official examiner and approved by the Commissioner of Education.
- (2) Admission to mentally subnormal classes shall be based on the results of recognized mental tests given and scored by persons approved by the Commissioner of Education for such work.

Note: When an official examination cannot be secured in time to bring presumably eligible pupils into a class or group, then tentative approval by the State Supervisor of Special Classes may be given upon request of the superintendent of schools. As a basis for such approval there shall be furnished for such approval requested, the name, age (chronological and mental), intelligence quotient, grade, name of the examiner, and date of the examination. An official examination of such pupils shall be made within one year from the date of the tentative approval. Where a pupil is tentatively admitted to a special class, no state aid will be allowed for the pupil, if the test by the examiner, approved by the Commissioner of Education, reveals that the pupil's intelligence quotient does not warrant assignment to the class.

d. Enrollment

Reimbursement may be granted only for educable pupils whose intelligence quotients fall between 50 and 80.

Note: Pupils with intelligence quotients below 50 are a responsibility of the local community and should not be neglected. Slow learning groups from 80 to 90 are also a responsibility of the local community. There should be classes for such slow learners wherever needed.

e. Size of class

The minimum number of enrolled pupils per teacher employed shall be five and the maximum fifteen except that, in schools employing three or more teachers of mentally subnormal children, approval may be given for eighteen pupils per teacher when acceptable provision is made for their instruction in homogeneous groups.

f. Instruction

The instruction in these classes shall be largely from the individual standpoint, based upon the capacities, interests, and needs of the pupils to the extent to which these may be ascertained. Wherever possible, arrangements should be made for pupils to enroll in the regular classes and be associated with normal children wherever possible, particularly in assembly, music, art, physical education, recreation, shop and home economics for the socializing experience.

g. Length of day

The length of the school day for mentally retarded should equal as a minimum that of the regular grades. In no event should it be less than five hours. The lunch period should not be counted as part of the school day.

Note: These pupils must be taught many things that normal pupils learn through contact with their environment. Subnormals need longer periods to acquire information and skills and to make social adjustments.