

file

Code XVI-A-1

STANDARDS
SPECIAL CLASSES
for
HANDICAPPED CHILDREN

State of Minnesota
DEPARTMENT OF EDUCATION

St. Paul, Minn.

January 1950

50-552-^{Dept Ed}~~608~~

FOREWORD

Recognition of the special educational needs of handicapped children has been growing steadily in Minnesota over a considerable period of years. Legal provisions under which such education may be provided have been expanded little by little until now it should be possible in one way or another for every educable child to have an education even though his handicap keeps him at home or in a hospital or sanitorium.

Comparative expenditures over the past five years have shown a definite rise in the amounts of money local districts have been willing to pay for this aspect of education. There is general agreement that the school district is obligated to provide the same per capita amount for the education of its handicapped children and youth as it does for its other pupils, and that the state should provide financial aid which approximates the difference between the normal cost and the special education cost. On the basis of such policy state funds have been increased, to be disbursed according to standards established by the State Board of Education. It is to give schools detailed information on those standards and the legal regulations upon which they are based that this bulletin is issued.

The provisions and standards contained herein supersede all those previously issued and may be assumed to remain in effect until replaced by subsequent revisions. It is hoped that this publication may serve as a handbook and guide in setting up and conducting the very most effective education possible for children with any one or more of the various handicaps. Further assistance may be secured through direct contact with the State Department of Education.

Dean M. Schweickhard
Commissioner of Education

_____ 1950

STATE BOARD OF EDUCATION

Julius Boraas, President..... Northfield
J. S. Siewert..... Windom
J. B. Johnson..... Cambridge
Mrs. W. C. Smith Duluth
Mrs. Raymond Gould Minneapolis

COMMISSIONER OF EDUCATION

Dean M. Schweickhard, Secretary and Executive Officer
State Board of Education..... State Office Building
T. J. Berning, Assistant Commissioner..... State Office Building

SUPERVISOR OF SPECIAL CLASSES FOR HANDICAPPED CHILDREN

Mayme J. Schow State Office Building

STANDARDS FOR INSTRUCTION OF HANDICAPPED CHILDREN

General Standards

A. SCOPE

The program of special education for handicapped children in Minnesota embraces designated types of children with handicaps so severe they require services not available in the regular public school program. By legislative enactment state aid is available for the blind and partially blind, the deaf and hard of hearing, the crippled, the mentally retarded 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 other 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 other children, this should be done. Even under such conditions those who can do so should be encouraged to participate in as many of the regular school activities as they are able.

C. STANDARDS

The following general standards have been established 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.

1. Application

Not later than the first day of August of each year a written application shall be filed, with the State Commissioner of Education, by the proper administrative authority of any school district, for the establishment of each type of special class with the exception of classes to be held in hospitals, sanitoriums or homes, which the district may wish to maintain the following year. Application for these latter exceptions will be given consideration as received. All applications shall be approved by the State Supervisor of Special Classes, from whom blank forms for such application may be secured.

2. Admission of Pupils

a. No child shall be admitted to any special class until:

- (1) Such child has had a physical examination by a licensed physician and a psychological examination by a qualified psychologist.
- (2) A record of such examination has been filed in the office of the local school and with the State Department of Education.
- (3) Such record has been approved by the State Supervisor of Special Classes.

Detailed admission requirements are given under each special class of the handicapped.

b. Only educable pupils may be enrolled.

(1) Neither clinical nor institutional cases, slow learning children, disciplinary cases of normal intelligence, or 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.

(2) Provision is made for admittance of pupils on a state-wide basis.

3. Housing Space

Housing space for each class shall be adequate, shall conform to the "Minnesota Manual for Public School Buildings and Grounds" and shall be approved by the State Supervisor of Special Classes before the class is organized.

4. Equipment and Materials

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

Reimbursement shall be granted only for those special items of equipment and supplies needed for class activities in excess of such items usually provided for pupils in regular classes.

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

5. Class Size

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 other pupils as the handicapped need so much more individual help to meet widely varying needs.

6. 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 instruction in the home, hospital or sanitorium. The lunch period should not be counted as part of the school day.

7. Transportation

a. Law: Laws 1949, Chapter 732, Subd. 4:

"The state board of education may assist school districts or the county board of education for unorganized territory in any county in providing for the transportation or board of such crippled children of school age as are unable to walk to school with the exercise of normal effort, but are able to carry the regular courses of study. It may grant to such school districts not to exceed \$225 annually for each such pupil transported or boarded. The state board may grant such aid

to the district or residence when a crippled child is transported for the purpose of attending a special class. To assist in providing transportation or board and lodging of deaf, blind, and crippled children regularly enrolled in special classes for handicapped children, the pupil's resident district shall be reimbursed at rates to be determined by the state board of education not to exceed \$225 annually for each such pupil transported or boarded."

Note: Refer to the Standards on Reimbursements for Transportation and Board for Physical Handicapped Children, Rural Division, State Department of Education.

b. Standards

Reimbursement for transportation of pupils in special classes for the mentally retarded shall be limited to the cost of transportation. Make application for this aid to the Division of Special Education.

Note: 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.

8. Lunch

The cost of the noon lunch is reimbursable for the blind, the crippled, the deaf and the mentally retarded. The general plan of providing lunches, except as indicated above, should be the same for the handicapped as it is for other 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.

9. Reports and Records

a. Physician's Report

A medical report by a licensed physician shall be on file in the office of the local school 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.

b. 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. The pupil record card shall include both a medical report by a licensed physician and a psychological report by a qualified psychologist.

c. 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.

10. Mental Testing

- a. Mental tests shall be given by an examiner qualified for the work and approved by the State Commissioner of Education.
- b. Procedure
 - (1) The application for examination by the official examiner shall be made by the proper local authority directly to the Supervisor, Bureau for Psychological Services, Division of Public Institutions, 410 Globe Building, St. Paul, Minnesota. The first examination shall be given during the school year preceding that of the organization of the class.
 - (2) Group tests should be administered to pupils in the grades in order to select children for the official examination.
 - (3) The fees for the official examination and the expenses incident thereto shall be paid by the school district and shall be reimbursable.

11. State Aid (Reimbursement)

- a. Law: Laws 1949, Chapter 442.

"Under such rules as the state board of education may establish relative to qualifications 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 deems 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 \$400 for each such child.
- (b) For blind children, not to exceed \$400 for each such child.
- (c) For mentally retarded children not to exceed \$150 for each such child.
- (d) For children with defective speech, not to exceed \$2400 for each teacher engaged exclusively in this work.
- (e) For crippled children, not to exceed \$400 for each such child attending special classes or receiving instruction in the home or in a hospital or sanatorium.
- (f) For mentally retarded children who have a multiple handicap, the aid may be paid on the basis of crippled, blind or deaf under regulations established by the State Board of Education.

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 or in a hospital or sanatorium 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 or in a hospital or sanatorium.

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 or in a hospital or sanatorium for handicapped children shall not exceed the amount expended for such class of instruction during the year for which the aid is paid.

The board of education receiving such aid shall 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."

b. Computation

- (1) 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.
- (2) No state aid shall be allowed for a pupil in attendance in special schools or special classes in the schools 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 or pupils receiving instruction in the home, hospitals or sanatoriums.)
- (3) When mentally retarded children are assigned to classes of normal children for the socializing influence, no deduction in the special class aid shall be made if the time of the special class teacher is reserved for preparation or for those of her group who need special coaching. If under similar circumstances the special class teacher is assigned to the teaching of normal children, a deduction in the aid for her pupils will be made proportionate to the part of the school day thus assigned.
- (4) For children between four and twenty-one years of age receiving instruction in the home, hospital or sanatorium, \$400 in addition to other aids to which the district is entitled for such child, such as basic aid, apportionment, equalization and income tax school aid.

The per pupil allowance shall be paid for each child between the age of four and twenty-one years who has been in attendance in special classes or receiving instruction in home, hospital or sanatorium on the following additional reimbursement basis:

\$2.20 per day for each of the first 100 days and \$2.25 per day for each additional day of attendance but not to exceed 180 days or \$400 or cost of instruction.

- (5) Non-resident secondary pupil aid for handicapped children will be paid to the school district educating the pupil and will be in addition to non-resident secondary pupil tuition aid.
- (6) For elementary pupils, the state aid: handicapped, basic and equalization (if earned) will be paid to the pupil's resident district, provided the pupil's resident district pays the tuition to the school district furnishing the special class instruction.

- (7) State aid for handicapped children shall be calculated on the basis of attendance.

c. 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:

- (1) Salaries of qualified, certified and approved special class teachers, special supervisors, 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.
- (2) If nurses or therapists teach children, they shall be certified for such work.
- (3) Salaries of other personnel mainly non-professional, used in connection with special classes when so approved by the State Supervisor of Special Classes.
- (4) Approved expenditures are special equipment, special materials, laundry, mental and physical examinations, the cost of lunches and transportation for mentally retarded pupils.
- (5) Each item for which reimbursement is claimed such as laundry, mental tests, etc., must be listed separately and not included with other items.

12. Personnel

a. Standards

- (1) Every teacher who teaches a special class shall be certified for the special class she is teaching.

Note: Wherever it is possible and deemed advisable, handicapped children and particularly the mentally retarded should be included with other 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 certified for the special class work such teacher is undertaking.
- (3) Certification of special class teachers shall be cleared through the Division of Teacher Certification, State Department of Education.

b. Supervisors

In a school system employing more than five special class teachers, one staff member approved by the State Department of Education shall be appointed or designated for the coordination and supervision of such work.

c. Administrators

A principal of a school for handicapped children must hold a Special Class Certificate in addition to a Principal's Certificate.

d. 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: Laws 1941, Chapter 169, Art. 11, S.9.

"Upon application made to the state commissioner of education by any school district, complying with the provisions of this section and section 128.13, the 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. When 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 actually enroll these 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 nothing in this section shall be construed as preventing parents of any such children from sending their children to the Minnesota Braille and Sight Saving School, 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."

Laws 1949, Chapter 442, Section 1, Subd. (f).

"For mentally retarded children who have a multiple handicap, the aid may be paid on the basis of crippled, blind or deaf under regulations established by the State Board of Education."

2. Regulations

a. 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.

b. Admission

Admission to these classes shall be restricted to children, residents of the state, who by reason of defective sight must have special instruction. Classes may be organized for:

- (1) Children of sound mind who are blind or partially blind.
- (2) Mentally retarded children who are blind or partially blind.

c. 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.

d. Enrollment

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

e. Instruction

The courses, 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 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.

- f. Teachers of pupils who are blind and mentally retarded must be certified to teach both the mentally retarded and the blind.

B. CLASSES FOR CRIPPLED CHILDREN

1. Law: Laws 1949, Chapter 393, Section 1.

a. Special Classes during school year

"Upon application made to him by any school district, complying with the provisions of this section and section 128.13, the commissioner of education may grant permission to such district to establish and maintain within or beyond its limits one or more classes for the instruction of crippled children over four years of age who are residents of the state, and to provide for instruction in the home, or in a hospital or sanatorium for crippled children who are not in physical condition to attend such special classes.

For the purposes of this section, any child of school age, other than one of defective hearing or speech is physically impaired in body or limb and so that he cannot profitably or safely be educated in the regular classes as are other children but who is mentally capable of benefiting by such training, as determined by the standards of the state board of education, is considered crippled and is required to attend such classes, unless excused because of any conditions making attendance undesirable, or to receive such instruction in the home or in a hospital or sanatorium.

Laws 1949, Chapter 442, Section 1, Subd. (f).

"For mentally retarded children who have a multiple handicap, the aid may be paid on the basis of crippled, blind or deaf under regulations established by the State Board of Education."

b. Summer Schools for Crippled Children

(1) Law:

"Laws 1949, Chapter 743, Section 6, item one includes an estimated amount of \$15,000 for each year of the biennium as aid for pupils attending summer school for crippled children."

(2) Regulation

For the special summer classes for the education of crippled children, a sum not to exceed \$75.00 annually for each pupil in such classes for each summer session, which shall not be less than six weeks; provided the State Board of Education shall not allocate for any one school for crippled children a sum in excess of \$8,500 in any one year."

2. Regulations

a. Establishment of classes in public schools, hospitals, sanatoriums and home instruction.

(1) Classes in public schools

Application shall be made to the State 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, hospitals and sanatoriums.

Application shall be made to the State Commissioner of Education by the local school district, indicating there are one or more crippled children over four years of age who are residents of the state and who are not in physical condition to attend special classes, requesting permission to provide instruction in the home, hospital or sanatorium for such children.

b. Admission to special classes in the school, home, hospital or sanatorium.

In addition to legal requirements any pupil admitted to special classes or included in the program for instruction in the home, hospital or sanatorium shall have a special class enrollment card on file in the office of the State Supervisor of Special Classes, and in the local school. This enrollment card shall have a record of a psychological examination by a qualified psychologist and a medical examination by a licensed physician subject to approval by the State Supervisor of Special Classes.

In the case of some crippled children such as spastics, it is very difficult to secure a definite intelligence quotient. The decision on the acceptability of such cases will be based upon recommendation from a practicing psychologist stating his opinion of the degree to which the child in question is mentally capable of benefiting by instruction.

c. Enrollment

(1) Special Classes

The class enrollment shall be limited sufficiently to permit adequate instruction. Not less than five children shall constitute a class.

(2) Home, Hospital or Sanatorium

The number of crippled children over four years of age enrolled for instruction in the home, hospital or sanatorium is subject to approval by the State Supervisor of Special Education.

d. Conduct of Work

- (1) Each pupil receiving instruction in the home, hospital or sanatorium shall be given individual instruction for one clock hour daily or its equivalent on the basis of the school week.

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 one school day.

- (2) All special classes and instruction in the home, hospital or sanatorium is to be carried on for reimbursement during the school year except as legal provision is made for summer schools for crippled children.
- (3) Each teacher instructing children in the home, hospital or sanatorium shall file an annual report and other reports with the superintendent of schools and the State Supervisor of Special Classes as requested.
- (4) Teachers of pupils who are crippled and mentally retarded must be certified to teach both the mentally retarded and the crippled.

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: Instruction in the home, hospital or sanatorium 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 homebound and children confined in hospitals and sanatoriums should always be measured in terms comparable to those used for pupils in regular classes. In fact, it is imperative that such instruction should be correlated insofar as possible with that of the regular class.

- (3) Plans for instruction in the home, hospital or sanatorium must be submitted to the Special Class Supervisor for approval.

C. CLASSES FOR DEAF CHILDREN

1. Law: Laws 1941, Chapter 169, Art. 11, S. 8.

"Upon application of any school district, complying with the provisions of this section and section 128.13, 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 as provided for in sections 131.08 to 131.12.

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."

Law: Laws 1949, Chapter 442, Section 1, Subd. (f).

"For mentally retarded children who have a multiple handicap, the aid may be paid on the basis of crippled, blind or deaf under regulations established by the State Board of Education."

2. Regulations

a. 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 over four years of age in the district who will attend such class or classes.

b. Admission

Admission to such class or classes shall be limited to residents of the state, between the age of four and the maximum school age. Classes may be organized for:

- (1) Children of sound mind who are deaf or hard-of-hearing.
- (2) Mentally retarded children who are deaf or hard-of-hearing.

Teachers of pupils who are deaf and mentally retarded must be certified to teach both the mentally retarded and the deaf.

c. 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 local superintendent of schools.

d. Enrollment

The minimum enrollment in a class shall be five deaf children with a maximum of eight deaf pupils per teacher with variation from the upper limit subject to approval by the state supervisor.

e. 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.

D. CLASSES FOR MENTALLY RETARDED CHILDREN

1. Law: Laws 1941, Chapter 169, Art. 11, S. 11.

"Upon application made to the state commissioner of education, by any school district complying with the provisions of section 128.13, 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."

The school board may transfer mentally retarded children from the regular grades to special classes. Attorney General's Opinion, September 1921.

2. Regulations

a. 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 mentally retarded children, provided there shall not be less than five mentally retarded children for each class.

b. Admission

(1) Admission to these classes shall be restricted to pupils, residents of the state, whose intelligence quotients range from 50 to 80 inclusive, as established by the official examiner and approved by the Commissioner of Education

(2) Admission to the classes for the mentally retarded shall be based on the results of recognized mental tests given and scored by persons approved by the Commissioner of Education for such work.

- (3) 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 pupils, 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.

c. 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.

d. 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 retarded children, approval may be given for eighteen pupils per teacher when acceptable provision is made for their instruction in homogeneous groups except in secondary schools where eighteen pupils per teacher may be enrolled or where approval may be given for eighteen pupils in the elementary schools

e. 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 other children, particularly in assembly, music, art, physical education, recreation, shop and home economics for the socializing experience.

f. Length of day

The length of the school day for mentally retarded children 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.

Mentally retarded pupils must be taught many things that other pupils learn through contact with their environment. They need longer periods to acquire information and skills and to make social adjustments.

E. CLASSES FOR SPEECH DEFECTIVE CHILDREN

1. Law: Laws 1941, Chapter 169, Art. 11, S. 10.

"Upon application made to the state commissioner of education, by any school district complying with the provisions of section 128.13, 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. Regulations

a. Establishment of class or classes for speech correction

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.

b. 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.

c. Enrollment

- (1) A preliminary survey of pupils' speech defects in elementary school shall be made to ascertain the number of pupils in need of speech correction.
- (2) A continuous survey shall 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 for speech correction work 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 75 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 three times a week.