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STANDARDS

SPECIAL CLASSES
FOR
DEFECTIVES



STATE OF MINNESOTA.

Department of Education .

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BULLETINS PUBLISHED BY THE DE- PARTMENT OF EDUCATION RELAT- ING TO STANDARDS AND COURSES OF STUDY

STANDARDS

Ungraded Elementary Schools.
Graded Elementary and High Schools.
Teacher Training Departments.
Vocational Education.
Special Classes for Defectives.
School Buildings and Sites.
Certification of Teachers.
Evening Schools.
New Vocations for the Disabled.
Traveling Library.
Elementary School Library List.
High School Library List.

COURSES OF STUDY

Curriculum for Elementary Schools.
Manual of Physical and Health Education.
Syllabi for Elementary Evening Schools.

The High School Curriculum:

- Bulletin No. 1, Introduction.
- Bulletin No. 2, High School English.
- Bulletin No. 3-A, Ancient History and Modern History.
- Bulletin No. 3-B, American History.
- Bulletin No. 3-C, Introduction to Social Science.
- Bulletin No. 4-A, General Science and General Biological Science.
- Bulletin No. 4-B, Physics and Chemistry.
- Bulletin No. 5, Mathematics.
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- Bulletin No. 7, Commercial Training.
- Bulletin No. 8, Agriculture.
- Bulletin No. 9, General Industrial Training.
- Bulletin No. 10, Home Economics.

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GENERAL 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 for the following year. 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 he 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 should be provided and a complete record of such treatment also placed on file with the local school authorities. A duplicate of such records should be furnished to the teacher in whose class the child is enrolled and should be carefully preserved. Similarly, each child admitted to a special class should be re-examined each year.

Certification 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 of special class work as specified. The fee for a special certificate is \$1.00.

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 FOR SUBNORMAL CHILDREN

Enrollment. The maximum number of pupils in a one-teacher department shall not exceed fifteen at any time during the school year. When, however, the work is organized

on a departmental basis, with three or more teachers teaching fairly homogeneous groups, as many as eighteen pupils may be enrolled in some class groups provided the average number of pupils per full-time teacher does not exceed fifteen at any time. Properly certified pupils from the approved list may be admitted at any time to fill vacancies caused by withdrawals. The minimum enrollment permitted in any one class is five.

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 shall be restricted to those certified by the superintendent of schools, or by such assistant as he may designate, from a list of eligible pupils approved by the Commissioner of Education.

3. No child shall be admitted to these classes after October 1, 1927, whose intelligence quotient is less than fifty or more than eighty, or whose mental age is less than four years. All children with an intelligence quotient of over eighty shall be regarded as normal in intellectual capacity, irrespective of the amount of pedagogical retardation or other peculiarities. All children with an intelligence quotient below fifty shall be regarded as too defective for proper care and training in the public schools.

Qualification of Teachers. Each teacher must have had the academic and professional training required of teachers of elementary school grades in the public schools of the state and must also have had two years of successful experience in teaching normal children. In addition thereto, each teacher is required to have special training in dealing with the problems of the subnormal child at an institution approved by the Commissioner of Education. For a special certificate limited to two years, seven (7) quarter credits of approved special training will be required, beginning with the school year 1928-29. Graduates of the College of Education of the

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University of Minnesota with a teacher's certificate for the teaching of subnormal children are eligible for the two-year certificate without teaching experience. A three-year certificate will be issued to the holder of a special certificate upon satisfactory evidence of two years of successful experience in teaching a subnormal class in Minnesota and the completion of a total of fourteen (14) quarter credits of approved special training. A five-year certificate will be issued to the holder of a special certificate upon satisfactory evidence of four years of successful experience in teaching subnormal classes, two years of which must have been in Minnesota, and the completion of a total of twenty (20) quarter credits of approved special training.

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, physical training, 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 into the minds of these pupils the physical and social value of clean, upright, useful living. Flexibility of program and adaptation of work to the capacities and needs 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 FOR DEAF CHILDREN

Enrollment and Conditions for Admission. Section 2894, General Statutes 1923, states: "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 act. 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 teacher."

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

The maximum number of pupils in any one class assigned to one teacher shall not exceed ten at any time. When, however, the work is organized on a departmental basis with three or more teachers in charge of fairly homogeneous groups, as many as twelve pupils may be enrolled in some class groups, provided the average number of pupils per full-time teacher does not exceed ten at any time.

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 of successful experience in teaching. In addition thereto, each teacher is required to have received special training, approved by the Commissioner of Education, for the teaching of deaf classes. For a special certificate limited to two years, twenty-four (24) quarter credits of approved special training will be required, beginning with the school year 1928-29. A person otherwise qualified but lacking the two years of experience in teaching may offer in lieu thereof eight (8) additional quarter credits of approved special training including a practice course in the teaching of deaf children. A five-year certificate will be issued to the holder of a special certificate for deaf work upon satisfactory evidence of two years of successful experience in teaching a deaf class in the public schools of Minnesota and the completion of thirty-two (32) quarter credits of approved special training.

Courses and Methods of Instruction. Section 2894, General Statutes 1923, states:

"The course and methods of instruction must comply with such requirements as may be outlined by the state commissioner 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 for the deaf at Faribault, Minn."

The State Elementary Curriculum with proper adaptations should be followed as far as possible in all elementary classes for deaf children. Physical and industrial training suited to the needs of the pupils must also be provided.

State Aid. Section 3031, General Statutes 1923, authorizes special class aid for deaf children as follows: "For deaf children, two hundred fifty dollars (250) for each such child who is enrolled in a day school and who is a resident of the district maintaining such school, and four hundred dollars (\$400) 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 one hundred fifty dollars (\$150) to be paid for board and room of such non-resident child."

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 de-

termined from the character of the work which must necessarily be done and may vary from time to time.

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.

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 of successful experience in teaching. In addition thereto, each teacher is required to have received special training for work with speech defectives at an institution approved by the Commissioner of Education. For a special certificate limited to two years, seven (7) quarter credits of approved special training will be required, beginning with the school year 1928-29. A three-year certificate will be issued to a holder of a special certificate upon satisfactory evidence of two years of successful experience in special class work with speech defectives in the public schools of Minnesota and the completion of fourteen (14) quarter credits of approved special training. A five-year certificate will be issued to the holder of a special certificate upon satisfactory evidence of four years of successful experience in teaching speech defectives, two years of which must have been in Minnesota, and the completion of a total of twenty (20) quarter credits of approved special training.

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 \$1,500 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 FOR BLIND CHILDREN

Statutory Provision. Section 2895, General Statutes 1923, states: "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 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 act shall be construed as preventing parents of any such children from sending their children to the state school for the blind, if they so elect.

"For the purpose 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."

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 annually to determine the degree of defective sight, whenever total blindness does not exist.

Qualification of Teachers. (a) **Elementary:** Each teacher of elementary subjects must have had the academic and professional training required of elementary teachers in the graded schools of Minnesota and must also have had two years of successful experience in teaching. In addition thereto, each teacher is required to have received special training, approved by the Commissioner of Education, for the teaching of blind and sight saving classes. For a special certificate, limited to two years, seven (7) quarter credits of approved special training will be required,

beginning with the school year 1928-29. A three-year certificate will be issued to the holder of a special certificate for blind and sight saving work upon satisfactory evidence of two years of successful experience in teaching blind or sight saving classes in the public schools of Minnesota and the completion of a total of fourteen (14) quarter credits of approved special training. A five-year certificate will be issued to the holder of a special certificate upon satisfactory evidence of four years of successful experience in teaching blind or sight saving classes, two years of which must have been in Minnesota, and the completion of a total of twenty (20) quarter credits of approved special training. (b) **High school:** Special certificates will be issued to teachers of high school subjects in blind and sight saving classes on the same basis as to elementary teachers with respect to experience and special training, but they must be fully qualified as high school teachers.

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.

State Aid. In computing the amount of state aid, each school district 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 salaries of special teachers, for special instruction, special readers, special supervision, special equipment, special material and transportation of pupils of such class or classes. No aid shall be allowed for a child in attendance less than twenty days.

CLASSES FOR CRIPPLED CHILDREN

Enrollment. The law provides that there shall be not less than five crippled children of school age in each class.

Conditions for Admission of Pupils. Section 2899, General Statutes 1923, states: "For the purpose of this act, any child of school age, other than one of defective hearing, speech or sight, and one 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 diseases or other conditions making attendance undesirable."

Qualification of Teachers. (a) **Elementary:** Each teacher of elementary subjects must have had the academic and professional training required of elementary teachers in the graded schools of Minnesota and must also have had two years of successful experience in teaching. In addition thereto, each teacher is required to have received special training approved by the Commissioner of Education. For a special certificate limited to two years, six (6) quarter credits of approved special training will be required, beginning with the school year 1928-29. A five-year certificate will be issued to the holder of a special certificate upon satisfactory evidence of two years of successful experience in teaching a special class of crippled children in the public schools of Minnesota and the completion of a total of twelve (12) quarter credits of approved special training. (b) **High school:** Special certificates will be issued to teachers of high school subjects in special classes for crippled children on the same basis as to elementary teachers with respect to experience and special training, but they must be fully qualified as high school teachers.

Qualification 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 physiotherapy and orthopedics.

Rooms and Equipment. Rooms provided for crippled children should be on the ground floor and should be conveniently located with respect to exits, toilets, lavatories and drinking fountains. Special equipment, such as chairs and desks of the best type for crippled children, wheel chairs, kiddy cars, sleeping chairs or cots, orthopedic chairs and equipment for corrective gymnastics, should be provided as needed.

Transportation. Schools maintaining special classes for crippled children must provide adequate transportation facilities under conditions which safeguard the welfare of crippled children.

Methods of Instruction. The State Elementary Curriculum with proper adaptations should be followed so far as possible in all elementary classes for crippled children. Physical and industrial training suited to the needs of the pupils must also be provided. It is highly important that special effort be made to discover and develop any particular aptitudes which the crippled child may have.

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 expense, including salaries of teachers and nurses, transportation, special supplies and equipment.