

(2) **SAME.** Reimbursement will not be provided on the salaries of instructors in agriculture who coach or assist in coaching interscholastic athletics.

(3) **DEDUCTION.** In schools in which the instructor in agriculture conducts other classes, a deduction of at least 15% will be made for each such class. The instructor may be assigned one main room period without deduction if there is no interference with the work of the department.

(4) **INSTRUCTOR ALSO PRINCIPAL.** In schools in which the instructor in agriculture is also principal, it will be assumed that his duties as principal require 35% or more of his time. The principal should not assume responsibility for an agricultural department with over 30 students enrolled.

(5) **VETERAN TRAINER.** Reimbursement shall be made to a school employing a veteran trainer for high school classes only when such instructor is employed for at least one-half time for such purpose. (The training of 10 veterans is considered as a one-half time job for a veteran trainer.)

(6) **INSTRUCTION.** (a) *Class instruction.* Since much of the class instruction in agriculture must be given in laboratories either in school or on farms, schedules shall be arranged to provide extended time for instruction. The needs for such time include field trips on all phases of instruction, and school laboratory work such as soil testing, seed treating and testing, milk testing, farm machinery repair, building and appliance construction and work of a similar nature. Class periods with 50 or more minutes of actual class instruction five days a week or 70 or more minutes of actual class instruction four days a week will be approved. Longer periods of instruction are desirable for the most effective functioning of the program. Conference periods should also be provided so that the instructor may meet with groups of his students for such things as FFA or Junior Dairymen's Association meetings, the preparation of demonstrations or similar activities. FFA chapter meetings should preferably be included in the school program either in activity periods or by a combination of classes.

(7) **FARM SHOP POLICIES.** (a) A farm shop for instruction in vocational agriculture should have:

1. A double door with a sufficient width to admit entrance of farm machinery and other large equipment.

2. Open floor space for efficient application of woodworking and related activities and machinery and tractor instruction with work benches located along the walls.

3. Adequate working tools for various application jobs and provisions for the storage of same.

4. Adequate heating, lighting and ventilation.

(b) School establishing new departments of vocational agriculture must have satisfactory farm shops.

(c) *Separate farm shop.* This is a farm shop which is available for the exclusive use by students and classes in vocational agriculture. The instructor may teach a maximum of one class in general shop

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procedure for mixed groups of students when the department enrollment is less than 70. In such cases reimbursement on the salary for this instruction will be provided if the majority of the students are enrolled in vocational agriculture. It is recommended that shops in this classification have a minimum area of 1000 square feet of space. Normal reimbursement of federal aid may be paid to the local school under approved conditions. If the shop is inadequate, a reimbursement of 75% of the normal reimbursement may be paid.

(d) *Integrated shop program.* The farm shop will be shared with a maximum of 2 classes in industrial arts. It is recommended that such shops have a minimum of 1600 square feet. Schools which have shops which meet these minimum requirements may be eligible for the normal reimbursement for the program of vocational agriculture. Any variation not meeting the conditions listed may receive 75% of the normal reimbursement which would be paid if all minimum conditions were met.

(e) *Correlated vocational agriculture shop.* This includes the dual or shared use of a multiple purpose shop with designated areas for vocational agriculture and industrial arts. It is recommended that such shops have a minimum area of 2200 square feet. Schools with shops meeting these requirements may receive the normal reimbursement of aid in vocational agriculture. Any variations not meeting the conditions listed may receive 75% of the normal reimbursement which would be paid if all minimum conditions were met.

(f) When no farm shop is available in a school having an established program of vocational agriculture, a token reimbursement in the amount of \$100 will be paid.

(8) **REIMBURSEMENT BASIS.** Effective July 1, 1955, schools establishing vocational agricultural departments will be reimbursed on the same basis as schools that have been established for more than 3 years.

(9) **ENROLLMENT.** Schools in which the high school enrollment in vocational agriculture is 90 or more will receive only a token reimbursement of \$100 unless 2 or more instructors are employed.

(10) **CLASSES FOR YOUNG AND ADULT FARMERS ESSENTIAL.** The conduct of classes for young and adult farmers is considered to be an essential part of the vocational agricultural program. All departments are expected to conduct at least 2 such classes annually.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. (6) and recr. (6) (a), Register, August, 1958, No. 31, eff. 9-1-58.

A-V 4.06 Young and adult farmer classes. (1) Adult farmer classes shall be conducted for at least 10 lessons.

(2) Young farmer classes shall be conducted for at least 15 lessons. A year-round program is preferable.

(3) Schools meeting time requirements under options 4 or 9 shall provide 50 hours of young and adult farmer classes.

(4) Classes will be counted as 2 hours; farm mechanics may be 3 hours and 5 hour classes may be held during Christmas recess. Field trips of classes may be counted for their full time.

(5) For reimbursement purposes, the period of class conducted in one day will be one session. Reimbursement can be given only on time on Saturday afternoons, evenings, or vacations.

(6) Schools reported in any one year should be conducted entirely during that year—between July 1 and June 30.

(7) Must be organized instruction on a unit basis, each unit to consist of 5 or more lessons.

Note: For example: meetings for milk testing, soil testing, etc. cannot be counted unless accompanied by organized instruction.

(8) If one school desires to arrange with another for providing the young and adult farmer instruction, our office should, before the instruction begins, be provided with a copy of the agreement between the schools for such training. As evidence that satisfactory training has been provided the area served by the host school, a final report will be submitted by the school sponsoring the course giving the names of the enrollees, the school area in which they reside, the attendance, the character and scope of farming programs developed with the enrollees.

(9) (a) Reimbursement for young and adult classes to schools conducting approved programs of vocational agriculture on a twelve month basis will be at the rate of \$10 per meeting for classes conducted in accordance with the requirements including the development and maintenance of farming programs. When instructors are employed to give full or a definite part of their time to young and adult farmer classes, reimbursement of federal aid may be provided at a rate not to exceed 50% of the salary in addition to state aid.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57; r. (9) (a) and (b) and recreate (9) (a), Register, October, 1957, No. 22, eff. 11-1-57.

A-V 4.07 Assistance from state board. Our staff will be available to counsel with schools planning new or remodeling old facilities of the local agricultural department, and to discuss other problems relative to the agricultural program.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.