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Chapter A-V 3

CRITERIA FOR THE MAINTENANCE OF FEDERALLY AIDED VOCATIONAL HOME MAKING DEPARTMENTS IN HIGH SCHOOLS

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**A-V 3.01 Qualifications of instructors.** (1) **REGULAR INSTRUCTOR.** (a) *Experience.* The instructor in homemaking should have a background of experiences in community activities with an appreciation and understanding of rural life. She should have had sufficient experience in homemaking to have a knowledge of the problems of the homemaker.

(b) *Training.* The instructor in homemaking should be a graduate of a home economics teacher training institution with a Bachelor of Science degree in home economics and sufficient credits in education to meet the requirements of the state department of public instruction for a life certificate. She should have a minimum of 40-45 credits in home economics. Upon request, or when circumstances demand, transcripts will be indicated for teacher approval.

(c) *Student teaching.* Her college training should include student teaching with observation and practice in the development and conduct of home experience programs, Future Homemakers of America, and adult classes.

(d) *Professional improvement.* The homemaking instructor should attend the annual summer conference of homemaking instructors conducted by the state board of vocational and adult education and such district meetings as are called. She might also attend short summer sessions conducted for such instructors at the teacher training institutions. She should not ordinarily attend 6 or 8 weeks' summer sessions which would cause the neglect of important phases of the program in the community if she is on 11 or 12 months' employment.

(2) **SPECIAL INSTRUCTORS.** Special instructors may be employed for adult classes on the basis of special abilities if they work under the direction of fully qualified instructors and have obtained approval of the state board of vocational and adult education.

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

**A-V 3.02 General departmental criteria.** (1) **LENGTH OF YEAR.** The homemaking instructor must be employed on a 10, 10½, 11, or 12 months' basis. The state board of vocational and adult education has gone on record to the effect that the school year of employment for teachers in federally aided high schools comprises the period July 1 to June 30 of the following year. In order to be eligible for aid under

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the George-Barden Act the contractual dates of employment must be within this period. A month of employment must be interpreted as that of a calendar month rather than a school month. Ten calendar months of employment is the minimum length of employment for which federal aid may be received. Homemaking teachers should be entitled to the regular vacations during the school year, and 2 weeks' vacation in the summer if employed on the 12 months' basis.

(2) **ENROLLMENT.** (a) There should be an enrollment of at least 25 rural girls in a high school department of vocational homemaking.

(b) In departments with an enrollment of more than 50 the full-time of the homemaking instructor should be given entirely to the development of the homemaking program.

(c) In departments with 100 or more pupils two instructors should be employed with one instructor assuming principle responsibility for the organization of the work.

(3) **TIME REQUIREMENTS.** (a) *Daily.* 1. Three hundred minutes a week for each student is recommended for instruction in homemaking.

2. In addition to class time the instructor should have at least one period a day definitely scheduled for homemaking student conferences.

3. Time should be provided in the school schedule for the F. H. A. program. Activities of Future Homemakers of America should be considered a part of the school day activities.

4. Adult classes should be conducted from 90 minutes to 2 hours.

5. If the instructor in homemaking assumes some responsibility for the supervision of the hot lunch program, it should be recognized that such activity is at least the equivalent of conducting another class in homemaking.

(b) *Yearly.* 1. The homemaking program in the high school should ordinarily be a 4-year program.

2. Instruction should be limited to the high school years and adult classes.

(4) **CURRICULUM.** The homemaking curriculum should be organized on a unit basis with instruction being given in:

(a) Selection, preparation, serving, conservation, storage, and nutrition of food for the family.

(b) Selection, care, renovation, and construction of clothing.

(c) Care and guidance of children.

(d) Selection and care of the home and its furnishings.

(e) Health, safety, and home care of the sick.

(f) Consumer buying and management of family resources.

(g) Maintenance of satisfactory personal and family relationships.

(5) **HOME EXPERIENCE PROGRAMS.** Year around home experience programs should be developed in correlation with the instruction for all students in vocational homemaking.

(a) These experiences shall be based on personal needs, abilities, and interests of the individual as planned cooperatively by the student, his parents, and the teacher.

(6) **ADULT CLASSES.** (a) Unit courses should be conducted either at the central school or in outlying centers for adults.

(b) The program for adults shall be centered on short intensive courses in various areas of homemaking education with not less than 6 related lessons in any one course.

(c) In order that a course shall be eligible for reimbursement, an average attendance of eight students must be maintained except on approval of the state director.

(d) A list of reimbursable and non-reimbursable courses will be available from the state supervisor.

(e) In situations where the homemaking instructor has a heavy high school program, special instructors may be employed to assist with adult classes on the basis of special abilities providing they work under the direction of fully qualified instructors and are approved by the State Board of Vocational and Adult Education.

(7) **TRANSPORTATION.** The homemaking instructor must have access to a car for the purpose of making home visits, organizing and conducting adult classes, and carrying on other desirable community activities.

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

**A-V 3.03 Facilities.** (1) In one-teacher departments one room of adequate size properly arranged will provide the most desirable facilities for the homemaking program.

(2) The homemaking department should demonstrate the qualities desired in a good home and should serve to provide suggestions for home furnishings and arrangements.

(3) Unit kitchens should be provided in the foods department with work space for about four students to a unit.

(4) Separate space should be provided for the hot lunch program.

(5) Adequate equipment should be provided to make possible the maintenance of a high quality of instruction. Suggested lists of equipment, references, and arrangements for departments may be secured from the homemaking division of the state board of vocational and adult education.

(6) A sufficient number of reference books, bulletins, and magazines dealing with the various phases of homemaking should be provided.

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

**A-V 3.04 Salary and travel.** (1) The salary of the instructor is determined by the local board. The salary rate per month of extended employment should equal the monthly salary of the academic year. Salary should be exclusive of remuneration for adult classes and travel.

(2) Additional salary should be paid for adult classes, to be paid to the teacher at the conclusion of the course.

(3) The travel allowance should be sufficient to cover transportation costs in connection with the supervision of home experience programs, home visitations, F. H. A. activities, the adult program, and other community activities.

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

**A-V 3.05 Federal aid.** (1) Federal aid is provided through the state board of vocational and adult education under the George-Barden Act for the promotion and expansion of vocational homemaking education. Reimbursement is provided on that part of the salary of the instructor actually used for homemaking instruction at a rate

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not to exceed 50% of the salary for the all-day program and two-thirds of the salary for adult classes. This prorated figure varies from year to year.

(2) Where instructors are hired to give full time or a definite part of their time to adult classes and tuition is not charged, reimbursement is provided at the rate of not to exceed two-thirds of the salary of such instructors. Because of insufficient funds those reimbursements may be prorated.

(3) Federal aid will not be provided to departments in which the foods department is also used as the hot lunch kitchen.

(4) If the instructor in homemaking is required to conduct other classes, a deduction of at least 15% will be made for each such class. She may be assigned one main room period without deduction if it does not interfere with the work of the department.

(5) If less than 25 rural girls are enrolled in homemaking, federal aid will not be provided for more than one year unless a strong program of adult work supplements the high school program.

(6) Federal reimbursement is provided at a rate of not to exceed 50% of the expenses of instructors in approved departments for attendance at conferences, district meetings, and including state advisory council meetings called by the state board of vocational and adult education.

(7) Homemaking departments established after June 30, 1955 receive the same amount of federal reimbursement as is paid to established departments.

(8) Reimbursement from federal funds at a rate not to exceed 2/3 will be made for adult classes. The amount to be considered for reimbursement purposes will be the amount paid per session, but not exceed \$7 for each session.

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

**A-V 3.06 Report to the state office.** Each homemaking department shall submit to the state office an annual report on homemaking activities in accordance with the outlines provided by the state homemaking staff.

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