

Summary Statement of the Department of Education's
Efforts Regarding "Thorough and Efficient"
(prepared October 30, 1973)

MAR 14 1974

Division of State Library
Archives and History
Trenton, N. J.

In the Robinson v. Cahill decision of April, 1973, the New Jersey Supreme Court ordered the State Legislature to develop, by December 31, 1974, a plan for financing the constitutionally-mandated "thorough and efficient system" of public education. (The U.S. Supreme Court last week declined to review the case on appeal, thus upholding the State Court's decision.) The Court also directed the State to "define in some discernable way the educational obligation" intended by the phrase "thorough and efficient."

Recognizing that the ultimate responsibility for developing a financial scheme that will fulfill the constitutional obligation rests with the Legislature, the State Board of Education has undertaken the mission of defining "thorough and efficient." The work of this mission may be divided into three major stages:

Stage I: April - September, 1973

In response to the Supreme Court's decision, the State Board appointed a Board Task Force to direct the Department of Education's activities regarding "thorough and efficient." During this first stage, the Department developed plans for carrying out the overall mission, and conducted such background activities as a review of pertinent literature in the field as well as a survey of all other states' efforts at defining or setting state standards for "quality education." None of the 43 states which responded to our inquiry presented a definition of such education, although 13 states indicated a constitutional or statutory requirement similar to that of New Jersey. Many states, however, have developed or are in the process of developing state educational goals, a set of standards, assessment and evaluation programs or some process by which the intent of the constitutional or statutory requirement is to be fulfilled.

Stage II: September - December, 1973

The major focus of this stage of the Board's mission regarding "thorough and efficient" is to develop, with a broad base of interaction among the Task Force, the Permanent Commission on State School Support, and governmental, civic and cultural groups, the content or curriculum definition of "thorough and efficient" prior to its funding definition by the Legislature. In order to involve the state's educational and civic leadership as fully as possible in the total process of developing a "thorough and efficient" definition, the Department held an intensive two-day workshop at the Continuing Education Center of Rutgers University on October 12 and 13. At that workshop, representatives of 14 education-related organizations appointed by the Commissioner to serve on a "thorough and efficient" study committee worked together with representatives of 18 additional civic and governmental groups to formulate questions on the critical issues related to the definition. The questions developed at the workshop were edited only for sequence and to eliminate

redundancy, and disseminated to all participating representatives and their parent organizations. The issues raised by these questions are now the subject of discussion throughout the State. By November 19, the organizations represented on the study committee, in addition to other groups which may so choose, will return to the Department their responses to each question as well as any position papers which groups may wish to submit.

These responses will be reviewed by Department staff, who have been developing concurrently recommendations for revisions in the administrative code as well as in the statutes that would meet a functional definition of "thorough and efficient" in each content area, e.g. planning, goal setting, assessment, educational program, organization, staff education, facilities, budgeting, and evaluation. The administrative code was selected as the primary vehicle for implementing the "thorough and efficient" definition since the code, as the expression of the State Board's rules and regulations, affords the greatest flexibility for the type of operational, program-centered definition desired by the Board and supported by the Permanent Commission and the field.

Having prepared tentative recommendations based on their particular areas of expertise, and then having reviewed the responses from the field and possibly modified those recommendations, and, finally, having met with the Board Task Force and Permanent Commission, Department staff will submit to the Board a final report including the results of the field's responses and recommendations for modifications in the administrative code and statutes by December 19.

enclosed

Stage III: Post December 19

The State Board will assess the staff work and organizations' responses to the "thorough and efficient" questions and will determine procedures for further action on the report and recommendations submitted on December 19. The Board will continue to seek the involvement of the educational and civic leadership throughout the State as it works with the Governor and Legislature on implementation of the definition.

Edward W. Kilpatrick
Acting Commissioner of Education

Draft for "T&E" Discussion Only - 12/19

PROPERTY OF
RECEIVED

MAR 14 1974

Division of State Library
Archives and History
Trenton, N. J.

NEW JERSEY ADMINISTRATIVE CODE

Recommended Revisions

INTRODUCTION

The following draft of recommended revisions in the New Jersey Administrative Code represents the Department of Education's effort to date to "define in some discernible way" the educational obligation intended by the constitutional phrase "thorough and efficient." This material should be read in conjunction with the existing code, as only those sections indicating recommended revisions are included in this draft. Material to be deleted is bracketed; material to be added is underlined. Where possible, lengthy passages requiring either no change or merely a change in numbering have been omitted (with an explanatory note) in order to condense this draft.

All revisions are numbered to comply with the existing code scheme for each chapter and subchapter. Where new chapters or subchapters have been added, they are numbered to fit logically in the context of the subtitle under which they appear. For purposes of this draft, however, all functions currently assigned to the Division of Field Services are grouped together. The numbering of each section--e.g., Bureau of Pupil Transportation or Bureau of Teacher Certification and Academic Credentials--remains consistent with its existing position in the code except where otherwise indicated. To more accurately reflect the Department's organizational framework, a future completely revised edition of the code should include a new subtitle for that Division with its respective chapters numbered accordingly.

Where a recommended addition to the code is not authorized by existing statutes, legislation necessary to support such a change in the code has been proposed. These recommended revisions in the statutes are grouped by division in a separate section following the recommended changes in the code. Other material, such as explanatory notes and cost estimates for recommended new programs, is included in a third section.

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle A. State Board of Education

Chapter 1. Bylaws

FOREWORD

State law provides that "the general supervision and control of public education in this State, except higher education, and of the State Department of Education shall be vested in the State Board, which shall formulate plans and make recommendations for the unified, continuous and efficient development of public education, other than higher education, of people of all ages within the State." This title of the State's Administrative Code is intended to ensure that each person in the State of New Jersey will be provided the opportunity to achieve his full educational potential in accordance with his own unique abilities, goals and aspirations. The State Board of Education in developing this title, has defined the State's educational obligation intended by the phrase "thorough and efficient."

SUBCHAPTER 1. AMENDMENT OF BYLAWS

No change.

SUBCHAPTER 2. MEETINGS

No change.

SUBCHAPTER 3. OFFICERS

No change.

SUBCHAPTER 4. COMMITTEES

6:1-4.1 Committee structure

a. The Board shall act as a committee of the whole. Any committee meeting of the Board is open to any member of the Board. The following standing committees shall be constituted:

1. Legal;
2. Liaison;
3. Nominating[.];
4. Equal Educational Opportunity.

6:1-4.2 Appointment

The Legal, [and] Liaison, and Equal Educational Opportunity Committees shall be appointed by the President at the first regular meeting subsequent to his election, to serve for one year from the date of appointment or until their successors are appointed. Vacancies occurring during the year shall be filled in like manner for the remainder of the term.

6:1-4.3 Special committees

No change.

6:1-4.4 Legal committee

No change.

6:1-4.5 Liaison Committee

No change.

6:1-4.6 Nominating Committee

No change.

6:1-4.7 Equal Educational Opportunity Committee

The Equal Educational Opportunity Committee shall consist of at least three Board members whose training and experience make them particularly valuable for insuring the provision of an equal educational opportunity for every individual regardless of race, creed, color, religion, sex, place of residence, and social or economic background. The Committee shall select a chairman from among its own members and their report shall be presented to the Board in May.

SUBCHAPTER 5. INFORMATION REGARDING BOARD ACTIONS

No change.

SUBCHAPTER 6. EQUAL EDUCATIONAL OPPORTUNITY

6:1-6.1 Equal educational opportunity

An equal educational opportunity shall be provided to every individual regardless of race, creed, color, religion, sex, age, place of residence, and social or economic background.

6:1-6.2 Racial imbalance

The maintenance of racially imbalanced schools is prohibited.

(a) It is appropriate to deal with problems of racial imbalance without awaiting formal complaints by aggrieved citizens.

(b) The Commissioner of Education in cooperation with local districts shall undertake to determine in which school districts racially imbalanced schools are maintained.

(c) The Commissioner under the policy of the State Board shall undertake such steps as he shall deem necessary to correct such conditions of racial imbalance as may be found. Such steps should include but not be limited to directing local districts to conduct the following activities:

1. Integrate the study of minority cultures into the total curriculum.

2. Provide staff in-service training dealing with the understanding and appreciation of minority contributions to American culture.

3. Provide exposure to a variety of teaching strategies and counseling techniques for staffs which may be especially effective in meeting the needs of a changing student enrollment.

4. Bring about staff integration on all levels.

5. Transfer of students where feasible.

(d) The Commissioner shall, at reasonably frequent intervals, report his progress to the State Board of Education.

6:1-6.3 Equal rights for women

The maintenance in the schools of cultural patterns and social practices which place women in predetermined and subordinate roles is prohibited.

(a) The Commissioner under the policy of the State Board shall undertake such steps as he shall deem necessary to correct conditions that discriminate against women.

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle B. Commissioner of Education

Chapter 5. Commissioner

FOREWORD

The Commissioner of Education is the chief state school officer, having supervision over all public schools. The Commissioner provides educational leadership for the State by initiating legislative programs, stimulating educational research and serving as liaison between the local school districts and the Federal Government. The Commissioner is empowered to ensure that the rules and regulations of the State Board of Education are promulgated and enforced in accordance with the constitutional requirement for a thorough and efficient educational system.

SUBCHAPTER 1. GENERAL PROVISIONS

6:5-1.1 Title and aim

No change.

6:5-1.2 Powers and duties

(a) The powers and duties of the Commissioner of Education are as follows:

1. No change.
2. No change.
3. No change.
4. No change.
5. No change.
6. No change.
7. No change.
8. No change.
9. No change.

Draft for "T&E" Discussion Only - 12/19

10. To establish within the Office of the Commissioner an Office of Equal Educational Opportunity to work with school districts to correct racial imbalance and conditions that discriminate against women which are contrary to Board policy.

Chapter 6. Public Information

No change.

Chapter 8. Nonpublic School Secular Education

No change.

NEW JERSEY ADMINISTRATIVE CODE

Subtitle D. Division of Business and Finance

Chapter 20. BUSINESS SERVICES

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. ATTENDANCE AND PUPIL ACCOUNTING

- 6:20-1.1 School register
- 6:20-1.2 School enrollment
- 6:20-1.3 School attendance

SUBCHAPTER 2. BOOKKEEPING AND ACCOUNTING IN LOCAL SCHOOL DISTRICTS

- 6:20-2.1 Prescribed system of bookkeeping
- 6:20-2.2 Records of receipt and expenditure accounts
- 6:20-2.3 Budget and cost distribution records
- 6:20-2.4 Physical property records
- 6:20-2.5 Accounting directions
- 6:20-2.6 Supplies and equipment
- 6:20-2.7 Bookkeeping and accounting forms.
- 6:20-2.8 Mechanical bookkeeping systems
- 6:20-2.9 Employee organizational dues
- 6:20-2.10 Petty cash fund
- 6:20-2.11 Summer payment plan

SUBCHAPTER 3. TUITION PUBLIC SCHOOLS

- 6:20-3.1 Method of determining high school tuition rates
- 6:20-3.2 Method of determining junior high school tuition rates
- 6:20-3.3 Method of determining tuition rate in a new school
- 6:20-3.4 Method of determining tuition rates for educable mentally retarded children
- 6:20-3.5 Method of determining tuition rates for trainable mentally retarded children
- 6:20-3.6 Method of determining tuition rates for physically handicapped children

SUBCHAPTER 4. TUITION NONPUBLIC SCHOOLS

- 6:20-4.1 Rules for determination of tuition formula
- 6:20-4.2 Formula for calculation of tuition rate

SUBCHAPTER 5. STATE AID

- 6:20-5.1 Special State aid for children resident in institutions
- 6:20-5.2 Law enforcement officer
- 6:20-5.3 Emergency State building aid
- 6:20-5.4 Contractor Classification

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle D. Division of Business and Finance

Chapter 20 Business Services

SUBCHAPTER 1. ATTENDANCE AND PUPIL ACCOUNTING

6:20-1.1 School register

(a) The Commissioner shall prepare and the County Superintendent shall distribute annually a school register which shall be known as the New Jersey School Register, for recording pupil attendance in all public schools of the state operated by boards of education, except adult schools.

(b) No change.

(c) Each school district shall certify to the County Superintendent that all registers have been maintained in accordance with the law and have been forwarded to the Commissioner on the prescribed day.

[c] (d) No change.

[d] (e).....Pupils on roll in these registers shall not be regarded as enrolled for purposes of State aid based [upon average daily enrollment] on the last school day of September during the school year in which calculation of aid is made and the statistical data accumulated therein shall not be included in reports of class instruction.

[e] (f) Financial Accounting for Local and State School Systems, Handbook V compiled in the United State Office of Education shall be used as a guide for pupil accounting.

[f] (g) Pupil Enrollment and Attendance through Data Processing is the basic guide to be used by districts given permission to use data processing for pupil accounting. Permission to use this procedure is to be requested in writing, through the County Superintendent of Schools office to the Division of Administration and Finance.

6:20-1.2 School enrollment

(a) The enrollment in a class, a school or a school district shall be the total number of original entries in any such unit during a school year. The total number of original entries in all the classes and schools of a school district shall constitute the school enrollment for that district during any school year. This enrollment shall be certified as prescribed by law to the County Superintendent.

(b) No change.

(c) No change.

(d) No change.

(e) No change.

6:20-1.3 School attendance

(a) No change.

(b) No change.

(c) 1. No change.

2. No change.

3. [The maximum enrollment for any kindergarten class shall be 25 pupils per teacher. The county superintendent of schools may give permission to increase the number in a room to any number he chooses provided another teacher, an auxiliary teacher, or a teacher aide is employed full-time to provide for the increased size.] Every school district shall certify monthly to the County Superintendent the enrollment of each kindergarten class. An approved kindergarten shall meet the requirements of 6:27-2.5.

(d) No change.

(e) No change.

(f) No change.

(g) No change.

(h) No change.

(i) No change.

(j) No change.

- (k) No change.
- (l) No change.
- (m) No change.
- (n) No change.

SUBCHAPTER 2 BOOKKEEPING AND ACCOUNTING IN LOCAL SCHOOL DISTRICTS

6:20-2.1 Prescribed system of bookkeeping

(a) It shall be the purpose of the bookkeeping and accounting system prescribed herein to provide a sound plan of general accounts that will serve to safe guard the expenditure of public funds; effect proper budgetary control; establish uniformity in the classification of expenditures; and furnish adequate financial information for use of the public, the local school administration, the County Superintendent, and the Commissioner of Education.

(b) No change.

(c) The accounts shall be maintained in accordance with the United States Office of Education Handbook II entitled Financial Accounting for Local and State School Systems to provide standard accounts and terminology for accounts recording, reporting and interpretation of financial information required by the federal government.

(d) Provision has been made to control and account for expenditures by program for those districts who wish to implement program budgeting to improve planning, resource utilization and communications among district personnel. A Program Accounting Guide based on accounting principles and procedures set forth in the United States Office of Education's Handbook II, Revised, Financial Accounting Classifications and Standard Terminology for Local and State School Systems and Handbook II B, Principles of Public School Accounting has been prepared. Program budgeting and accounting uses the United States Office of Education's Handbook VI, Standard Terminology for Curriculum and Instruction In Local And State School Systems to provide standardized information to help improve the quality of education by facilitating planning, evaluation and efficient operation of the public schools. This guide provides information about the organization, administration, content, resources and processes of instruction. Permission for a school district to prepare and advertise the annual budget and to maintain the financial records with program budgeting concepts may be requested of the Division of Administration and Finance through the appropriate county superintendent.

6:20-2.2 Records of receipt and expenditure accounts

- (a) No change.
- (b) No change.
- (c) 1. No change.
2. No change.
3. No change.
[4. Sinking funds to pay term bonds;]
4. Clearing accounts.
- (d) No change.

6:20-2.3 Budget and cost distribution records

(a) Detailed budget and cost distribution records shall be kept in the form prescribed by the Commissioner of Education to insure uniformity in the preparation of budgets and in the classification of costs in the local school districts. The Commissioner in his determination of the forms to be prescribed shall give consideration to the definitions and recommendations contained in such documents as "The Common Core of State Educational Information"; Handbook II; Standard Terminology For Curriculum and Instruction, Handbook VI issued by the Office of Education of the United States Department of Health, Education and Welfare for use in local and state school systems. [, and other handbooks issued or] These and other handbooks have been issued by the United States Office of Education and approved by the National Council of Chief State School Officers to promote common understanding of basic items and to make possible comparability of data among states.

(b) 1 through 12 No change.

[13. Junior colleges.]

(c) All budgets prepared in compliance with these rules shall be submitted to the County Superintendent for examination, correction and approval.

(d) School districts desiring to prepare and advertise their annual budget using the Program, Planning Budgeting System may request permission in writing to the County Superintendent of schools for approval by the Division of Administration and Finance. The Department of Education's Program Budget Guide provides a description of program budgeting and is for use in the implementation of this new approach. Consideration of the

definitions and recommendations contained in the United States Office of Education Handbook II, Revised, Financial Accounting and Handbook VI, Standard Terminology For Curriculum and Instruction in Local and State School Systems has been given in the preparation of the Program Budget and Program Accounting Guides.

6:20-2.4 Physical property records

No change.

6:20-2.5 Accounting directions

The Commissioner shall prepare directions to be used by school officials in keeping the bookkeeping and accounting system provided for in these rules and shall from time to time prepare [,] and publish [and distribute] handbooks, materials or circulars [for the guidance of school officials] for distribution, explanation and direction by the County Superintendent to school officials.

6:20-2.6 Supplies and equipment

No change.

6:20-2.7 Bookkeeping and accounting forms

The Commissioner shall prepare [and distribute] for distribution by the County Superintendent the necessary forms for the bookkeeping and accounting system except to those districts which have received approval for mechanical bookkeeping systems.

6:20-2.8 Mechanical bookkeeping systems

All cards and forms used with mechanical bookkeeping systems to be installed by local boards of education shall be approved by the Commissioner upon the recommendation of the County Superintendent prior to the installation and purchase of such equipment

6:20-2.9 Employee organizational dues

No change.

6:20-2.10 Petty cash fund

No change.

6:20-2.11 Summer payment plan

Funds withheld from employees' salaries for the summer payment plan prescribed by [N.J.S.A. 18:5-50.19] 18A:29-3 of the New Jersey Statutes shall be deposited in

[a] an [separate] interest bearing trust account in the name of the individual employee in a depository designated by the local board of education [,]. [said account to be known as Board of Education of _____ Summer Payment Plan Account.] Withdrawals from [this] the employees trust account shall be made by individual checks payable to the order of employees for the amount withheld from their salaries during the school year [.] plus the interest earned on the deposit. A payment list shall be certified by the president and secretary of the board of education and delivered to the custodian of school moneys of the district.

SUBCHAPTER 3 TUITION PUBLIC SCHOOLS

6:20-3.1 Method of determining high school tuition rates

No change.

6:20-3.2 Method of determining junior high school tuition rates

No change.

6:20-3.3 Method of determining tuition rate in a new school

No change.

6:20-3.4 Method of determining tuition rates for educable mentally retarded children

No change.

6:20-3.5 Method of determining tuition rates for trainable mentally retarded children

No change.

6:20-3.6 Method of determining tuition rates for physically handicapped children

No change.

SUBCHAPTER 4. TUITION NONPUBLIC SCHOOLS

6:20-4.1 Rules for determination of tuition formula

No change.

6:20-4.2 Formula for calculation of tuition rate

No change.

SUBCHAPTER 5 STATE AID

6:20-5.1 Special State aid for children resident in institutions

No change.

6:20-5.2 Law enforcement officer

No change.

6:20-5.3 Emergency State building aid

No change.

The following original text transferred from 6:22-16.2

6:20-5.4 Contractor Classification

No change.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle F. Division of Curriculum and Instruction

Chapter 26. [Elementary Education]

(RESERVED)

[FOREWORD]

[The Office of Elementary Education works under the direction of the Assistant Commissioner in charge of Curriculum and Instruction pursuant to N.J.S.A. 18A:4-34; to provide general supervision of curriculum and instruction of elementary schools. This staff is responsible for consultant services to the elementary schools (N-8); for strengthening local leadership by working with such groups as the supervisors and curriculum coordinators, the elementary school principals and with teachers, parents and others; for fostering school program improvement through visitations, conferences, in-service teacher education publications and studies; for approving and helping nonpublic, nursery schools and day care centers, and pursuant to N.J.S.A. 18A:4-36 for supervising and coordinating the work of the Department's staff of 60 helping teachers assigned to the offices of county superintendents of schools.]

[CHAPTER TABLE OF CONTENTS]

[SUBCHAPTER 1. APPROVAL OF CHILD CARE CENTERS]

Original text transferred to the New Jersey State Department of Institutions and Agencies

[SUBCHAPTER 2. APPROVAL OF PUBLIC KINDERGARTENS]

Original text transferred to N.J.A.C. 6:27-2

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle F. Division of Curriculum and Instruction

Chapter 27 Elementary and Secondary Education

Authority

Unless otherwise expressly noted, all provisions of Chapter 27 were adopted by the Commissioner of Education pursuant to authority delegated at N.J.S.A. 18A:44, 18A:45-1, 18A:4-23, 24, 25, were filed and became effective prior to [September 1, 1969]

FOREWORD

(Delete entire original text and replace with the following:) The Branch of Administration, Supervision and Curriculum Services, Elementary and Secondary Education, works under the supervision of the Assistant Commissioner in charge of Curriculum and Instruction pursuant to N.J.S.A. 18A:4-34. The Branch is directed by a Deputy Assistant Commissioner and has two bureaus: (a) Administration and Supervision and (b) Curriculum Services. The Branch has a major responsibility for the Department's work in regionalization of local districts. The Bureau of Elementary and Secondary School Administration and Supervision directs school evaluations for State approval; assists districts in curriculum matters relating to school facilities and sending-receiving relationships; approves public kindergartens and curriculum and organizational changes in public and non-public secondary schools; reviews and monitors projects funded under Mini-Grants; disseminates appropriate information, issues publications, and conducts workshops. The Bureau of Elementary and Secondary Curriculum Services is charged with curriculum and instruction improvement, K-12, throughout the State. A staff of specialists provide consultative services for elementary and secondary schools, both public and private, in the various subject areas; reviews and evaluates new and/or experimental curriculum practices and studies; evaluates instructional materials for use in curriculum offerings in the schools; advises on curriculum development and improvement processes in local school districts; organizes and conducts in-service programs, workshops and meetings for local districts, such as the state Right-to-Read program.

CHAPTER TABLE OF CONTENTS
(delete entire original text and replace
with the following:)

SUBCHAPTER 1. APPROVAL OF PUBLIC SCHOOLS AND DISTRICTS

6:27-1.1 Approval process
6:27-1.2 Classification of schools

SUBCHAPTER 2. APPROVAL OF PUBLIC KINDERGARTENS

6:27-2.1 School attendance
6:27-2.2 Approval
6:27-2.3 Teacher certification
6:27-2.4 Program, materials and equipment
6:27-2.5 Facilities
6:27-2.6 Enrollment

SUBCHAPTER 3. STANDARDS FOR APPROVAL OF PUBLIC SCHOOLS

6:27-3.1 Educational process plan
6:27-3.2 Educational program
6:27-3.3 Pupil achievement
6:27-3.4 Staffing
6:27-3.5 Instructional materials and equipment
6:27-3.6 School and community relations
6:27-3.7 School enrollment and pupil-teacher contact ratio
6:27-3.8 School plant and site

SUBCHAPTER 4. HIGH SCHOOL GRADUATION

6:27-4.1 Definitions
6:27-4.2 Graduation

SUBCHAPTER 5. APPROVAL OF PRIVATE SECONDARY SCHOOLS - INDEPENDENT

6:27-5.1 Conditions
6:27-5.2 Graduates
6:27-5.3 Application

SUBCHAPTER 6. APPROVED SUMMER SCHOOLS

6:27-6.1 Operation
6:27-6.2 Staffing qualifications
6:27-6.3 Admission of secondary school pupils
6:27-6.4 High school credit

SUBCHAPTER 7. CREDIT FOR EDUCATION EXPERIENCES IN THE ARMED FORCES
OF THE UNITED STATES

6:27-7.1 Allowable credit
6:27-7.2 Conditions

SUBCHAPTER 8. CERTIFICATION OF PRIVATE ELEMENTARY AND SECONDARY BOARDING SCHOOLS

6:27-8.1 Procedures for operating

SUBCHAPTER 9. SCHOOL SAFETY

6:27-9.1 Rules and regulations

6:27-9.2 Accident prevention

6:27-9.3 Safety patrols

SUBCHAPTER 10. PHYSICAL EDUCATION AND ATHLETICS PERSONNEL AND PROCEDURES

6:27-10.1 Physical education personnel

6:27-10.2 Physical education procedures

6:27-10.3 Athletics personnel

6:27-10.4 Athletics procedures

SUBCHAPTER 1. [APPROVAL OF HIGH SCHOOLS] APPROVAL OF PUBLIC SCHOOLS AND DISTRICTS

6:27-1.1 [Approval period] Approval process

(a) [A visit for evaluation of the school by an authorized representative of the Commissioner of Education shall be a prerequisite to approval by the State Board of Education.] Each school district and each school within the district meeting the standards set by the State Board of Education shall be classified as approved.

(b) [In a district maintaining more than one high school, approval of each school shall be granted separately.] The approval process shall include, every ten years, the components described in 1, 2, and 3 below and, annually the procedures listed in (c) and (d) below.

1. Completion of a self-improvement program approved by the State Department of Education.

2. A visit for evaluation under the direction of the county superintendent.

3. Determination by the Commissioner of Education that State standards¹ for the educational process N.J.A.C. 6:27-3.1 and educational program N.J.A.C. 6:27-3.2 have been met.

(c) [The maximum approval period of a high school shall be seven years. Conditional approval may be granted for a shorter period of time.] To maintain approval during the ten year period each district shall submit annually to the county superintendent, before June 30, a written report as specified by the State Department of Education, describing progress and plans for improvement for each school and the district.

The county superintendent shall notify the local district in writing by September 30 of approval or that further action is necessary.

(d) [Approval of a high school by the State Board of Education shall constitute approval of the curriculum on the effective date of the action by the State Board. Subsequent additions of courses offered for diploma credit shall be reviewed and

¹The Department of Education shall publish and make available process and program standards, and approval process procedures.

approved by the Director of Secondary Education.] Approval of a district or school becomes effective on the date of action by the State Board of Education. All high schools shall submit additions and deletions in course offerings, graduation requirements, and changes in grade organization proposed for the ensuing school year by May 1 to the county superintendent for transmittal with recommendations to the Commissioner for approval.

(e) [Approval may be revoked if the school does not maintain the established standards or if the school fails to adhere to the program for which it has been approved.] Approval may be revoked if standards are not maintained or if the school or district fails to adhere to the educational process and program for which approved.

(f) Approval of each school and district shall be granted separately.

(g) A list of approved and unapproved schools and districts shall be published by the Commissioner of Education.

6:27-1.2 Classification of schools

(a) The approval process applies to each school building containing grades pre-kindergarten through grade twelve or any grade or grades within that range, or any special or ungraded school wherein the majority of pupils are within the age range of four through 20 years, inclusive, or any other school classified as an elementary, middle or secondary school by the State Department of Education.

[a] (b) The following grade groupings, or corresponding age levels when used in ungraded organization, shall be used to classify [secondary] schools [which possess the other characteristics of school organization]:

Grades Pre-kindergarten¹ through 8, elementary school;

Grades Pre-kindergarten through 6, elementary school;

Grades 5 or 6 through 8, middle school;

¹Pre-kindergarten (4 through 5 year olds), kindergarten (5 through 6 year olds). N.J.S.A. 18A:44.

Draft for "T&E" Discussion Only - 12/19

Grades 7 [to] through 9 [inclusive], junior high school;

Grades 10 [to] through 12 [inclusive], senior high school;

Grades 7 [to] through 12 [inclusive], six-year high school;

Grades 9 [to] through 12 [inclusive], four-year high school.

[b. Partial high schools shall not be eligible for approval.] or other patterns of organization upon recommendation of the county superintendent and approval of the Commissioner.

- [6:27-1.3 Curriculum]
- [6:27-1.4 Graduation]
- [6:27-1.5 Credit for music study]
- [6:27-1.6 Professional staff]
- [6:27-1.7 Teaching load]
- [6:27-1.8 Instructional equipment]
- [6:27-1.9 Clerical staff]
- [6:27-1.10 Pupil records]
- [6:27-1.11 School efficiency]
- [6:27-1.12 Building and site]
- [6:27-1.13 Definitions]
- [6:27-1.14 Approval of evening high schools]

The following text transferred from N.J.A.C., Chapter 26 Elementary Education

SUBCHAPTER 2. [APPROVAL OF PRIVATE SECONDARY SCHOOLS - INDEPENDENT AND PAROCHIAL] original text transferred to N.J.A.C. 6:27-5. APPROVAL OF PUBLIC KINDERGARTENS Pursuant to N.J.S.A. 18A:44-1 et. seq.

6:2[6]7-2.1 School attendance

A school day shall consist of not less than four hours of actual school work, except that in an approved kindergarten one continuous session of 2 1/2 hours may be considered a full day. (N.J.A.C. 6:20-1.3(b)).

6:27-2.2 Approval

Kindergartens shall be approved annually by the county superintendent in accordance with requirements that follow.

[6:26-2.2] 6:27-2.3 Teacher certification

Every kindergarten teacher shall be properly certified.

[6:26-2.3] 6:27-2.4 Program, [facilities] materials and equipment

(a) A balanced program¹ [in an approved facility] with adequate, suitable equipment, materials and supplies shall be provided each child.

(b) This program [is to be] shall be designed to meet the individual needs of every child. [and may include instruction in reading and other subjects when it has been determined that a child is ready for such instruction by the teacher of the class.] The teacher of the class shall determine the child's program through a continuous process of goal setting, planning, diagnosing, recording, testing, evaluating and reporting to parents and guardians.

6:27-2.5 Facilities

The approved facility shall be adequate for a kindergarten program, with a minimum acceptable floor space of not less than 36 square feet per pupil.

[6:26-2.4] 6:27-2.6 Enrollment

(a) The maximum enrollment for any kindergarten class shall not exceed 25 pupils per teacher, except by permission of the county superintendent of schools. In granting exceptions the county superintendent shall give full consideration to the need for employment of another teacher or teacher aide[.], only, if the available floor space meets the standard space per additional pupil(s).

As amended, R.1970, d.18, eff. February 17, 1970;

See: L N.J.R. 28(c), 2 N.J.R. 23 (c).

SUBCHAPTER 3. [APPROVED SECONDARY SCHOOL SUMMER SESSIONS] original text transferred to N.J.A.C. 6:27-6 STANDARDS FOR APPROVAL OF PUBLIC SCHOOLS

¹ Defined in "The Kindergarten and Early School Years" a Department of Education publication.

6:27-3.1 Educational process plan

(a) Each school shall develop and implement an educational process plan, approved by the board of education, with the following components:

1. Written process and outcome goals which are consistent with district and State goals¹ and which serve as the basis for the school's program. Such goals shall be developed through the cooperative efforts of staff, parents, community and where appropriate, children.
2. Develop these broad goals into specific teachable objectives based upon the status and needs of the children in order to guide daily instruction in various curriculum areas.
3. Develop and implement a system for diagnosing and recording the developmental level of each child in relation to the program and instructional objectives. This assessment should include determination of special abilities and interests and physical, mental, emotional and social factors which affect learning.

Assessment procedures shall include, but not be limited to, teacher observation, formal and informal evaluation techniques based upon criterion test principles, cumulative pupil records, Educational Assessment Program data, psychometric testing, medical examination and other data.

It shall be the responsibility of the school to submit, upon reasonable notice, required reports for approval by the county superintendent.

4. An instructional plan which includes:
 - i. A learning environment which fosters positive feelings toward self and others, and more success than failure.
 - ii. Learning experiences that develop selected concepts and mastery of specific skills for each child.
 - iii. Creative use of various instructional methods, materials and equipment to meet the identified needs.
 - iv. Opportunities to deal with relevant problems.
 - v. Provision for active pupil involvement in directed and self-selected activities.

¹"Our Schools: Outcome...Process Goals, " A publication of the New Jersey Department of Education.

Draft for "T&E" Discussion Only - 12/19

vi. Flexible grouping procedures to enable each pupil to progress individually.

vii. Effective use of personnel, resources, facilities and the community.

5. A system of continuous, comprehensive and cooperative evaluation shall be developed to determine the degree to which goals and objectives are being reached.

6. The board of education shall adopt a policy regarding reporting pupil progress to parents or guardians. Consideration should be given to communicating progress through use of a variety of plans such as parent-teacher conferences, report cards, growth charts and other formal and informal means.

(b) A copy of the school's approved educational process plan N.J.A.C. 6:27-3.1 and annual progress reports N.J.A.C. 6:27-1.1 (c) shall be available in the principal's office.

6:27-3.2

Educational program

(a) The educational program shall be adopted annually by the board of education and shall:

1. Include all activities for which the school is responsible and shall be consistent with the stated goals and philosophy of the school.

2. Be developed by the staff.

3. Comply with N.J.S.A. Title 18A and N.J.A.C.

4. Be broad and varied to make it possible for each child to reach his highest level of achievement.

5. Interrelate, when appropriate, the various curriculum areas.

6. Include but not be limited to the following:

Environmental Education

Fine and Performing Arts, including visual arts, crafts, music, creative dramatics and dance.

Draft for "T&E" Discussion Only- 12/19

Foreign Language - grades seven and above

Health and Safety Education¹ - all grades

Home Economics

Humanities

Industrial Arts

Language Arts including listening, oral and written English, handwriting, spelling and literature.

Mathematics

Physical Education

Reading

Science

Social Studies

Vocational Education

7. Provide access throughout the day to resources of a library/media facility including a program and sufficient services² to support the educational program.

8. Include bilingual-bicultural programs for children whose dominant language is not English. These programs shall:

- i. provide for teaching children with limited speaking ability in their dominant language.
- ii. provide instruction in English as a Second Language for non-speakers of English until they can function effectively in English.
- iii. provide for native language maintenance for children whose dominant language is not English.

(b) The principal, teachers and children shall be involved in the pupil guidance programs.

(c) The district and school shall provide for continuous learning and cooperate in effective articulation pre-kindergarten through twelfth grade.

¹Health education, including safety education, shall be taught and graded in classes separate from physical education classes.

²Defined in "New Jersey Blueprint For School Media Programs," a publication of the Department of Education.

(d) The school shall provide in-service professional improvement programs cooperatively planned by the administration and staff to include needs determined in the approval process.

(e) A copy of the school's approved educational program and annual progress report (N.J.A.C. 6:27-2.1 (c)) shall be available in the principal's office.

6:27-3.3 Pupil achievement levels

(a) The board of education of each district shall adopt annually:

1. A policy for promotion pursuant to N.J.S.A. Title 18A:4-24.

2. A plan for assisting students not functioning at appropriate achievement levels, in relationship to expected potential or interests as determined by teacher observations, pupil records, psychometric testing, medical examination, interviews and other formal and informal evaluative techniques.

(b) Any child previously retained and being considered for retention a second time, during elementary/secondary schooling, shall be evaluated by a child study team.

6:27-3.4 Staffing

(a) Each school shall be assigned a principal to be responsible for administration and supervision of the school. Assistants shall be assigned as required by the school's complexity and program.

(b) The board of education shall adopt and implement a plan providing specialized personnel as needed to assist teachers in implementing the educational process and program for all children.

(c) All districts shall provide the services of a full-time school psychologist, school social worker and a learning disability teacher-consultant for each 1,500 students in the school population. Districts with fewer than 1,500 enrolled students must provide professional services at a minimum of 1/2 day per week for each professional discipline.

(d) Clerical and maintenance services shall be provided.

(e) Aides shall be employed and assigned as specified in N.J.A.C. 6:11-4.9.

6:27-3.5 Instructional materials and equipment

(a) The board of education shall provide learning and evaluation materials, books, references, library print and non-print materials, and equipment to meet the wide range of abilities and interests of pupils.

(b) The board's plan shall provide for effective staff involvement in the selection and utilization of such materials and equipment.

6:27-3.6 School and community relations

(a) The board of education shall adopt and implement a plan by which parents, pupils and the community can work together in:

1. Interpreting the school's goals, policies, program, planning, strengths and needs.

2. Identifying community resources and needs in planning for continuous educational improvement.

6:27-3.7 School enrollment and pupil-teacher contact ratio

(a) In planning new schools consideration shall be given to the total number of children brought together within the facility. An elementary school of up to 500 pupils, a middle school up to 750 pupils and a secondary school up to 1500 pupils shall be considered as maximum for effective learning and management.

(b) Schools having larger enrollments shall be organized and administered in smaller units within the total facility.

(c) The board of education shall develop a pupil-teacher contact policy and shall seek to establish an average pupil to classroom teacher contact ratio of not more than 25 to 1, exclusive of special education programming.

6:27-3.8 School plant and site

(a) Each building and site shall meet the State Board of Education standards, including suitable provision for the handicapped, and shall provide suitable accommodations to carry out the school's educational program. (See 6:22-4)

(b) Safety and health standards of the State Board of Education shall be met.

(c) The board of education shall adopt a policy and implement a plan which shall ensure that all buildings shall be kept clean, attractive and in good repair.

SUBCHAPTER 4. [CREDIT FOR EDUCATION EXPERIENCES IN THE ARMED FORCES OF THE UNITED STATES] Original text transferred to N.J.A.C. 6:27-7 HIGH SCHOOL GRADUATION

6:27-[1.13] 4.1 Definitions

The following words and terms, when used in this [Chapter] subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

"Curricular Activity." A learning activity approved by the local board of education for individuals or groups of students and expressed in terms of specific instructional objectives or class periods. Examples of curricular activities are independent study programs, field experiences, community service programs, and competency-based evaluation.

"Class Period." An instructional unit of time adopted by the local board of education ranging between forty (40) and sixty (60) minutes daily or a weekly or monthly equivalent.

"Unit of Credit." One class period per week for the school year, e.g., classes that meet for five periods per week for the school year will receive five credits; seven periods, seven credits; three periods, three credits.

"School Year." A school year shall consist of not less than 180 school days.

6:27-[1.4] 4.2 Graduation

(a) Subject to approval of the State Board of Education:

1. Each high school shall establish graduation requirements on the basis of either course credits, program completion, or a combination of course credits and program completion.

[a] i. Course Credits

[1.] (A.) Each four-year high school shall establish a minimum set number of credits to be required for graduation, to be not less than 92.

[2.] (B.) Each senior high school shall establish a minimum set number which shall be not less than 69 credits to be completed in grades 10 to 12 inclusive.

Draft for "T&E" Discussion Only - 12/19

[3.] (C.) Six-year schools may base their graduation requirements on formal completion of grades 9 to 12 or grades 10 to 12 within the credit limits established for four-year or senior high schools respectively.

[4.] (D.) Credits toward graduation shall be awarded by the following method.

[a] (1) Credit shall be assigned on the same basis to all high school courses offered by the local board of education.

[b] (2) Credit may be assigned by each board of education for curricular activities as defined in 6:27-1.13.

[c] (3) Exception: Approved cooperation education programs shall receive a maximum of fifteen (15) credits per year.

[b] ii. Program Completion

[1] (A) Local boards of education may determine and establish a set number of curricular activities or programs for promotion and graduation purposes.

[2] (B) Programs shall be planned for individuals and/or a group based on specific instructional objectives.

[3] (C) The principal shall certify completion of curricular activities or programs based upon specified instructional objectives.

[4] (D) Group programs based on specific instructional objectives shall be approved in the same manner as other approved courses. Individual programs shall be on file in the local district subject to review by the Commissioner or his representative.

2. Each board of education shall establish a statement of policy governing junior high school graduation.

(b) Diplomas shall be granted only to pupils who have completed fully the requirements for graduation as established in the curriculum approved by the State Board of Education, except as provided for seniors entering military or naval service.

Draft for "T&E" Discussion Only - 12/19

(c) [Statutory requirements for United States History and health, safety and physical education shall be fulfilled by the system adopted by the local board of education.] The system adopted by the local board of education shall include requirements for successful completion of the following:

1. Two years of U. S. History as prescribed by N.J.S.A. 18A:35-1 as amended, and

2. Health, safety and physical education courses prescribed by N.J.S.A. 18A:35-7 for each year in attendance during grades nine through twelve.

(d) These requirements shall be effective for all grades nine (9) through twelve (12) on or before September, 1975.

[SUBCHAPTER 5. CORRESPONDENCE COURSES IN APPROVED SECONDARY SCHOOLS] Delete original text and replace with the following.

SUBCHAPTER [2] 5 APPROVAL OF PRIVATE SECONDARY SCHOOLS - INDEPENDENT AND PAROCHIAL

6:27-[2.1] 5.1 Conditions

(a) A private secondary school located in New Jersey may, upon the request of its governing authority, be [registered by the State Board of Education] classified as an approved secondary school if, after inspection by a representative of the Commissioner of Education, it shall be found to comply with the following conditions:

1. It is under the management of a board of trustees or other responsible body of control.

2. It provides instruction in regularly organized classes.

3. It meets standards equivalent to those prescribed by the State Board of Education for public high schools. A private school by statement of purpose may limit the kind and number of pupils for which it intends to provide education.

(b) To maintain approval, each private school shall submit annually to the County Superintendent before June 30, a written report as specified by the State Department of Education describing progress and plans for improvement for each school.

Draft for "T&E" Discussion Only- 12/19

6:27-[2.2] 5.2 Graduates

Graduates of private approved secondary schools who meet the requirements shall be entitled to admission to the State colleges on the same conditions as graduates from public secondary schools.

6:27-[2.3] 5.3 Application

(a) The application for approval of a private secondary school shall be made in writing and shall include the following information:

1. The official name and location of the school;
2. The grades or school years which are embraced;
3. The general purposes or special aims of the school;
4. The names and addresses of trustees, or the controlling body of the school;
5. A copy of the constitution and bylaws or other basic statement which indicates how the trustees are selected and how the school is regulated;
6. Number of days in which school is in regular session during the school year;
7. A copy of the daily time schedule, indicating the time of opening and closing of school each day, the beginning and closing of each class period, time allowed for passing between each class, and time allowed for lunch [period or other recess];
8. A copy of the weekly class schedule, indicating subject, teacher, room, and number of pupils in each class;
9. The number of boys and girls in each grade;
10. The names of the principal or headmaster and the teachers, their scholastic and professional preparation, the number of years of experience of each, the subjects taught by each teacher and the teaching load assigned to each;
11. A copy of the program of studies, showing subjects and curricula offered, indicating [the constants] required and elective[s,] courses the number of class periods per week for each subject and, if credit is given, the credit value of each;

Draft for "T&E" Discussion Only - 12/19

12. [The number of credits required for graduation;]
Graduation requirements.

13. A brief description of the extra-curricular program;

14. A brief description of the guidance program;

15. A brief description of the arrangement by which the school evaluates its effectiveness.

[16. With regard to the library:

i. A list of the encyclopedias, dictionaries and other major reference books;

ii. The amount of expenditure for new books during each of the most recent three years;

iii. A list of the newspapers and magazines regularly received.]

[17. The approximate value of equipment for:

i. Biology;

ii. Physics;

iii. Chemistry;

iv. General science.]

[SUBCHAPTER 6. SUMMER DRIVER EDUCATION COURSES] Original text transferred to N.J.A.C. 6:27-6.4

SUBCHAPTER [3] 6 APPROVED [SECONDARY SCHOOL]SUMMER [SESSIONS] SCHOOLS

6:27-[2.1] 6.1 Operation

(a) The rules for the approval of full-time [secondary] schools except as otherwise provided shall apply to [secondary] summer [sessions] schools. No summer [secondary session] school may be approved unless it:

1. Is operated by a board of education without charge to the pupils living within the district; or

2. Is operated as an integral part of the program of an approved private secondary school.

(b) Application for [renewal of] approval shall be submitted [reviewed and approved] annually [by the Director of Secondary Education] through the county superintendent for State Board approval.

Draft for "T&E" Discussion Only - 12/19

6:27-[3.2] 6.2 [Teacher] staffing qualification

(a) Teachers in approved [secondary] summer [sessions] schools conducted by boards of education shall possess certificates valid for [secondary school work in] subjects taught.

(b) Teachers in the summer session of an approved private secondary school shall be members of the regular staff of that school or of some other approved secondary school.

(c) In each public and private school, a member of the administrative, supervisory or teaching staff shall be assigned to the responsibilities of administration and supervision of the summer session.

6:27-[3.3] 6.3 Admission of secondary school pupils

The assignment of secondary school pupils to subjects in summer session shall be based on permission from the principal of the school which the pupil regularly attends, naming the subjects which the pupil may take and the purpose for which each subject is being taken. The equivalent of [one year's work in a major subject (one unit)] five units of credit in advanced work, except in a science which has a laboratory as a part of the course, shall be regarded as a maximum. In review work [two major subjects] the equivalent of ten units of credit shall be regarded as a maximum.

6:27-[3.4] 6.4 High school credit

(a) Advanced work

To receive advanced credit for a subject not previously taken in high school, the pupil shall receive class instruction in summer session equivalent to an amount not less than the minimum customarily required in high school; namely, 3,600 minutes class instruction for 2 1/2 high school credits [(1/2 unit)], or 7,200 minutes for five high school credits [(one unit)]. [The time calculation shall not include time for passing of classes or for regularly scheduled recess periods. Class instruction shall be supplemented by regular home or study hall assignments as required in regular high school organization.] Curricular activities approved for the regular school term may be offered under the same terms and conditions during the summer session.

Draft for "T&E" Discussion Only- 12/19

(b) Transfer of credits

Credit for work taken in only an approved secondary school summer session with the permission of the principal of the school regularly attended shall be transferable in the same manner as work taken in any approved secondary school.

(c) Review subjects

1. In subjects which are given for review or for other purposes not including advanced credit, a subject meriting [a full year's] five credits [(one unit)] shall be organized to provide at least 3,600 minutes of classroom instruction [in addition to home or study hall assignments]. [One semester course (1/2 unit)] Courses offered for fewer credits shall provide a proportionate amount of classroom instruction.

2. Instruction in English, mathematics, social studies, science or a foreign language may be given at different grade levels concurrently in the same class if the class size does not exceed ten pupils.

(d) Separation of advanced and review classes

If pupils in advanced work and in review work are instructed in the same class, the instruction shall be limited to one grade level in one subject, such as Algebra I, English III, or Spanish I.

(e) Records and transcripts

The amount of time which a pupil has spent in receiving class instruction shall become part of his permanent record and shall be included whenever his record is transferred to another secondary school.

The following original text was transferred from
N.J.A.C. 6:27-6 SUMMER DRIVER EDUCATION COURSES

[6:27-6.1 Conditions]

(f) Driver education

[(a) Approval of a course in] Driver education [to] may be offered during the summer [months between regular school terms may be granted on application to the Department of Education] session provided:

1. [That] The course to be offered is an extension of an approved course given during the regular school term; and

Draft for "T&E" Discussion Only - 12-19

2. [That] The summer course is conducted under the standards for which the driver education course during the regular term has been approved.

SUBCHAPTER [4] 7 CREDIT FOR EDUCATION EXPERIENCES IN THE ARMED FORCES OF THE UNITED STATES

6:27-[4.1] 7.1 Allowable credit

(a) Subject to conditions listed below the board of education in a district maintaining an approved secondary school is authorized to apply toward meeting the requirements for the high school diploma, credits for the following educational experience of military and maritime service personnel while in the armed forces of the United States:

1. Successfully completed basic training in the Army, Navy, Coast Guard, Merchant Marine, or other special military services including auxiliary services for women;
2. Off-duty courses conducted by the Armed Forces Institute or Maritime Services Institute in the Army, Navy, Coast Guard, Merchant Marine, or other special military services including auxiliary services for women;
3. Courses of instruction which are a part of the training given to members of the armed forces for specialized and technical service;
4. General growth from informal educational experience in the services as indicated by the General Educational Development Tests of the Armed Forces Institute.

6:27-[4.2] 7.2 Conditions

[(a) The requirements for graduation from any high school already approved by this Board may not be changed unless such changes are approved by this Board upon recommendation of the Commissioner of Education.]

[b] (a) The crediting of the educational experiences listed above, toward the high school diploma, shall not be prima facie evidence of certification of such subjects for admission to a given college; such certification to a given college shall depend upon the requirements of the said college as interpreted by the principal of the high school concerned.

Draft for "T&E" Discussion Only - 12/19

[c] (b) Credit for a high school equivalent certificate shall be accepted by the Bureau of Academic Credentials when the applicant presents official records of high school courses approved by and completed under the direction of the Armed Forces Institute, or passes examinations administered by the Bureau of Academic Credentials in such subjects.

[d] (c) The maximum credit for basic training shall be ten credit points. The guide for interpretation of the certificate of successfully completed basic training shall be the following (Section C-1, pages 7 and 8 of "Earning Secondary School Credit in the Armed Forces," published by the National Association of Secondary School Principals, 1944):

"RECOMMENDATION: That the school grant a maximum of four credits (two units, ten credit points) for the 'successful completion' of such basic or recruit training programs in accordance with the school's policy of allowing school credit for learning fields described in the basic training course. If the basic or recruit training program varies from the usual 12 or 13-week standard program, then a proportional amount of credit should be awarded on the basis of four credits (ten credit points) for a 12-week basic or recruit training course."

[e] (d) The off-duty courses referred to [in subsection (b) of this Section] in above shall be reported to the school principal upon the official USAFI forms properly completed and attested by the Commanding Officer, Education Officer, Educational Services Officer, or Information-Education Officer.

[f] (e) The guide for the evaluation of the courses of specialized instruction referred to [in subsection (c) of this Section] above shall be the "guide to the Evaluation of Educational Experiences in the Armed Forces," published by the American Council on Education.

[g] (f) Credit for general educational growth, referred to [in subsection (d) of this Section] above is valid for placement purposes and not for terminal purposes. The General Educational Development Tests do not rate mastery of content material; rather, they rate ability to interpret material dealing with topics in the several fields. The school is authorized to place the returning veteran at such grade levels in these fields as the evidence warrants. The student

Draft for "T&E" Discussion Only- 12/19

may not use such credits as the final credits to complete his diploma requirements. If the resulting advanced standing is further validated by subsequent satisfactory work by the student in any field, credit for the intervening courses in that field may be allowed.

The following text was transferred from N.J.A.C., Chapter 34.

[CHAPTER 34]

SUBCHAPTER 8 CERTIFICATION OF PRIVATE ELEMENTARY AND SECONDARY BOARDING SCHOOLS
Pursuant to N.J.S.A. 18A:69-1 et. seq.

[SUBCHAPTER 1.] 6:27-8.1 Procedures for operating

[6:34-1.1] (a) Administration

The school shall operate under a functioning principal or headmaster, qualified in character and training for the position he holds.

[6:34-1.2] (b) Safety

[(a)] 1. The school plant shall be adequate in size for the number of pupils and staff to be accommodated. It shall provide safety for pupils and staff.

[(b)] 2. Living conditions shall be safe, comfortable and conducive to wholesome living.

[6:34-1.3] (c) Safety and sanitation certificates

The housing shall meet local building, sanitation, and fire codes. The local health and fire departments shall certify that there is no hazard to the health and safety of the pupils.

[6:34-1.4] (d) Instruction

[(a)] 1. Instruction shall be equivalent in quality and amount of time to that of the public school.

[(b)] 2. The instructional and maintenance staff shall be adequate in numbers and in training for the performance of their duties.

[(c)] 3. Adequate equipment for instruction and for maintenance shall be provided.

[(d)] 4. Pupils who perform services in the operation of the school shall not be exploited.

Draft for "T&E" Discussion Only - 12/19

[(e)] 5. An adequate system of records shall be maintained to indicate pupils' names, addresses, dates of attendance and record of achievement.

[6:34-1.5] (e) Business practices

[(a)] 1. Public liability insurance shall be carried by a school applying for approval and such insurance shall be continued during the entire period of approval.

[(b)] 2. Fees for tuition and payments for board shall cover the period for which such services are rendered. Any unearned tuition and any advance payments for board at the time the student is withdrawn from the institution shall be promptly refunded. A reasonable registration fee may be withheld in such cases.

[(c)] 3. Any expenses involved in the purchase of instructional material, books, supplies, equipment, uniforms, or physical training outfits shall be specified as an item separate and apart from the tuition charges. Such supplies, equipment, or uniforms shall become the property of the purchaser on the date of purchase.

[(d)] 4. Publicity and advertising of the schools shall conform to ethical practices and be based upon relevant facts.

[(e)] 5. Catalog or prospectus information shall be specific regarding any prerequisite requirements for admission. The content of the courses, the duration of the courses, the terms for payment of tuition, board, and any other fees shall be clearly indicated.

[6:34-1.6] (f) Guides for evaluation of facilities

[(a)] 1. The Commissioner of Education shall from time to time prepare directions for the guidance of the county superintendent of schools [or other educational officer designated by the Commissioner in the performance of his duties in the examination of the facilities of private schools pursuant to N.J.S.A. 18A:69-4] in carrying out the provisions of N.J.S.A. 18A:69-1 et. seq. and N.J.A.C. 6:27-8.1 et. seq.

[(b)] 2. Application for original approval and for renewal shall be made by the school administrator on a form prepared by the Commissioner of Education and submitted to the county superintendent for comment and transmittal to the Commissioner.

Draft for "T&E" Discussion Only - 12/19

The following original text was transferred from
N.J.A.C. 6:29-5.

SUBCHAPTER [5.] 9. SCHOOL SAFETY

[6:29-5.1] 6:27-9.1 Rules and regulations

(a) Every board of education in this State shall adopt rules to govern the supervision of pupil safety in its school district and such rules and regulations shall include as a minimum the rules and regulations of the State Board of Education which are expressed in the following sections.

(b) The safety rules of the board of education and the preventive measures and practices applicable to local conditions shall be explained to the personnel by principals at the beginning of each school year and copies of the rules and procedures shall be posted in schools at points conveniently accessible to the personnel.

[6:29-5.2] 6:27-9.2 Accident prevention

(a) Principals shall introduce and administer precautionary measures and practices to prevent accidents, panic, and fire.

(b) It shall be the duty of every local board of education maintaining courses in health, safety, physical education, practical arts education, and operating a cafeteria or lunchroom, to provide and maintain suitable and safe equipment.

(c) Shop equipment shall not be used for any purpose other than shop instruction. The shop teacher shall be held responsible for the condition of shop tools and equipment, and he shall have full authority for its use for instructional purposes only.

[6:29-5.3] 6:27-9.3 Safety patrols

(a) Any organization of pupils whether designated as a patrol, council court, club, committee, or school police which has for its purpose the prevention of accidents to pupils in the school building, on the school grounds, on a sidewalk or path adjacent to a street, road, or highway, or in a school bus or other vehicle approved for the transportation of pupils shall be regarded as an essential part of the school program and as a method of safety instruction and shall be employed and administered as such by the school personnel.

Draft for "T&E" Discussion Only- 12/19

(b) The practice of using pupil safety patrols to direct pupil traffic across streets, roads or highways or to serve in any capacity shall be permitted only when approved by the board of education.

(c) No person, organization, or public agency shall organize, direct or instruct any form of pupil safety organization in a public school except as authorized by the board of education.

(d) A pupil desiring to serve on a school safety patrol or with any similar organization performing patrol duties shall file with the school principal a signed application form and a form of consent signed by one parent or legal guardian. The forms shall be provided by the board of education and they shall be worded in a manner to indicate that the applicant and his parent or guardian are aware of the possible hazards of patrol duty and that in case of injury to himself no liability shall be attached to the board of education or to any employee of the board of education.

(e) Boards of education shall cause all applicants for appointment to a safety patrol and their parents to be informed of the purposes and activities of the patrol and the possible hazards in line of duty.

(f) One or more members of the school staff shall be assigned to the safety patrol in the capacity of advisor or supervisor.

(g) Under no circumstances shall school patrols be vested with authority to direct vehicular traffic nor shall a patrol member stand in the street while vehicles are passing.

The following original text was transferred from N.J.A.C. 6:29-6.

SUBCHAPTER [6.] 10 PHYSICAL EDUCATION AND ATHLETICS PERSONNEL AND PROCEDURES

[6:29-6.1] 6:27-10.1 Physical education personnel (no change)

No change.

[6:29-6.2] 6:27-10.2 Physical education procedures

(a) The foundation program in physical education for the public schools of this State shall be the program as provided in this subchapter. [Boards of education may at their discretion, accept the successful completion of basic training in the military or naval service of the United States or United States Merchant Marine, in full satisfaction of the physical training requirements of N.J.S.A. 18A:35-7.]

Draft for "T&E" Discussion Only - 12/19

(b) A board of education may give approval for members of an interscholastic athletic team of a school to be excused from physical activity in their physical education class on the days that a regular interscholastic game is scheduled. This approval applies only to those members listed for participation in the game.

(c) Boards of education shall provide by regular appropriations suitable and adequate equipment for carrying out the program for physical education activities.

[6:29-6.3] 6:27-10.3 Athletics personnel

No change.

[6:29-6.4] 6:27-10.4 Athletics procedures

No change.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle F. Division of Curriculum and Instruction

Chapter 28. Special Education

Authority

Unless otherwise expressly noted, all provisions of this Chapter 28 were adopted by the Commissioner of Education, pursuant to authority delegated at N.J.S.A. 18A:46-1 et seq., Classes and Facilities for Handicapped Children, and were filed and became effective August 5, 1970, d.95. See: 2 N.J.R. 47(d), N.J.R. 72(a).

SUBCHAPTER 1. GENERAL PROVISIONS

6:28-1. Introduction

(a) The following rules and regulations are adopted by the State Board of Education and supersede all existing rules and regulations pertaining to the education of the handicapped. clarification of these rules and regulations shall be available to parents and guardians through the Office of the County Superintendent of Schools and other appropriate State agencies.

(b) No Change

(c) No Change

(d) No Change

(e) Special consideration shall be given to the prevention and early discovery of learning handicaps which adversely affect a child's ability to learn and to the provision of appropriate educational programs for the children included as well as the provision of information for parents.

(f) These rules and regulations shall also be applicable to all institutions and agencies having a primary responsibility for the education of school age children.

(g) The Office of the County Superintendent shall be available for consultation with parents and guardians who challenge the classification and/or program placement and who have exhausted local remedies.

(h) Parents, guardians or parent surrogates have the right to challenge classification and placement findings and program procedures and to seek redress through the Branch of Special Education and Pupil Personnel Services and/or the Division of Controversies and Disputes, New Jersey Department of Education.

6:28-1.2 Handicapped child

No Change

6:28-1.3 Study team

(a) A basic child study team [, acting in consultation with a physician,] shall consist of a school psychologist, a learning disabilities specialist, [and] a school social worker and a physician.

(b) For specific pupil assessment [A] a basic child study team [may] shall also [include] be augmented, as needed, by a psychiatrist experienced in work with children, a school administrator, a classroom teacher, a school nurse, a guidance counselor, a speech correctionist, a remedial reading teacher, and other members of the school professional staff as [may] shall be recommended by the basic child study team with the approval of the chief school administrator.

(c) Specific professional personnel as described in these rules and regulations are required in the classification of certain handicaps and their reports shall be considered by the basic child study team in making those certain classifications. A comprehensive medical examination shall be given by a physician and reported according to procedures prescribed by the State Department of Education.

(d) All school districts shall provide the services of a full time school psychologist, school social worker and a learning disability teacher-consultant for each 1500 students enrolled in the school population. Districts under 1500 enrolled students must provide professional services at a minimum of 2 1/2 days a week for each professional discipline. Exceptions to this may be made only by the Commissioner of Education.

6:28-1.4 Classification conference

All children classified shall have such classification established during a conference attended by a representative of each of the basic professional areas and such classification shall be based on the data obtained by the prescribed professionals. The physician may be represented by a school nurse.

6:28-1.5 Members of study group

[(a) All members of the basic child study team shall be employees of the board of education or the State Board of Education.]

[(b) Approval of the Commissioner of Education shall be obtained for the purchase by the local school district of services of eligible and/or approved diagnostic clinics, agencies, or professionals in private practice representating a basic child study team discipline functioning in lieu of or to supplement members of the basic child study team.]

(a) All school districts shall have available to all its pupils the services of a basic child study team.

(b) All members of the basic child study team shall be employees of the board of education or the State Board of Education.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

(c) All members of the basic child study team shall have an identifiable apportioned time commitment to the school district.

(d) Local school districts may only employ professionals in private practice representing basic child study team disciplines on a per case basis above and beyond the required apportioned time commitment of the existing basic child study team personnel.

(e) Approval of the Commissioner of Education shall be obtained for the purchase by the local school district of the services of eligible and/or diagnostic clinics in lieu of, or professionals in private practice representing a basic child study team discipline to supplement required members of the basic child study team. The recommendation of the County Superintendent shall accompany such requests for approval.

6:28-1.6 Classification use

Classification shall be used to plan [appropriate] thorough and efficient educational programs, to determine and to provide appropriate facilities and to provide a basis for the assignment of the appropriate qualified instructional staff. Effort shall be made by the local district to prevent needless public labeling or categorizing classified children.

6:28-1.7 Reports

Reports submitted by local school districts to the [Bureau] Branch of Special Education and Pupil Personnel Services shall be sent via the office of the respective county superintendent.

6:28-1.8 Identification

(a) No Change

(b) The identification process may involve the judgment of teachers, medical and health professionals, school administrators, special services personnel, parents, and/or agencies concerned with the welfare of children. The identification process shall include a planned screening procedure. Every effort should be made to identify the preschool handicapped child in the district under the age of five.

6:28-1.9 Parent or guardian

The identification, examination and classification procedures shall include provisions to inform fully and involve parent or guardian.

(a) Identification. Parent or guardian shall be notified in writing when a child has been identified as potentially handicapped by a child study team.

(b) Examination. The public school district shall request the parent or guardian to provide information to the basic child study team to be utilized in the classification process.

(c) Classification. The chairperson of the basic child study team or his designated representative shall inform the parent or guardian of the classification and the recommended educational program and education prescription at a conference and in writing prior to placement.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

(d) The parent or guardian shall be informed of their right to appeal classification and program placement and the procedures thereto by the chairman of the basic child study team.

SUBCHAPTER 2. CLASSIFICATION

6:28-2.1 Definitions

No Change

"Auditorily handicapped."

1. No Change
2. No Change
3. No Change

4. Children so classified shall be reported to the Branch of Special Education and Pupil Personnel Services.

"Chronically ill."

1. No Change
2. No Change

"Communication handicapped."

1. No Change
2. No Change

"Emotionally disturbed."

1. No Change
2. No Change

"Mentally retarded" means children who, as a result of examination, are considered to be mentally retarded and shall be classified as educable, trainable, or mentally retarded to such a degree as to be "neither educable nor trainable."

1. Extreme caution shall be exercised in classifying children as mentally retarded who satisfy the requirements [defined in subsection a of this Section] of the previous criteria and who have additional health and sensory impairment or who are known to have had significant deprivation in ordinary growth experiences. These conditions may adversely affect evaluation.

2. No Change

"Mentally retarded (educable)" No Change

1. No Change
2. No Change
3. No Change

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

"Mentally retarded (trainable)" No Change

1. No Change
2. No Change
3. No Change

"Multiply handicapped."

1. [A child shall be considered to be multiply handicapped who, after proper identification and classification according to these rules and regulations, is found to qualify in any two or more categories of the handicap described in N.J.S.A. 18A:47-1 et seq. Primary and secondary handicaps shall be listed for classification purposes.] A multiply handicapped child is one with two or more handicapping conditions which interact and result in problems so complex that placement in programs designed for children with single handicaps will not result in significantly meaningful educational growth and achievement. All such handicaps shall be indicated for classification purposes. Children having speech handicaps, other than aphasia, as a secondary condition shall not be considered under this classification.

[2. Classification of the multiply handicapped and determination of priorities to be set in special education services shall be made by the basic child study team with the consideration of the reports of appropriate medical specialists.]

["Neurologically impaired." - A child shall be classified as being neurologically impaired as a result of an examination which shows evidence of specific and definable central nervous system disorder. The procedure to determine such impairment shall be administered by a person qualified in the field of neurology. This disability shall be determined by the basic child study team to be related to impairment of the educational functions of the pupil.]

"Orthopedically handicapped."

1. No Change
2. No Change
3. No Change

["Perceptually impaired."]

[1. A child shall be considered to be perceptually impaired who exhibits a learning disability in one or more of the basic processes involved in the development of spoken or written language but which are not primarily due to sensory disorders, motor handicaps, mental retardation, emotional disturbance, or environmental disadvantage. The disabilities are manifested in the perceptual areas involved in listening, thinking, speaking, reading, writing, spelling, and the study of arithmetic.]

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

[2. The determination of this classification shall rest with the basic child study team.]

[3. Each child, so classified, shall have been evaluated in such a manner that an individual educational program related to the learning disability can be specified.]

[4. For grouping such children in a special class program for the perceptually impaired, such program shall be described in writing and submitted for prior approval to the Bureau of Special Education and Pupil Personnel Services.]

"Neurologically or Perceptually Impaired."

1. A child shall be considered to be neurologically or perceptually impaired who exhibits a learning disability in one or more of the basic processes involved in the development of spoken or written language which is considered due to physiological, organizational or integrational internal dysfunction. The disabilities are manifested in the perceptual areas involved in listening, thinking, speaking, reading, writing, spelling and the study of arithmetic.

2. The impairment is not primarily related to sensory disorders, motor handicaps, mental retardation, emotional disturbance or environmental disadvantage.

3. Classification of Neurologically or Perceptually Impaired and recommended educational programs shall be made by the basic child study team and shall be augmented by a neurological examination when deemed appropriate by the basic child study team.

"Socially maladjusted."

1. No Change
2. No Change
3. No Change

"Visually handicapped."

1. No Change
2. No Change
3. No Change

All children classified by the basic child study team shall be evaluated in such a manner that an individual educational program related to the handicap can be specified.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

6:28-2.2 Disability diagnostic examination

(a) Local boards of education shall provide for such diagnostic examinations as are necessary to determine the need of special education programs for pupils who manifest disabilities in one or more of the following areas:

1. Mentally retarded;
2. Visually handicapped;
3. Auditorially handicapped;
4. Communication handicapped;
5. Neurologically or perceptually impaired;
[i. Neurologically impaired;]
[ii. Perceptually impaired;]
6. Orthopedically handicapped;
7. Chronically ill;
8. Emotionally disturbed;
9. Socially maladjusted;
10. Multiply handicapped.

(b) Professional specialists involved in the classification procedure shall be employed by the local board of education.

[(b)] (c) Examination and classification shall include the following:

1. A comprehensive [physical] medical examination, designed to assist in the classification process, shall be given by a physician employed by the local board of education. If a parent or guardian of the child employs his own physician, a report of such [physical] medical examination which is acceptable to the school physician shall suffice. In either case, the school physician shall submit a report of the child's [physical] medical examination to the child study team to assist in the classification. A parent should be present when possible.

2. No Change

3. No Change

4. No Change

5. No Change

6. Professional personnel contributing to the classification of handicapped children shall give evidence of having seen the child .

[6.] 7. Reports and evaluations from an approved clinic or agency or professional in private practice, representing a basic child study team discipline, may be accepted by the respective members of the basic child study team.

[When a school district is unable to employ a basic child study team, the school district shall utilize the services of an eligible approved clinic or agency or professionals in private practice, representing basic child study team disciplines, to classify handicapped children. This shall be done only with the advanced written approval of the Commissioner of Education. Application for such approval shall be

DRAFT EPR "T & E" DISCUSSION ONLY - 12/19/73

made by the school district through the office of the respective county superintendent of schools to the Deputy Assistant Commissioner of the Bureau of Special Education and Pupil Personnel Services of the New Jersey State Department of Education. Approval of the use of the services of such clinics, agencies, and professionals in private practice, representing a basic child study team discipline and acting as a team in the child evaluation process in lieu of the basic child study team shall be contingent upon the employment of personnel approved by the Bureau of Special Education and Pupil Personnel Services. Such services may also be used supplemental to those of the basic child study team.]

6:28-2.3 [Special] Other classification considerations

(a) All classifications are subject to review and approval by the Branch of Special Education and Pupil Personnel Services of the New Jersey State Department of Education.

(b) The classification report shall be approved by those members of the basic child study team who participated in the classification. Minority reports, when applicable, shall be filed with the report.

(c) A child new to a school district and identified as handicapped but not classified as handicapped by the district from which the child came, may be refused admission or removed from an educational program for a period not to exceed 30 calendar days pending examination and classification.

(d) Appropriate state agencies responsible for educational placements can request an evaluation and classification of a student be completed within 30 days.

(e) Classification resulting in placement in a special education program shall be valid for a period not to exceed three years. Reexamination and classification shall be made whenever conditions warrant at the request of child study team members, parent or the child's teachers. However, a comprehensive review of a child's classification and his special education program shall be made by the basic child study team within a period not to exceed three years after classification.

(f) Children confined to their homes or a hospital by a physician because of physical illness or injury need not be classified by the child study team before home instruction is initiated. Notification shall be made to the child study team of children when such confinement exceeds a period of 60 calendar days.

(g) Only those personnel and approved agencies directly concerned with determining the classification or the making of recommendations for placement, and those directly involved in the educational program of the individual child shall have access to the classification records.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

(h) Examination results and professional findings prior to special placement shall be reported to the parent or guardian of a child classified by the basic child study team and records of such reporting shall be maintained. Counseling shall be made available to the parent or guardian at this time.

(i) Upon written request of a parent or guardian, a referral will be made for evaluation to the basic child study team. A complete evaluation shall be completed within 60 calendar days following the submission of the referral.

(j) All records concerning classification, placement and other aspects of the educational process treated in this Chapter shall be available to the parent or guardian of the child involved for inspection and copying; provided, however, that some or all such records may be withheld from a parent or guardian if the chairman, basic child study team, demonstrates to the superintendent and the board of education with clear and convincing evidence that the disclosure of the records in question would create a substantial risk of serious harm to the child, and if, within 20 days of the demand for disclosure by the parent or guardian, the board of education makes a specific finding to that effect. Any decision by a board of education to withhold such records shall be communicated to the parent or guardian immediately and shall be appealable to the Commissioner of Education.

[(a)] (k) A child who cannot give evidence to the child study team of understanding and responding in a positive manner to simple directions expressed in the primary communication of that child and who cannot in some manner express basic wants or needs due to mental retardation may be classified as "neither educable nor trainable."

[(b) A child who manifests chronic atypical behavior in an educational situation, which behavior is a threat to himself or others, and who cannot respond nor benefit from appropriately planned learning experiences in public or nonpublic school settings may be classified as "not able to profit from prescribed instructional programs."]

[(c)] (l) Classification which describes the child as ["not able to profit from prescribed instructional programs" or] "neither educable nor trainable" shall be reexamined annually by a basic child study team. Such reexamination may be made whenever there is evidence to indicate a change in status, or at the beginning of the next school year or on the request of the parent or guardian of the child no later than one year from the date of the last previous examination and classification.

[(d)] (m) Parents or guardians of children classified as ["not able to profit from prescribed instructional programs" or] "neither educable nor trainable" shall be notified in writing at the time of the original classification of the school district's responsibility to reexamine and reclassify such children upon presentation of the child by the parent or guardian after one year has elapsed.

DRAFT FOR "T & E" DISCUSSION ONLY- 12/19/73

[(e)] (n) Subject to review and approval of the Commissioner of Education children classified as "neither educable nor trainable" [or "not able to profit from prescribed instructional programs"] may be refused admission or excluded from the education program of a public school district. All such children shall be reported immediately according to N.J.S.A. 18A:46-18.

[6:28-2.4 Other classification considerations

[(a) All classifications are subject to review and approval by the Bureau of Special Education and Pupil Personnel Services of the New Jersey State Department of Education.

[(b) The classification report shall include the names of those members of the child study team who participated in the examination and/or classification, and shall be signed by the chairman.

[(c) A child new to a school district and identified as handicapped but not classified as handicapped by the district from which the child came, may be refused admission or removed from an educational program for a period not to exceed 30 calendar days pending examination and classification.

[(d) Classification resulting in placement in a special education program shall be valid for a period not to exceed three years. Reexamination and classification shall be made whenever conditions warrant. However, a comprehensive review of a child's classification and his special education program shall be made by the basic child study team within a period not to exceed three years after classification.

[(e) Children confined to their homes or a hospital by a physician because of physical illness or injury need not be classified by the child study team before home instruction is initiated. Notification shall be made to the child study team of children when such confinement exceeds a period of 60 calendar days.

[(f) Only those personnel and approved agencies directly concerned with determining the classification or the making of recommendations for placement, and those directly involved in the educational program of the individual child shall have access to the classification records.

[(g) Interpretations of examination results and professional findings prior to special placement shall be reported to the parent or guardian of a child classified by the basic child study team and records of such reporting shall be maintained.]

SUBCHAPTER 3. PLACEMENT AND PROGRAMS

6:28-3.1 Handicapped pupils educational programs

(a) No Change

(b) No Change

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

6:28-3.2 Teachers for handicapped children

No Change

6:28-3.3 Placement

The placement of handicapped pupils shall be the responsibility of the chief school administrator, or his designated agent, for the board of education and shall be based on the recommendations of the basic child study team employed by the local board of education. [or the findings of a clinic or child evaluation center whose services are purchased by the local board of education.] Recommended placement involving residential consideration shall be made jointly with the parents or guardian of the child.

6:28-3.4 Operation of programs

[(a) Handicapped children may be served in an appropriate educational program on any of the following bases, but not necessarily in the order named:

- [1. Instruction at school supplementary to the other programs in the school whenever, in the judgment of the board of education with the consent of the Commissioner, the handicapped pupil will best be served thereby. Teacher aides, under the supervision of a principal, teacher of the handicapped or other personnel, appropriately certified, may assist instruction in special class or other special programs according to N.J.A.C. 6:11-4.7;
- [2. A special class or program in the district or operated by a county vocational school including a class or program in hospitals, convalescent homes, or other institutions;
- [3. A special class in the public schools of another district vocational schools in this State or an adjoining state;
- [4. Joint facilities including a class or other institutions to be provided by agreement between one or more school districts;
- [5. A jointure commission program;
- [6. A State of New Jersey operated program;
- [7. Sheltered workshops in conjunction with other educational programs in the local district. Such sheltered workshops shall be approved by the New Jersey Rehabilitation Commission and the Bureau of Special Education and Pupil Personnel Services;
- [8. Sending children capable of benefiting from a day school instructional program to privately operated nonprofit day classes in New Jersey or a nearby state within 400 miles of Trenton, New Jersey, the services of which are nonsectarian whenever in the judgment of the board of education with the consent of the Commissioner it is impracticable to provide services pursuant to subsections 1., 2., 3., 4., 5., 6., or 7., otherwise of this Section.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

[9. Individual instruction at home or in school whenever in the judgment of the board of education with the consent of the Commissioner it is impracticable to provide a suitable special education program for a child pursuant to subsections 1., 2., 3., 4., 5., 6., 7., or 8., otherwise of this Section.]

(a) All school districts independently or in concert with other school districts shall provide a continuum of educational services including supplementary instruction to the regular classroom (supplementary instruction, resource room and/or learning center) and special class programs for handicapped children in their districts in need of such services.

Handicapped children shall be served in an appropriate educational program on any of the following bases:

1. Instruction at school supplementary to the regular class program or other programs in school.

(a) Supplementary instruction

(b) Resource room and/or Learning center

2. A special class program in the district.

3. A special program in the public schools of another district, a county vocational education service school, a county special services district, educational service commission or jointure commission.

4. Public programs in hospitals, convalescent homes or other private institutions provided by agreement between one or more school districts.

5. A State of New Jersey operated program.

6. Sheltered workshops in conjunction with other educational programs in the local district. Such sheltered workshops shall be approved by the New Jersey Rehabilitation Commission and the Branch of Special Education and Pupil Personnel Services.

(c) In such cases when options 1 - 6 are not feasible school districts shall provide educational programs by:

1. Sending children capable of benefiting from a day school instructional program to privately operated day classes, in New Jersey or an adjoining State or a nearby State and within 400 miles of Trenton or, with the approval of the Commissioner to meet particular circumstances, at a greater distance from Trenton, the services of which are nonsectarian whenever in the judgment of the board of education with the consent of the Commissioner it is impractical to provide services otherwise;

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

2. Individual instruction at home or in school whenever in the judgment of the board of education with the consent of the Commissioner it is impracticable to provide a suitable special education program for a child pursuant to subsections 1., 2., 3., 4., 5., or 6., or 7., otherwise of the Section a and subsection 1 of Section b.

6:28-3.5 Program plan

The educational program for handicapped pupils shall be described in a plan which indicates its individualization and which includes criteria for its evaluation. Such plans shall be the responsibility of the basic child study team and the school administration working [jointly and] cooperatively.

[6:28-3.6 Social service activities

[Children classified as handicapped shall not be denied because of such handicap participation in extracurricular, intramural, and interscholastic activities as well as health, recreation, and social services activities.]

[6:28-3.7 Secondary school district

[Handicapped pupils who successfully complete the prescribed secondary educational program shall receive the secondary school diploma of the local district.]

6:28-3. [8]6 Evaluation

(a) No Change

[(b) Such criteria and evidence of their use shall be subject to review by the Bureau of Special Education and Pupil Personnel Services.]

(b) It shall be the responsibility of the County Superintendent of Schools to preliminarily approve special education programs as detailed by the Administrative Code. Final approval rests with the Branch of Special Education and Pupil Personnel Services.

6:28-3.7 Program completion

Handicapped pupils who successfully complete the prescribed secondary educational program shall receive the secondary school diploma of the local district.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

6:28-3.[9]8 Special requirements on promotion and transition from schools

(a) The local district, independently or in concert with other school districts, shall provide an appropriately sequential program, [kindergarten] age 5 through [secondary] school completion, for all classified handicapped pupils.

(b) No Change

(c) No Change

(d) No Change

(e) No Change

6:28-3.[10]9 Criteria for approval of special educational programs

(a) No Change

(b) The following requirements pertaining to health and safety shall be observed:

1. [Suitable health services shall be part of the school program.]
Health services shall be part of the school program.

2. [Adequate provision by the local board of education for continuing child study team services appropriate to the children's disabilities.] Provision by the local board of education for continuing child study team services appropriate to the children's disabilities.

3. No Change

(c) [Adequate building facilities shall be provided:]
Facilities shall be provided:

1. [Building facilities shall allow for the use of such special equipment and activity programs as pertain to the needs of handicapped children.] Facilities shall allow for the use of such special equipment and activity programs as pertain to the needs of handicapped children.

2. [Emergency approval of temporary quarters for such classes shall have the annual approval of the county superintendent of schools. It is renewable if, in the opinion of the county superintendent, effort is being made for the provision of adequate and proper school accommodations.] Approval of all facilities for special education programs shall have the approval of the county superintendent of schools.

(d) A course of study or training, adapted to the special needs and abilities of the pupils with emphasis on their capabilities, shall be [offered.] provided to those enrolled and a written description of courses of study made available.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

(e) [The teacher or] Teachers assigned to the program shall hold an appropriate teaching certificate as prescribed by the State Board of Education.

(f) [Instructional materials and educational media suitable to the education or training of handicapped children shall be provided in consideration of ability and age levels, and in recognition of educational and social needs.] Teacher aides, under the supervision of a principal, teacher of the handicapped or other personnel, appropriately certified, may assist instruction in special class or other special programs according to N.J.A.C. 6:11-4.7

(g) [Any joint provision for supervision of programs, facilities, examinations or transportation shall meet the provisions of N.J.S.A. 18A:46-24.] Instructional materials and educational media suitable to the education or training of handicapped children shall be provided in consideration of ability and age levels, and in recognition of educational, physical and social needs as called for in the prescribed course of study.

(h) [Supervision of educational programs for the handicapped in local school districts shall be performed by appropriately certified and qualified supervisors of instruction.] Any joint provision for supervision of programs, facilities, examinations or transportation shall meet the provisions of N.J.S.A. 18A:46-24.

(i) [Class size and grouping shall be appropriate to the disability and need of the children involved.] Supervision of educational programs for the handicapped in local school districts shall be performed by appropriately certified and qualified supervisors of instruction. Special Education supervisory personnel are required in programs containing 10 classes or 100 students - exclusive of children on supplementary instruction.

(j.) Class size and grouping shall be appropriate to the disability and need of the children involved.

1. No Change

i. No Change

ii. No Change

iii. No Change

iv. No Change

v. No Change

vi. No Change

vii. [Neurologically impaired - 8;] Neurologically or perceptually impaired - 10;

viii. [Perceptually impaired - 12;] Emotionally disturbed - 8;

ix. [Emotionally disturbed - 8;] Visually handicapped

a Blind - 8

b Partially Seeing - 12;

x. [Visually handicapped - 8;] Auditorially handicapped

a Deaf - 8

b Hard of Hearing - 10;

xi. [Auditorially handicapped - 8;] Multiply handicapped - 8.

xii. Multiply handicapped - 8.]

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

2. The above maximum class size may be increased by no more than 1/3 by the addition of teacher aides or auxiliary teachers with advance approval from the [Bureau of Special Education and Pupil Personnel Services.] county superintendent of schools and the Branch of Special Education and Pupil Personnel Services.

3. No Change

4. No Change

5. Factors of chronological and mental age shall be weighed in the formation of special classes, as well as factors of social adjustment. The age span shall not exceed four years except upon the approval of the [Bureau of Special Education and Pupil Personnel Services.] county superintendent of schools and the Branch of Special Education and Pupil Personnel Services.

6. Participation in a regular school activity program shall be provided to the extent that the capabilities of the child permit as determined by the child study team. [All services, for example, shop, art, music, home economics, and so on, extended to so-called normal children shall be provided for the handicapped child.]

7. [Exceptions regarding group size, age range and classification restrictions for experimental purposes may be made with prior approval of the Bureau of Special Education and Pupil Personnel Services.] All services, for example, shop, art, music, home economics, and so on, extended to so-called normal children shall be provided for the handicapped child.

8. Children classified as handicapped shall not be denied because of such handicap participation in extracurricular, intramural, and interscholastic activities as well as health, recreation, and social services activities.

9. Exceptions regarding group size, age range and classification restrictions for educational purposes may be made with prior approval of the Commissioner. Requests for such approval must be forwarded through the County Superintendent of Schools.

[(j)] (k) Reports of general and special examinations used in the identification, classification, placement or instruction of handicapped pupils and records descriptive of the child's needs, abilities and progress shall be available to the Commissioner of Education and his designated representatives. Records concerning the handicapped shall be made available through the basic child study team to State agencies designated by the Branch of Special Education and Pupil Personnel Services.

(l) The State Department of Education shall provide a network of Special Education Instructional Material Centers to enhance the teaching, research and demonstration capability of professional personnel dealing with handicapped children. Services to include, but shall not be limited to the provision of Computer Based Resource Units, specialized media and materials, audio-visual devices and other unique technological equipment needed to enhance professional service capabilities.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

6:28-3,[11] 10. Individual home instruction

Individual home instruction shall be interpreted to mean instruction in lieu of regular classroom instruction in home or other location other than in regular school.

[6:28-3.12 Confined children

[Children confined to their home, or to a hospital by a physician because of illness or injury shall receive an appropriate educational program at their place of confinement upon ascertainment and notification to the appropriate school administrator that such confinement is expected to extended to a period of at least two weeks.]

6:28-3.[13] 11 Program for confined children

The child placed on individual home instruction on the recommendation of the school physician or child study team shall receive a minimum of 5 hours instruction per week. Such program shall not be less than required by the local board of education for promotion and/or graduation when the school physician or child study team finds the scope of such a program is not detrimental to the child.

(b) Individual home instruction by telephone or television without limit may be given without the presence of a teacher at the child's place of confinement for all except two hours per week of the instruction.

[The instruction shall be for not less than five hours per week except when so recommended by the basic child study team or school physician. These five hours shall be accomplished by no less than three daily visits by the teacher.]

(c) This instruction shall include 2 visits per week to the child by the teacher.

(d) Classification by the child study team is not necessary to determine the child's eligibility for instruction when the child's absence from school is reported by the school physician to be due to physical and/or medical reasons.

(e) Review of such report by the child study team shall be considered to be in lieu of classification.

[6:28-3.14 Child study team classification

[(a) Classification by the child study team is not necessary to determine the child's eligibility for instruction when the child's absence from school is reported by the school physician to be due to physical and/or medical reasons.

[(b) Review of such report by the child study team shall be considered to be in lieu of classification.]

[6:28-3.15 Instruction by telephone

[Individual home instruction by telephone or television without limit may be given without the presence of a teacher at the child's place of confinement for all except two hours per week of the instruction. Such two hours shall extend over two days by the teacher.]

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

[6:28-3.16 Program for confined child

[The child placed on individual instruction on the recommendation of the school physician or child study team shall receive no less a program than that required by the local board of education for promotion and/or graduation when the school physician or child study team finds the scope of such a program is not detrimental to the child.]

[6:28-3.17 Individual instruction

[Teachers providing individual instruction shall be certified teachers and when possible, certified in the area of the child's handicap, school level or subject. Teachers providing individual instruction for the visually or auditorily handicapped shall hold the appropriate certificate for teaching the handicapped.]

6:28-3.[19] 12 Approval for supplemental instruction

(a) Supplemental instruction shall be that instruction provided children classified as handicapped which is given in addition to the regular instructional program of such children [.] and not at the expense of any substantive part of the program. Supplemental instruction shall be provided at a school or other facility operated and controlled by the local board of education.

(b) No Change

(c) No Change

6:28-3.[18] 13 Length of school day and year

(a) No Change

(b) No Change

1. No Change

2. The school year of a handicapped child confined to home instruction [may] shall be extended beyond the normal school period when such instruction is necessary for promotion or graduation.

3. No Change

4. Special approval of the county superintendent of schools and the Branch of Special Education and Pupil Personnel Services must be obtained when the school day for educational programs for the handicapped is less than that provided non-handicapped children.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

6:28-3.[20] 14 Transportation of handicapped pupils

(a) No Change

(b) No Change

6:28-3.[21] 15 Records and procedures

(a) No Change

(b) [Local school district programs for the handicapped shall be subject to periodic review by appropriate representatives of the Commissioner of Education.] Local school district programs for the handicapped shall be subject to periodic review and approval by the county superintendent of schools and by other appropriate representatives of the Commissioner of Education.

(c) Records of handicapped children:

1. All required records shall be available for study [by appropriate personnel of the New Jersey State Department of Education.] and subject to periodic review as described elsewhere in the Administrative Code.

2. A system of records shall be maintained which indicates the following: [findings of surveys, the manner in which the surveys are conducted, information obtained describing handicapped children identified, examinations conducted, classification and educational recommendations, placements, programming and the corresponding dates.] information obtained describing handicapped children identified, examinations conducted, classification and educational recommendations, placements, programming and the corresponding dates, findings of surveys, the manner in which the surveys are conducted.

3. A file containing a copy of pertinent records of each handicapped child [who received special instructional services] shall be maintained in a central location. This record shall show the basis of classification, nature of examinations, examination findings, educational recommendations, details of programs provided, and annual progress reports.

4. No Change

[6:28-3.22 Approval procedure for reimbursement purposes

[a. Each school district, jointure, county and regional board of education, and college administrator of a program for the handicapped shall provide, in writing, a report of the educational program for the handicapped. Such description shall be submitted to the office of the county superintendent of schools and the Bureau of Special Education and Pupil Personnel Services, Division of Curriculum and Instruction of the New Jersey State Department of Education, prior to October 30, of the school year for which approval is requested. The report shall include:

[1. A listing of the professional staff assigned to identify, classify and instruct handicapped children;

[2. Evidence of the availability of individual educational plans for handicapped children;

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

[3. Evaluative criteria to be used by the district in determining the effectiveness of the program; and

[4. The method used by the district to identify and classify the handicapped.

[(b) Additional reports which shall be made available upon request of the staff of the Commissioner of Education shall include, but not be limited to:

[1. All the data that formed the basis for the classification of the children and the recommendations made by the child study team;

[2. A list of all handicapped pupils suspended or excluded, the dates of suspension or exclusion, and the causes of suspension or exclusion;

[3. Data concerning those children who receive individual and supplemental instruction; and

[4. Those placed in other school districts, in private schools or in public institutions.

[(c) The approved special education services for handicapped children above and below the mandatory school age shall be reimbursable to the local school district by the State of New Jersey to the extent of 1/2 such costs.]

6:28-3. [17]16 Approval Requirements for Reimbursement

(a) Each school district, jointure, county special board or service commission and regional board of education, and college administrator of a program for the handicapped shall provide, in writing, a plan of the procedures combined program for the handicapped. Such plan shall be submitted to the office of the county superintendent of schools and the Branch of Special Education and Pupil Personnel Services, Division of Curriculum and Instruction of the New Jersey State Department of Education, prior to October 30 of the school year for which approval is requested. The plan shall include:

1. Philosophy, goals and objectives

2. Identification of handicapped children

3. Classification procedures

4. Diagnosis and assessment

5. Program development

6. Curriculum development

7. Instructional staff

8. Pupil Personnel Services staff

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

9. Administration and Supervision

10. Instructional resources

11. Physical facilities

12. Community relations

13. Budget for Special Education and Pupil Personnel Services

14. Regional and cooperative agreements with other school districts

15. Evaluation procedures

a. Student progress based on established behavioral objectives.

b. Educational programs

c. Curriculum

(b) Based upon compliance with the above procedures, special education services for handicapped children, below the age of 5 and up to age 20, shall be reimbursable to the local school district by the State of New Jersey to the extent of 1/2 such program costs.

(c) Handicapped children under 5 and above age 20 may be provided an approved educational program and the school district shall be reimbursed to the extent of 1/2 such program costs.

6:28-3.[23] 17 Nonpublic school placement procedure

Procedures for placement of a public school pupil in a nonpublic school setting shall be prescribed by the [Bureau] Branch of Special Education and Pupil Personnel Services

6:28-3.[24] 18 Contingency of funds

(a) No Change

(b) No Change

(c) No Change

6:28-3.[25] 19 Eligibility to receive pupils

(a) No Change

[(b) An exception to this Section will be made for the 1970-71 school year for any child of secondary age or grade who was enrolled by a sending district board of education during the 1969-70 school year in an approved nonpublic school and whose placement in such school has been approved for State aid.]

[(c)] (b) Each board of education shall establish a written contract with the eligible nonpublic school for each school year or portion of the school year the student is attending an eligible educational program at a nonpublic school. Sample contracts are available from the Branch of Special Education

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

[(d)] (c) Moneys paid by a board of education to an eligible nonpublic school are for services already rendered. No prepayment of any kind may be made by either a parent or board of education.

6:28-3.[26] 20 Filing of affidavit

No Change

6:28-3.[27] 21 Evidence of eligibility

(a) No Change

(b) Each professional person occupying a position and providing educational services to New Jersey public school pupils in a nonpublic school outside of New Jersey [and within 400 miles of Trenton, New Jersey,] shall hold an appropriate teaching certificate from the State in which the nonpublic school is located or submit evidence that he is eligible for such certification in New Jersey.

(c) Letters indicating eligibility of a nonpublic school teacher holding a provisional certificate must be renewed annually showing evidence of having completed a minimum of four credits toward full certification [.] during the previous year.

6:28-3.[28] 22 The nonpublic school educational program shall be considered the educational program of the local school district. Instructional programs for handicapped pupils in day classes in schools or facilities other than those operated by a local board of education [within 400 miles of Trenton, New Jersey,] shall meet [the following requirements:] all the requirements as set forth for public school programs in the State of New Jersey.

[1. The instructional program shall be appropriate and contribute to the educational needs of the pupil. A course of study or training, adapted to the special needs and abilities of the pupil with emphasis on his capabilities, shall be offered.]

1. The private school or organization shall file reports on the adjustment and instructional progress of each pupil at regular intervals as stipulated by the sending district but not less than twice during the school year.

[2. The private school or organization shall file reports on the adjustment and instructional progress of each pupil at regular intervals as stipulated by the sending district but not less than twice during the school year.]

2. The nonpublic school or organization shall immediately notify the sending district if the pupil is withdrawn from the instructional program or if by reason of illness or for other causes there is protracted or unusual absence of the pupil.

[3. Class size and grouping shall conform with standards required of New Jersey public schools.]

3. The educational program shall be open to observation at any time to the chief school administrator of the sending district or his representatives, and to the Commissioner of Education or his representatives.

DRAFT FOR "T & E" DISCUSSION ONLY - 12/19/73

[4. Records of general and special examinations used in the identification, classification, placement, instruction and progress of the handicapped pupil shall be available to the Commissioner of Education, his designated representative and approved agencies.]

[5. The nonpublic school or organization shall immediately notify the sending district if the pupil is withdrawn from the instructional program or if by reason of illness or for other causes there is protracted or unusual absence of the pupil.]

[6. The educational program shall be open to observation at any time to the chief school administrator of the sending district or his representatives, and to the Commissioner of Education or his representatives.]

6:28-3. [29] 23 Approval of physical facilities for education of handicapped children

In New Jersey the physical facilities of the nonpublic school are subject to approval by the County Superintendent of Schools in the county in which the facility is located [or by an official representative of the State Department of Education.] Such approval is for only one year and [and may be renewed each year by the County Superintendent of Schools or by an official representative of the State Department of Education] application for renewal of such approval shall be made annually to the County Superintendent. Facilities out-of-State may be approved by the appropriate state approval agencies of the state in which the facility is located or by a representative of the New Jersey State Department of Education.

6:28-3. [30] 24 Academic year

No Change

6:28-3. [31] 25 Attendance

The attendance of each pupil for whom tuition is received shall be recorded and submitted to the local board of education. The record shall be submitted to the sending district at the end of the school year or at any time upon request of the local school district. This record shall include class attendance as well as daily attendance.

6:28-3, [32] 26 Records

No Change

6:28-3. [32] 27 Definition of clinic

No Change

6:28-3. [33] 28 Description of procedures

No Change

6:28-3. [34] 29 Personnel approvals

No Change

6:28-3. [35] 30 Duration of approvals

No Change

6:28-3. [36] 31 Limits of approvals

No Change

SUBCHAPTER 4 COUNTY SPECIAL BOARDS OR SERVICES COMMISSION AND JOINTURES

6:28-4.0 Approval

The County Special Board or Services Commission, or Jointures shall be subject to the State Board of Education's Rules & Regulations pursuant to N.J.S.A. 18A, Chapter 46.

Upon the establishment of the Board of Education of the County Special Board or Services Commission or Jointure, the State Board of Education and the Commissioner of Education shall receive notification, thereof, by the Board of Chosen Freeholders. This notification should include the listing of the Board of Education members.

6:28-4.1 Considerations in the planning of programs by the County Special Boards or Services Commission or Jointures

Programs shall be planned jointly with local school district personnel to include opportunities for the integration of the handicapped with the non-handicapped in education and social activities. When such integration is considered impossible or unfeasible this fact shall be reported to the Commissioner of Education.

6:28-4.2 Procedures for approval of programs submitted by County Special Boards or Services Commission or Jointures

A program plan shall be forwarded to the Commissioner of Education for approval at least three months prior to the initiation date of said program. Said program must be consistent with 6:28-6.1.

The Commissioner of Education, with the approval of the State Board, after studying the County Special Boards or Services Commission's or Jointure's program plan, shall determine if such programs are needed; are appropriate; and are not in conflict with existing or planned local, county or state programs.

The Commissioner shall notify the respective County Special Boards or Services Commission or Jointure of the decision of the State Board of Education no later than two months after the receipt of the application.

6:28-4.3 Other Requirements

Classification of handicapped children for purposes of admission to the program approved by the County Special Boards or Services Commission or Jointure shall be the responsibility of the local district in which the child legally resides. Acceptance of students into the program of the County Special Boards of Services Commission or Jointure shall be a joint responsibility of the professional personnel of the local and County Special Boards or Services Commission or Jointure.

The County Special Boards or Services Commission or Jointure may expand or decrease the nature of the program(s) only upon application to and approval by the Commissioner of Education.

Draft for "T & E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle F. Division of Curriculum and Instruction

Chapter 29. [HEALTH, SAFETY AND PHYSICAL EDUCATION] SCHOOL HEALTH SERVICES

FOREWORD

[The Office of Health, Safety and Physical Education] The Division of Curriculum and Instruction assists local schools in the development and implementation of programs designed to promote the health, safety and well-being of school age children in this State.

[The functions of the Office of Health, Safety, and Physical Education being met by the staff members include: school health services; school health instruction; school safety instruction; driver education; physical education and athletics.]

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. SCHOOL HEALTH RULES

- 6:29-1.1 Rules and regulations
- 6:29-1.2 Facilities and supplies

SUBCHAPTER 2. SCHOOL HEALTH ORGANIZATION AND SUPERVISION

- 6:29-2.1 Cooperating agencies
- 6:29-2.2 Supervision
- 6:29-2.3 Care of injured pupils

SUBCHAPTER 3. SCHOOL HEALTH SERVICES PERSONNEL

- 6:29-3.1 School medical inspector
- 6:29-3.2 School nurse
- 6:29-3.3 Compliance with health regulations

SUBCHAPTER 4. SCHOOL HEALTH SERVICES PROCEDURES

- 6:29-4.1 Dental examination
- 6:29-4.2 Testing for tuberculosis
- 6:29-4.3 Communicable disease
- 6:29-4.4 Records and reports
- 6:29-4.5 Nursing services

[SUBCHAPTER 5. SCHOOL SAFETY]

- [6:29-5.1 Rules and regulations]
- [6:29-5.2 Accident prevention]
- [6:29-5.3 Safety patrols]

[SUBCHAPTER 6. PHYSICAL EDUCATION AND ATHLETICS PERSONNEL AND PROCEDURES]

- [6:29-6.1 Physical education personnel]
- [6:29-6.2 Physical education procedure]
- [6:29-6.3 Athletics personnel]
- [6:29-6.4 Athletics procedures]

SUBCHAPTER 1. SCHOOL HEALTH RULES

6:29-1.1 Rules and regulations

(a) Every board of education in this State shall adopt rules to govern health services in its school district and such rules and regulations shall include as a minimum the rules and regulations of the State Board of Education which are expressed in the following Sections.

(b) Every board of education in this State shall appoint at least one medical inspector on a time commitment basis of one day per week for each 3,000 children enrolled in the school district and a dentist on a time commitment basis of one day per week for each 5,000 children enrolled.

(c) Boards of education, medical inspectors, any medical specialist employed by a school board, school dentists, teachers of health, and nurses shall at all times comply with the rules and regulations of the local boards of health and of the State Department of Health which relate to the sanitation of public grounds and buildings and to the prevention and control of communicable diseases.

Draft for "T & E" Discussion Only - 12/19

(d) Medical inspectors shall omit dental examinations in making physical examinations of pupils who have been or will be examined by a school dentist in the current school year.

(e) For beginning pupils, medical inspectors may accept a record of a thorough physical examination made by a family physician or by a physician working under a plan for the examination of preschool children; provided, that the plan for the records or reports used in either type of examination have been approved by the State Board of Education.

(f) If a board of education requires the medical inspector to undertake special work not included in these rules or required by statute, the board shall enter into an agreement with the medical inspector concerning such additional duties.

(g) Reparative dentistry shall be limited to pupils under 18 years of age whose parents indicate consent to such treatment upon a form provided for the purpose by the board of education and filed with the school principal, but in no case shall a pupil who has reached the age of 18 be required to undergo treatment [against his will] without his consent.

(h) Boards of education shall submit reports of the dental health service to the Commissioner of Education from time to time and in the form recommended by the Commissioner of Education.

6:29-1.2 Facilities and supplies

(a) Boards of education shall furnish each school building within their jurisdictions with an emergency kit or cabinet with first aid equipment and supplies prescribed by the medical inspector.

(b) Boards of education shall provide proper and adequate facilities for the medical inspector, dentist, and nurse, and the equipment and supplies necessary for the proper performance of their duties.

(c) Boards of education shall provide by regular appropriations suitable and adequate equipment for carrying out the program for physical education activities.

(d) Boards of education shall provide the necessary text and reference books, informational materials and teaching devices necessary for carrying out the instruction required by the statute in physical education, safety, alcohol, tobacco and narcotics.

Draft for "T & E" Discussion Only - 12/19

(e) Adequate school facilities shall include:

1. Good drinking water within the school building or upon the school grounds. If within the school building, the water shall be available from faucet, drinking fountain, or closed container. No drinking water may be kept in open containers. Individual drinking cups shall be required, except where drinking fountains are in use. Boards of education shall have drinking water from local sources tested at least once during each school year. The Commissioner of Education is authorized to designate the month during which a board shall submit samples of water to the State Board of Health, according to the schedule provided by the State Board of Health.

2. Schools shall be furnished with adequate lavatory equipment. Such equipment shall be reasonable in amount and shall include lavatories or basins, an ample supply of water, liquid or powdered soap, and individual towels. The equipment shall be kept in sanitary condition.

3. All toilets shall be kept in sanitary condition and shall be supplied with toilet paper.

(f) The Commissioner of Education shall require all boards of education to comply with the provisions of this Section.

SUBCHAPTER 2. SCHOOL HEALTH ORGANIZATION AND SUPERVISION

6:29-2.1 Cooperating agencies

(a) Any program or plan sponsored or conducted by a person, an organization, or a public or private agency for the purpose of providing dental or nursing services, safety programs, athletic programs, lunchroom facilities, or any other services which aid in the preservation and promotion of the health of school pupils, through coordination with or as a part of the school organization regardless of the location of the facilities and equipment used, shall be under the jurisdiction of the board of education. The board shall approve all programs, have administrative direction of the pupils, and of the personnel working with the pupils, and shall approve and have control of records and reports.

(b) Rules and practices adopted by boards of education to govern the supervision of pupil health, the hygienic management of classrooms by teachers, and the sanitary operation and maintenance of the school buildings, grounds, and equipment by custodians, matrons, and firemen shall be distributed in printed form to the school staff annually and shall be explained to the personnel annually by the principal, medical inspector or nurse.

Draft for "T & E" Discussion Only - 12/19

6:29-2.2 Supervision

Rules and practices adopted by boards of education to govern the supervision of pupil health, the hygienic management of classrooms by teachers, and the sanitary operation and maintenance of the school buildings, grounds, and equipment by custodians, matrons, and firemen shall be distributed in printed form to the school staff annually and shall be explained to the personnel annually by the principal, medical inspector or nurse.

6:29-2.3 Care of injured pupils

No change.

SUBCHAPTER 3. SCHOOL HEALTH SERVICES PERSONNEL

6:29-3.1 School medical inspector

(a) [The medical inspector shall direct the professional duties or activities of the school nurse and shall compile and issue regulations governing professional techniques, the conduct of inspections or tests, and the administration of treatment.] The local board of education shall by board action define the responsibilities of the medical inspector. These responsibilities shall be distributed to the appointed medical inspectors and school administrators annually.

(b) Each medical inspector shall record the results of examinations upon a record form recommended by the Commissioner of Education. Such form shall be kept in a permanent file and shall be the property of the board of education and shall be preserved. The individual health record shall be forwarded with other school records of pupils who transfer to another school district. If a child leaves school for any other reason, the record shall remain the property of the school.

(c) All medical reports of students shall be maintained in a central file in the school building that they attend. These records include the reports of team physicians as well as those of physicians employed on a consultant basis under provisions of Chapter 6:28 as well as those of medical inspectors.

Draft for "T & E" Discussion Only - 12/19

(d) Every child enrolled in a school district shall give evidence of the results of a comprehensive medical examination administered by his family physician some time during the fourth and seventh year of the child's life if the child was enrolled in that school district during any period of that stage in his life or as soon after as he is enrolled. Children who cannot give this evidence shall be given a comprehensive medical examination by the medical inspector of the school district, or another physician employed by the board, at the expense of the local board of education. Results of such examinations shall be recorded on health records recommended by the Commissioner of Education.

All students enrolled in the public schools shall give evidence of the results of a comprehensive examination administered by his family physician some time during the fifteenth year of the student's life. Students who cannot give evidence of the results of such examinations shall be given a comprehensive medical examination by the medical inspector of the district or another physician employed by the board and at the expense of the board of education at a time prior to their terminating their school attendance in that district.

Results of comprehensive medical examinations administered by physicians employed by the local board of education shall be reported in writing to the parents of the students upon forms approved by the Commissioner of Education. The responsibility for informing the parents of these results shall be that of the physician who administered the examination.

6:29-3.2 School nurse

No change.

6:29-3.3 Compliance with health regulations

No change.

SUBCHAPTER 4. SCHOOL HEALTH SERVICES PROCEDURES

6:29-4.1 Dental examination

No change.

6:29-4.2 Testing for tuberculosis

No change.

6:29-4.3 Communicable disease

No change.

Draft for "T & E" Discussion Only - 12/19

6:29-4.4 Records and reports

No change.

6:29-4.5 Nursing services

No change.

[SUBCHAPTER 5.] [SCHOOL SAFETY]

Original text transferred to N.J.A.C. 6:27-9

[SUBCHAPTER 6.] [PHYSICAL EDUCATION AND ATHLETICS PERSONNEL AND
PROCEDURES]

Original text transferred to N.J.A.C. 6:27-10

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

EDUCATION

Subtitle F. Division of Curriculum and Instruction

Chapter 30. COMPENSATORY EDUCATION

FOREWORD

The Branch of Urban Education works under the direction of the Assistant Commissioner of Curriculum and Instruction to administer State and Federal compensatory education programs for the resident population defined as educationally deprived. This staff provides direct assistance and support to local school districts in program design, management, proposal approval and professional development. Staff members are experts in such areas as management, needs assessment, curriculum design, evaluation, community involvement, multi-ethnic and socio-economic factors related to the needs of the educationally deprived.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. DEFINITIONS

6:30-1.1 Words and phrases defined

SUBCHAPTER 2. PROGRAMS

6:30-2.1 Supplemental instruction

6:30-2.2 Professional development

6:30-2.3 Parents

SUBCHAPTER 3. ELIGIBILITY

6:30-3.1 Agencies

6:30-3.2 Participants

SUBCHAPTER 4. FUNDING

6:30-4.1 Formula

6:30-4.2 Advance notification

6:30-4.3 Planning provision

6:30-4.4 Reallocation

6:30-4.5 Fiscal control

SUBCHAPTER 5. PROGRAM RESPONSIBILITIES

6:30-5.1 State

6:30-5.2 Local

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 6. PROGRAM REQUIREMENTS

- 6:30-6.1 Planning
- 6:30-6.2 Needs identification, district-wide
- 6:30-6.3 Selection of participants
- 6:30-6.4 Size, scope and quality
- 6:30-6.5 Objectives
- 6:30-6.6 Activities
- 6:30-6.7 Processes
- 6:30-6.8 Evaluation
- 6:30-6.9 Fiscal
- 6:30-6.10 Facilities
- 6:30-6.11 Transportation
- 6:30-6.12 Contractural Agreements
- 6:30-6.13 Personnel
- 6:30-6.14 Parent councils

SUBCHAPTER 7. STATE PARENT COUNCIL

- 6:30-7.1 Establishment
- 6:30-7.2 Membership
- 6:30-7.3 Functions and responsibilities

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. DEFINITIONS

6:30-1.1 Words and phrases defined.

The following words and terms when used in this subtitle shall have the following meanings, unless the content clearly indicates otherwise.

Compensatory Education: An educational program for the educationally deprived, preventive or remedial in nature, developed so that each individual may succeed at the level of expectancy for his age.

Educationally Deprived: One who needs supplemental educational assistance to succeed at the level of expectancy for his age. Children defined as eligible under Special Education Chapter 28 of Subtitle F are not included in this subtitle. Educationally deprived persons are those who have combinations of academic, socio-economic, or linguistic needs that prevent them from succeeding in the thorough and efficient school program.

Prevention Program: Activities provided to broaden the background of experiences and increase readiness skills for the child prior to evidence of failure.

Dropouts: Children who have actually dropped out of the regular school program should also receive specific attention. With the help of other agencies, these children should be located and identified. Every effort should be made to evaluate their individual needs in order to provide a sound basis for the planning of special educational programs to meet those needs.

Dropout Programs: Programs designed for youth or adults who are not attending school and have not completed high school.

Equipment: A fixed or movable article or set of articles which is required for effective implementation of the instructional program. It is nonexpendable and can be identified for more than one year.

Pre-Kindergarten Program: Programs planned for children who are not yet eligible for enrollment in kindergarten.

Parent: Parent or legal guardian of a child eligible for participation in a compensatory program.

Parent Programs: Programs planned for parents and legal guardians of children eligible for participation in compensatory programs.

Supplemental Program: An educational program designed to meet the identified needs of the eligible educationally deprived and provided in addition to the regular school program.

Draft for "T&E" Discussion Only - 12/19

Related Supportive Services: Non-educational services in those infrequent cases where all other sources of funds have been exhausted, where delivery of such services is necessary for and will result in measured improvement in educational attainment. Services may be provided only for those children who are participants in the compensatory programs.

Comprehensive educational needs assessment: A process of examining the relative performance of a given population against an educationally significant standard or a set of standards upon which educational decisions for children can be made and from which priorities for educational programs can be established.

SUBCHAPTER 2. PROGRAMS

6:30-2.1 Supplemental programs; preventive or remedial

(a) Elementary and Secondary (Pre K-12)

1. Language development programs, including programs for non-standard English speaking children.

2. Computational skill development programs, including programs for non-standard English speaking children.

(b) Dropouts

Programs designed to meet the identified needs of persons who have withdrawn from school prior to completion of high school.

(c) Pre-School

Instructional activities and related supportive services designed to increase the readiness level for children not eligible for kindergarten.

6:30-2.2 Professional development

Programs designed to meet the identified needs of the professional and para-professional staff members who are directly responsible for children receiving compensatory education programs.

6:30-2.3 Parent training

(a) Programs designed for Parent Council members to facilitate their effective involvement in the council and their meaningful contribution to compensatory programs.

(b) Programs designed for parents of participants concerning the services provided for their children, so they can assist their children in realizing the benefits those services are intended to provide.

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 3. ELIGIBILITY

6:30-3.1 Agencies

Each local school district shall be potentially eligible to receive funds and shall be funded after the development of a compensatory education program approved by the State.

6:30-3.2 Participants

(a) Various populations of participants as outlined in Sub-Chapter II Programs.

(b) All residents of the local school district are potentially eligible for selection to participate in compensatory education programs.

(c) Participants shall be selected only after an assessment of needs has been conducted and those needs ranked by severity. Those identified to have the greatest needs shall be selected.

SUBCHAPTER 4. FUNDING

6:30-4.1 Formula

State compensatory funds shall be allocated to each local education agency by a formula based on one-half ($\frac{1}{2}$) of the state average per pupil expenditure multiplied by the number of educationally deprived students (K-12) who have been identified by the local school district to require additional educational services above those available in the thorough and efficient program.

6:30-4.2 Advance notification

Funds shall be appropriated one year in advance of program grant year to provide for adequate planning.

6:30-4.3 Planning provision

With prior approval reimbursement will be made to the local educational agency for funds expended prior to program approval and implementation.

6:30-4.4 Reallocation

Authority shall be granted to the Commissioner of Education for reallocation of any funds not applied for by July 1, preceeding the grant period beginning September 1.

Draft for "T&E" Discussion Only - 12/19

6:30-4.5 Fiscal control

Programs shall be operated under the authority and responsibility of a board of education, or by a combination of boards of education, and administered in accordance with state requirements.

SUBCHAPTER 5. PROGRAM RESPONSIBILITIES

6:30-5.1 State responsibilities

(a) The Branch of Urban Education shall develop a consolidated application, develop and disseminate regulations, program guidelines and other materials related to compensatory programs.

(b) Assist local school personnel in the development of programs.

(c) Approve applications from local education agencies for participating in the program.

(d) Monitor local programs.

(e) Compile program reports from information submitted by local school districts to the State Board of Education, for the State Legislature, and for use by the general public.

(f) Monitor all State administrative funds allocated for program administration of the compensatory education programs.

6:30-5.2 Local school district responsibilities

(a) Identify the eligible participants and determine their special needs.

(b) Design and implement projects in accordance with New Jersey Administrative Code, Title 6, and guidelines to meet the special needs of the participants.

(c) Submit an application to the Branch of Urban Education.

(d) Maintain fiscal records of all project funds.

(e) File reports to the State.

(f) Disseminate information to the general public upon request and release pertinent information during planning and operation of the program.

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 6. PROGRAM REQUIREMENTS

6:30-6.1 Planning

The local school district shall plan cooperatively with its entire staff, the non-public school personnel, parents, and representatives of other agencies which fund programs for the educationally deprived population.

6:30-6.2 Needs identification, district wide

Each local school district shall conduct a comprehensive assessment of the needs of all resident children and rank those needs by incidence and severity to determine the total number of educationally deprived in the following areas:

- a. cognitive
- b. psycho-motor
- c. affective
- d. health/social

6:30-6.3 Selection of program participants

- a. identification of number of resident children (Pre K-12) achieving below norms.
- b. the establishment of criteria for selection by the local education agency based on the incidence and severity of needs dependent on funds appropriated.

6:30-6.4 Size, scope, and quality

The program shall provide for a concentration of services to give reasonable promise of meeting the identified needs of the participants.

6:30-6.5 Objectives

The program shall include specific objectives designed to meet specific needs identified.

6:30-6.6 Activities

Instructional activities and related supportive services shall be developed to meet each specified objective for each program.

6:30-6.7 Processes

Description of the processes to be implemented for each activity, including details or schedule.

Draft for "T&E" Discussion Only - 12/19

6:30-6.8 Evaluation

A comprehensive plan to determine the effectiveness of the program to be conducted shall include the following:

- a. type of measurement
- b. proposed dates for pre and post-testing
- c. achievement predicted
- d. statement regarding the extent to which each objective was or was not achieved.

6:30-6.9 Fiscal

- a. A total budget to conform to State of New Jersey Chart of Accounts shall be developed.
- b. A detailed budget for each program component as outlined in Subchapter 2 shall be developed.

6:30-6.10 Facilities

Any space housing pupils involved in this program shall be safe for occupancy and shall be certified by the County Superintendent of Schools or the Safety Consultant, Bureau Facility Planning as meeting the safety and health standards established by the New Jersey Department of Education.

6:30-6.11 Transportation

Qualification of drivers and vehicle specifications used to transport children to or from compensatory program activities shall be in compliance with appropriate New Jersey State Law.

6:30-6.12 Contractual agreements

Compliance to terms and conditions as determined by the State Agency to include; notification of intent, state review of request for proposal, and filing of copy of contract with state.

6:30-6:13 Personnel

All personnel funded with compensatory funds shall be certified in accordance with rules and regulations of the State of New Jersey.

6:30-6:14 Parent councils

Each school district shall have a system-wide council composed of greater than a simple majority of parents of educational deprived children. The council shall participate in program development, operation and evaluation.

Draft for "T & E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle F. Division of Curriculum and Instruction

Chapter 34. [CERTIFICATION OF PRIVATE ELEMENTARY AND
SECONDARY BOARDING SCHOOLS] (RESERVED)

Original text transferred to N.J.A.C. 6:27-8

You're viewing an archived copy from the New Jersey State Library.

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle G. Research, Planning and Evaluation

Chapter 35. Early Childhood Education

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. EARLY CHILDHOOD EDUCATION

6:35-1.1 Purpose
6:35-1.2 Goals

SUBCHAPTER 1. EARLY CHILDHOOD EDUCATION

6:35-1.1 Purpose

The Bureau of Early Childhood Education shall be responsible to provide leadership and supervision for Early Childhood Education Programs in local districts. The Bureau shall also provide technical assistance in curriculum for other departments in State Government having administrative responsibilities for childhood populations through age six.

6:35-1.2 Goals

The Bureau of Early Childhood Education will develop and supervise programs for early childhood which have the following components: service, curriculum, training, linkage with other agencies, and staff orientation.

(a.) The service component will be comprehensive in content including health, curriculum and social guidance.

(b.) The Curriculum component will include content which is (1) broadly conceived across several domains such as cognitive, affective, psycho-motor, (2) is socially acceptable to parents, (3) includes child-generated activities as well as teacher-directed activities, (4) provides for individual services, particularly for the handicapped, as well as services for varied size groups.

- (c.) The training component will provide for continuous training of staff, as well as client parents, and should be directed to continuous strengthening of a local program's integrity.
- (d.) The linkage component will include mutually supportive and continuous relationships with resource agencies for services in problem solving, training, development and research.
- (e.) The staff component will include non-professionals and paraprofessionals in coordinated support roles with the professional staff, and the total staff will include a service orientation to social guidance for adults as well as teaching services for children. The delivery of services will include the use of a wide variety of media as appropriate.

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle G. Research, Planning and Evaluation

Chapter 36. [Planning] Educational Planning

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. [Planning] Educational Planning

6:36-1.1 Purpose
6:36-1.2 Planning
6:36-1.3 Evaluation
6:36-1.4 Research

SUBCHAPTER 1. [Planning] Educational Planning

6:36-1.1 Purpose

The Bureau shall be responsible for development and the periodic revision of a comprehensive plan for education in New Jersey in terms of short range, intermediate range and long range objectives of the Department of Education. The plan shall set forth:the educational goals of the state, provisions for assessing progress in attaining the goals and objectives, provisions and criteria for assisting districts in local plan development, criteria for the approving of local district plans, for assuring the thorough and efficient operation of local districts under their approved plans, for evaluating and reporting to the Commissioner and State Board of Education the effectiveness of the public schools in carrying out the plan and recommendations for the improvement of quality education in New Jersey.

The Bureau shall also be responsible for conducting all research and evaluation necessary to implement such goals and objectives, and to provide planning assistance to the operating Divisions of the Department of Education.

6:36-1.2 Planning

Each operating school district, with the assistance of the State Department of Education, shall periodically develop and present to the State Board of Education and the Commissioner, in a manner and at the time prescribed by the Commissioner, for review and approval, a statement of its planned program and assessed needs relative to established goals and objectives which shall include:

- (a.) Description of an educational program and related services for assuring that every student has the opportunity to progress toward each goal. The plan for the educational program must set forth the provisions to be made for students with special need (handicapped, disadvantaged, gifted, and non-English speaking).
- (b.) Proposed programs for the remediation of assessed needs on the basis of priorities which it shall set, and
- (c.) Requests for specific assistance from the State Board of Education and the Commissioner.

6:36-1.3 Evaluation

Each operating school district, with the assistance of the State Department of Education shall develop a continuous evaluation program, which shall be approved by the Commissioner and conducted by the district to determine the extent to which established goals and objectives are being met and regularly report the results to the Commissioner and the State Board of Education.

6:36-1.4 Research

The Bureau shall be responsible for conducting developmental and operational research. Such projects shall be responsive to both the State and Local Education Agencies.

(a.) Developmental

Shall include the identification of educational needs, an analysis of methodology to satisfy these needs, and the reports of these finds to the Commissioner of Education.

(b.) Operational

Shall provide the necessary research assistance and capabilities to educational agencies for feasibility assessments of pilot programs, models, and educational systems.

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Subtitle G. Research, Planning and Evaluation

Chapter 37. [Research] Management Information

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. Management Information

<u>6:37-1.1</u>	<u>Purpose</u>
<u>6:37-1.2</u>	<u>Function</u>
<u>6:37-1.3</u>	<u>Operation</u>

SUBCHAPTER 1. MANAGEMENT INFORMATION

6:37-1.1 Purpose

Management Information shall provide the Department of Education managerial information and generate appropriate reports to provide the legal requirements for the maintenance and support of a "thorough and efficient" system of education.

6:37-1.2 Function

Management Information bureau shall provide for a Management Information Systems that consists of Financial, Personnel, Curriculum, Pupil, Facilities, and Demographic Subsystems.

The Management Information Systems conceptual design shall be based upon satisfying the New Jersey Department of Education current and projected information needs. Data shall be provided to: evaluate and/or monitor existing operations; develop plans for the future; facilitate administrative controls; and provide tools for assisting in the measurement of results of the educational process.

6:37-1.3 Operation

The subsystem functions shall be determined by the primary information objectives and/or the requirements of special reports requested by the Commissioner; the State Board of Education; and units of the Department, or LEA's.

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle G. Research, Planning and Evaluation

Chapter 38. Program Development

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. PROGRAM DEVELOPMENT

- 6:38-1.1 Purpose
6:38-1.2 Functions

SUBCHAPTER 1. PROGRAM DEVELOPMENT

- 6:38-1.1 Purpose

To provide school districts with operational programs, models, and functions for the development of thorough and efficient educational systems.

- 6:38-1.2 Functions

- (a) Assist state and local agencies in the development of guidelines to assure successful implementation of process elements
- (b) Develop indicators that will assess the efficiency and cost effectiveness of these programs.
- (c) Identify acceptable programs for dissemination to state and local agencies for possible adoption.
- (d) Assist state and local agencies in the evaluation of the results of the program.

DRAFT--FOR T&E DISCUSSION ONLY--12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle G. Research, Planning and Evaluation

Chapter 40. Educational Improvement Center

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. EDUCATIONAL IMPROVEMENT CENTERS

<u>6:40-1.1</u>	<u>Establishment</u>
<u>6:40-1.2</u>	<u>Functions and Responsibilities</u>
<u>6:40-1.3</u>	<u>Operation</u>
<u>6:40-1.4</u>	<u>Qualification as a local education agency</u>

SUBCHAPTER 1. EDUCATIONAL IMPROVEMENT CENTERS

6:40-1.1 Establishment

(a) The State Board of Education may establish and maintain Educational Improvement Centers (hereafter referred to as E.I.C.'s) as regional field offices of the State Department of Education.

(b) The State Board of Education may prescribe the boundaries of the regions to be served by the E.I.C.'s.

(c) The State Board of Education shall promulgate such rules and regulations as it deems necessary for the government of the operations of the E.I.C.'s.

6:40-1.2 Functions and Responsibilities

(a) The E.I.C.'s shall provide as their chief function research and development support to the county offices of education and to local school districts; and such other functions as may be prescribed by the State Board of Education.

DRAFT FOR T&E DISCUSSION ONLY - 12/19/73

(b) The E.I.C.'s shall provide capability for the Division of Research, Planning and Evaluation to field test model programs.

6:40-1.3 Operation

(a) Each E.I.C. shall be managed by a director who shall be appointed and his salary fixed by the Commissioner of Education, subject to approval of the State Board of Education.

(b) All other professional staff members shall be appointed and their salaries fixed by the Commissioner of Education.

(c) Each E.I.C. shall establish an advisory committee which shall consist of not less than 15, nor more than 25, members including the County Superintendents of the counties in the region and other members who are broadly representative of the region to be served. The advisory committee shall meet at least bi-monthly to consider matters referred to it by the director, the Commissioner of Education, the Assistant Commissioner for the Division of Research, Planning and Evaluation, or the County Superintendents involved in the region.

(d) Each director and his advisory committee shall develop and submit to the Commissioner a plan of operation for the next school year. Such plan shall include a statement of regional needs, goals and objectives of the Center, projected research and development services, and such other

services as may be prescribed by the State Board of Education, to county offices of education and to local school districts, together with projected operating budgets, for approval by the Commissioner and the State Board of Education.

6:40-1.4 Qualification as a local education agency

Each E.I.C. shall constitute a local education agency (L.E.A.) for the purpose of preparation and submission of proposals to secure funding from the federal government or other sources.

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 41. Advisory Council

Foreword

The following rules and regulations of the New Jersey Vocational Education Advisory Council are pursuant to the provisions of the State Plan for Vocational Education and the requirements of [P.L.90 576] the Vocational Education Act of 1963 and subsequent Amendments.

SUBCHAPTER 1. DEFINITIONS

6:41-1.1 Words and phrases defined

The following words and terms, when used in this Subtitle, shall have the following meanings, unless the context clearly indicates otherwise.

"The Act" means the Vocational Education Act of 1963 [as amended by the Vocational Education Amendments of 1968, Public Law 90 576E, 82] and subsequent Amendments. [Stat. 1064, 20 U.S.C. 1241-1391.]

(Retain other Definitions)

"The State Plan" means that plan submitted by a State Board pursuant to the Act and the regulations in this Subtitle in order to be eligible to receive Federal funds allotted to the State. In the absence of a Federal Act and its regulations the Division of Vocational Education shall annually prepare and/or update the "State Plan" for vocational-technical education. The plan shall be submitted to the State Board for approval.

"Vocational education" means programs, services, or activities related to vocational or technical training or retraining provided under the Act, the rules and regulations cited in this Chapter and the State Plan.

Draft for "T&E" Discussion Only - 12/19

"County Career Education Coordinators" are employees of the Division of Vocational Education who are assigned to the office of the County Superintendent of Schools to work cooperatively with local educational agencies to create, organize, implement, and evaluate a county-wide system of Career Development and Vocational Education programs K through Adult.

"County Career Education Coordinating Councils" are comprised of representatives of the educational community. The basic function of the County Career Education Coordinating Council is to provide a mechanism for coordinating the efforts of various agencies concerned with Career Development and Vocational Education.

SUBCHAPTER 2. THE NEW JERSEY VOCATIONAL ADVISORY COUNCIL
(no change)

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 42. Special Needs and Cooperative Programs

Foreword

The following rules and regulations are pursuant to N.J.S.A. 18A; the rules and regulations of the State Board of Education; and the State Plan for Vocational Education; and the [Act] Vocational Education Act of 1963 and subsequent Amendments.

SUBCHAPTER 1. SPECIAL NEEDS

6:42-1.1 Identification of disadvantaged persons

(a) [These persons shall have a combination of conditions which relate to academic, socioeconomic cultural and other handicaps that prevent them from succeeding in regular vocational education or consumer and homemaking programs.] Disadvantaged persons means persons who have academic, socioeconomic, cultural, or other handicaps that prevent them from succeeding in vocational education or consumer and homemaking programs designed for persons without such handicaps, and who for that reason required specially designed educational programs or related services. The term includes persons whose needs for such programs or services result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large, but does not include physically or mentally handicapped persons unless such persons also suffer from the handicaps described in this paragraph.

(b) [In identifying those who are disadvantaged, the State Board will rely upon, but not limit itself to, the criteria, and experience of economic disadvantage used in the administration of Title I of the Elementary and Secondary Education Act. The measures of educational disadvantage will include but not be limited to, standards of achievement in reading and mathematics. In developing criteria, the State Board will rely upon but not limit itself to, the practice and experience of appropriate State and Federal programs as administered by the Division of

Draft for "T&E" Discussion Only - 12/19

Curriculum and Instruction, the Division of Research, Planning and Evaluation, and the Division of Vocational Education of the State Department of Education, and other agencies as needed.] The following criteria provide evidence of disadvantagement: bad or deteriorating achievement records in terms of marginal or failing performance; a recent term failure; a low reading level; has already dropped out; poor attendance--tardiness; pupil is below proper grade for age; poor ability to use the English language; and, other evidence of failure or that pupils are prevented from succeeding in regular programs.

- 6:42-1.2 Identification of handicapped persons (no change)
- 6:42-1.3 Instruction for disadvantaged and handicapped students

The State Policy is to include disadvantaged and handicapped students, insofar as possible, in regular programs; provided, however, it may be necessary to design programs for selected students prior to including them in regular programs. It may also be desirable that special services be provided for selected students enrolled in regular programs to assure maximum opportunity for success. In such cases, funds available for disadvantaged and handicapped students in regular programs may be used only for that part of the cost of such supplementary special educational services that are reasonably attributable to providing vocational education to students identified as disadvantaged. Students who are succeeding in regular programs, regardless of socioeconomic, cultural, or other handicaps, are not eligible for consideration as a basis for funding.

SUBCHAPTER 2. COOPERATIVE PROGRAMS

- 6:42-2.1 Definition

The following term, when used in this Chapter, shall have the following meaning, unless the context clearly indicates otherwise.

["Cooperative vocational education program" means a cooperative work-study program of vocational education for persons who, through a cooperative arrangement between the school and employers, receive instruction, including required academic course and related vocational instruction, by the alternation of study in school with a job in any occupational field, but these two experiences must be planned and

Draft for "T&E" Discussion Only - 12/19

supervised by the school and employers so that each contributes to the student's education and to his employability. Work periods and school attendance may be on alternate half-days, full-days, weeks, or other periods of time in fulfilling the cooperative vocational education work-study program.]

[Each cooperative vocational education program approved by the State Board will be administered by a local educational agency with the participation of public or private employers providing on the job training opportunities that may not otherwise be available to persons who can benefit from such a program.]

"Cooperative vocational education is a vocational education concept in which pupils work toward career goals and graduation credit through a combination of regularly scheduled part-time paid employment and job related classroom instruction, both supervised by the same qualified teacher-coordinator."

All cooperative vocational education programs shall be approved by the State Board of Education and administered by a local educational agency in accordance with the cooperative education Guidelines prescribed by the Division of Vocational Education and approved by the State Board.

6:42-2.2 [On-the-job] Training station standards

(a) Each program will provide [on-the-job] training stations that:

1. [Is] Are related to existing career opportunities susceptible of promotion and arrangement;
2. Do[es] not displace other workers who perform such work; and
3. Employ[s] student-learners in conformity with Federal, State, and local laws and regulations and in a manner not resulting in exploitation of the student-learner for private gain.

6:42-2.3 Identification of jobs (no change)

6:42-2.4 Additional costs to employers (no change)

6:42-2.5 Costs to students (no change)

SUBCHAPTER 3. WORK-STUDY PROGRAMS

6:42-3.1 Vocational work-study program (no change)

Draft for "T&E" Discussion Only - 12/19

6:42-3.2 Eligible students (no change)

6:42-3.3 Limitation on hours and compensation

(a) [No student shall be employed during an academic year or its equivalent for more than 15 hours in any week during which classes in which he is enrolled are in session. The compensation for such employment will not exceed \$45.00 per month or \$350.00 per academic year or its equivalent. However, in the case of a student attending a school which is not within reasonable commuting distance from his home, his compensation may not exceed \$60.00 in any month or \$500.00 per academic year or its equivalent.] The hours of work and wages for students enrolled in work-study during the academic year will be established annually by the Division of Vocational Education. For the purposes of this subsection, "academic year" means a period of nine months (exclusive of the summer term) interrupted by the equivalent of one month of vacation.

6:42-3.4 Employment for public agency or institution (no change)

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 43. Program Services

Foreword

The rules and regulations pertaining to program services are pursuant to the State Plan for Vocational Education; the State Board rules and regulations; Title 18A of the New Jersey Revised Statutes and Guidelines established by the Division of Vocational Education and approved by the State Board. The rules and regulations enumerated in this Chapter apply to but not limited to the following program service areas: Agricultural Education; Business Education; Distributive Education; Health Occupations; Consumer and Homemaking Education; Industrial Arts Education; Technical Education; [and] Vocational Industrial Education; Cooperative Vocational Education, Introduction to Vocations; Technology for Children, and Career Development programs.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. VOCATIONAL AND TECHNICAL EDUCATION

- 6:43-1.1 Vocational and technical education programs
- 6:43-1.2 Program requirements
- 6:43-1.3 Definitions

SUBCHAPTER 2. VOCATIONAL INSTRUCTION

- 6:43-2.1 Arrangements for instruction
- 6:43-2.2 Vocational education for gainful employment
- 6:43-2.3 [Advanced, skilled vocational] Pre-technical and technical education
- 6:43-2.4 Pre-vocational
- 6:43-2.5 Noneligible instruction
- 6:43-2.6 Access to vocational instruction offered
- 6:43-2.7 Content of vocational instruction
- 6:43-2.8 Adequate facilities and material for instruction
- 6:43-2.9 [Qualified] Assignment of vocational teachers and supervisors
- 6:43-2.10 Vocational guidance and counseling
- 6:43-2.11 Vocational youth organizations
- 6:43-2.12 Evaluation

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 3. VOCATIONAL INSTRUCTION UNDER CONTRACT

6:43-3.1 Program arrangements

SUBCHAPTER 4. VOCATIONAL EDUCATION FOR DISADVANTAGED OR
HANDICAPPED PERSONS

6:43-4.1 Special programs

SUBCHAPTER 5. PARTICIPATION OF STUDENT IN PRIVATE NONPROFIT
SCHOOLS

6:43-5.1 Private nonprofit school program participation
requirements

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. VOCATIONAL AND TECHNICAL EDUCATION

6:43-1.1 Vocational and technical education programs

(a) Any vocational and technical educational program of less than college grade shall be conducted within the framework of a State Plan for Vocational and Technical Education approved by the State Board of Education [and accepted by the United States Office of Education].

(b), (c 1-4) (no change)

5. Career awareness, counseling and training are not available to all students regardless of sexual or racial differences.

6:43-1.2 Program requirements

(a) to (j) no change

(k) [All] School districts with secondary and/or post secondary full-time students in [approved] vocational-technical [preemployment] programs approved by the Division of Vocational Education shall be entitled to State aid as prescribed by law or rule of the State Board. [of Education. This rule clarifies the status of practical nurse students and other older students who are enrolled full-time in day school programs in vocational-technical schools.]

(l) All school districts with shared-time secondary, part-time and post-secondary approved vocational-technical programs shall be entitled to state aid as prescribed by state law or rule of the State Board.

(m) A full time vocational student is one who is enrolled in a vocational course or series of courses for a weekly minimum of 650 minutes of which a minimum of 400 minutes must be actual hands-on skill development. The balance may be the theory necessary to reinforce and enhance the hands-on skill development leading to entry level employment.

Draft for "T&E" Discussion Only - 12/19

6:43-1.3 Definitions

RULES PROPOSED FOR ADOPTION

Agriculture/Agribusiness/Natural Resources Education

Agriculture/Agribusiness/Natural Resources Education encompasses the scientific and occupational skills relating to the production, processing, distribution and marketing of agricultural products.

Agribusiness includes the research and development; sales, service and repair of machinery and equipment; sales of supplies and materials; relating to agricultural products.

Agriculture also includes the industry related to the production and use of ornamental plants in the environment; including the development and maintenance of turf and recreational areas.

Natural Resources Education includes the conservation and management of forests, grassland, soils, fisheries and wildlife, and the preservation of water quality.

Business Education - High School, Post Secondary and Adult

Office Occupations programs are designed to prepare students for a wide variety of job tasks. The programs offer organized experiences designed to enable the student to acquire skills that will be needed for employment, to give him an opportunity to obtain knowledge in areas related to these skills, and to provide an opportunity for him to acquire the attitudes and work habits needed for success in employment. Included in these programs are opportunities for Cooperative Office Education experiences.

Career Awareness (Subject Oriented) Grades 5 through 12

The needs of the student including, Basic Education Skills, Career Awareness, Self-Awareness, Appreciation, Work Attitudes and Habits, Decision-Making Ability, Socio-Technological, Economic Understanding are identified and integrated in all curriculum areas including counseling.

Draft for "T&E" Discussion Only - 12/19

Career Counseling and Guidance (K-Adult)

Career counseling and guidance serves to assist the student in identifying his present level of career development, determining the appropriateness for the individual and developing options for attending to needs. Services include counseling (individual and group), testing, coordinating efforts with teachers, parents, community, industry and labor.

Provisions for a data retrieval system for purposes of providing staff with information relative to career experiences for students pertinent to broad career orientation at the elementary and secondary level, to vocational education, to students not previously enrolled in vocational education, to job/education placement and career counseling.

Career Exploration Clubs - K-9

Many students can find and develop special interests in "club" settings. Teachers with varied backgrounds and abilities provide such needed opportunities.

Introduction to Vocations materials can be invaluable since they offer already prepared cycles, while Technology for Children "episodes" provide a format for clubs for younger children.

Clubs can be organized for all levels - elementary, middle school, secondary. The list of possible areas should be determined by students/teacher interests, facilities and other resources available as well as appropriate time to conduct the programs.

Career Resource Center (Pre-School-Adult)

A local career resource center is a team of specialists providing management and support services important to the effective implementation and operation of a comprehensive career development program.

Typically, the career resource center team provides these basic services:

- . coordination of school, home and community career development goals and objectives;
- . in-service staff development;

Draft for "T&E" Discussion Only - 12/19

- . identification and utilization of community resources;
- . media support for career dimensions throughout the curriculum; and
- . creative interpretive and technical services to teachers, administrators, and students.

Staffing commonly includes a center coordinator, an audio-visual media coordinator, and a school-industry cooperation coordinator.

Ideally, the career resource center is located near a high activity area of the school and adjacent to or part of the school media center (the school library) and/or the guidance operations.

Cooperative Industrial Education - Three levels

Cooperative Trade Occupations - CIE #1

Most jobs in which pupils are placed are skilled trades and may lead to an apprenticeship after graduation.

Cooperative Industrial Occupations - CIE #2

Most jobs in which pupils are placed are below the level of skilled trades and are therefore suitable for Disadvantaged pupils who lack the skills to become craftsmen.

Cooperative Employment Orientation - CIE #3

The program is similar to CIE #2, except that the program serves pupils classified as Handicapped.

Cooperative Vocational Education - High School, Post Secondary and Adult

Cooperative Vocational Education is a program which allows a pupil to spend half time in school and half time on the job under supervision of the school. During the in-school portion, one period of related instruction conducted by the respective Cooperative Education Coordinator is required daily. Cooperative programs are conducted in the following educational disciplines; Agriculture, Business and Office, Distributive, Health, Home Economics, and Industrial Education.

Draft for "T&E" Discussion Only - 12/19

Distributive Education - High School, Post Secondary and Adult

Distributive Education is a supervised cooperative work experience program of cooperation between the business community and the public schools. It provides the student with a combination of theoretical and practical job training; it provides the businessman with capable, mature, career-minded employees.

Employment Orientation - Grades 7-12

Employment Orientation is a two phased program designed primarily for Special Needs pupils. Phase one - provides motivation and evaluation through work simulation in a variety of vocational fields. Phase two - follows-up with short term basic skill training in areas which have been previously revealed as appropriate. Once trained in basic skill(s), the pupil can make several choices which include entrance into regular shop programs or participation in cooperative education or both.

Health Occupations - High School, Post Secondary and Adult

The Health Occupations programs include: (1) An indepth study of various occupations permitting the student to make a realistic choice of a health career, (2) Skill development, related knowledge and planned supervised clinical experiences, and (3) Cooperative education which provides realistic, on-the-job application of skills and knowledge learned.

Health Occupations Orientation - Grades 7-12

Through an Orientation to Health Occupations program, the student becomes aware of the broad range of health careers in order to make a more realistic choice of a career within the health field.

Seventeen clusters of related health occupations are presented. Specific career information within each cluster includes a description of the occupation, personal and educational requirements needed, employment opportunities available and the classroom as well as observational experiences in health care facilities in the community.

Draft for "T&E" Discussion Only - 12/19

Home Economics and Consumer Education - Pre-School

Through Home Economics and Consumer Education curriculum offerings in the child development learning laboratories include learning experiences which develop individual growth, self-awareness, attitude, and desirable behavior in the school and home.

Home Economics and Consumer Education - Elementary

Through Home Economics and Consumer Education curriculum offerings include learning experiences which further develop individual growth, self-awareness, attitude and desirable behavior in the school, home and immediate community. Introduce appropriate career education modules and career awareness experiences.

Home Economics and Consumer Education - Middle School

Through Home Economics and Consumer Education curriculum offerings include individualized learning experiences which continue to reinforce individual and family growth, self-awareness, attitude and desirable behavior in the school, home and immediate community. Introduce appropriate career education modules and occupational awareness. F.H.A. chapters carry out activities supportive to the total career development concept.

Home Economics and Consumer Education - High School, Post Secondary and Adult

Occupational and cooperative education programs in home economics prepares students for specific employment opportunities in food services; child care and development careers, clothing, textiles and fashion careers; institutional, hospitality industry and home services careers; housing and home furnishing services; and family and consumer services. The home economics and consumer education curriculum offerings assist youth in developing necessary competencies in the areas of consumer education, family life, child development and guidance, nutrition education, home management, etc.

Industrial Arts - Elementary

Industrial Arts Education at this level consists of the basic problem-solving activities which are an essential part of the common learning experiences of all elementary school children. Activities are inte-

Draft for "T&E" Discussion Only - 12/19

grated with the basic units of learning. An understanding of the concept of industry is developed through the use of tools, materials, and processes. Activities may take place in the classroom under the direction of the classroom teacher, or in an organized shop facility under the supervision of an industrial arts specialist.

Industrial Arts - Middle School

Industrial Arts in the middle school provides students with an understanding of and exposure to concepts and experiences in the trade, industrial and technological aspects of our culture. Students participate in exploratory experiences in such areas as: Construction, Manufacturing, Transportation and Communications. An approach may be through the implementation of some of the following programs or program concepts: World of Construction, World of Manufacturing, World of Communications, World of Transportation, American Industries, Industrial Technology, Industriology.

Industrial Arts - High School, Post Secondary and Adult

Industrial Arts at this level provides students with a choice of direction. The student may continue to explore various occupational and educational pursuits or concentrate and develop his knowledge and skills in a selected occupational area or areas. For some students, a broad general technology background is provided, for others, work orientation or pre-employment preparation is emphasized. In addition, opportunities are provided for the development of educational interests.

Intensive Educational Exploration (12)

For graduating students not previously enrolled in goal-oriented courses and/or committed to a career goal. Students will be given the opportunity to explore vocational-technical educational opportunities in the county college. Upon completion of exploration, orientation will be provided for enrolling in selected areas of continuing education.

Intensive Occupational Preparation (9-12)

For students not previously enrolled in vocational programs who may choose to explore and select an occupational area for preparation. Entry level skills in the selected area will be provided prior to graduation. The placement coordinator will assist the students in finding jobs and/or continuing education opportunities.

Draft for "T&E" Discussion Only - 12/19

Introduction to Vocations - Grades 7-10 and Adult

This guidance program is designed to provide a broad base of career awareness for students at the junior high or middle school level, typically in the seventh, eighth, and ninth grades. Exploratory, manipulative, classroom, and laboratory experiences are offered in a wide range of occupational areas. The resources of business and industry, including trips to the occupational sites, speakers from the community, will help to assist the students with a basis from which they can make more realistic career choices.

Job Placement Coordinator - Grades 9 - Adult

Provide part or full-time job placement for the student who is not being served by any other vocational education program. (The part time job is normally held after school hours and weekends. The full-time placement may occur during summer months or other vacation time).

Modified Regular Program

In order to help Special Needs pupils - those who are "prevented from succeeding" in regular vocational programs - modified programs may be created which are tailor-made to their needs. These programs must serve only those pupils classified as Handicapped or Disadvantaged. The program must be significantly different from the regular. Such difference may be evident in terms of greater emphasis upon basics, a shorter curriculum, more repetition, more individual instruction, smaller classes and/or other variations.

Special Services, (Special Needs Students; Grades 6-Adult)

Supplemental educational services - designed to assist students with special needs in regular or special programs to overcome effects of disadvantage or handicapped conditions. These services may include but are not limited to:

Psychological services to test, diagnose, and evaluate emotional and mental problems.

Tutorial services.

Draft for "T&E" Discussion Only - 12/19

Family counseling services related to vocational program of students.

Special services for the disadvantaged, such as bilingual instruction and bicultural orientation.

Special services for the handicapped, interpreter services for the deaf, guide services to the physically handicapped.

Technical Education - High School and Post Secondary and Adult

Technical Education is that part of the technological field which requires the application of scientific and engineering knowledge and methods combined with technical skills in support of engineering activities; it lies in the occupational spectrum between the craftsman and the engineer at the end of the spectrum closest to the engineer.

Technology for Children (Pre-School - 6)

Technology for Children is committed to assisting early childhood and elementary school teachers to individualize the teaching-learning situation by providing personalized activity-centered learning representative of the technological world of work. Occurring mainly in the elementary classroom, these concrete material experiences are integrated into the regular curriculum.

Characterized by an organized plan for teacher's and pupil's growth and self-improvement, Technology for Children extends regular classroom teacher competencies, offers alternate program options by the inclusion of hands-on learning experiences, and functions in self-contained, departmentalized, and open classroom situations.

Vocational Industrial Education - High School, Post Secondary and Adult

Vocational Industrial Education is instruction which is planned to develop basic manipulative skills, safety judgement, technical knowledge and related occupational information for the purpose of fitting persons for initial employment in industrial occupations and upgrading or retraining workers employed in industry.

Draft for "T&E" Discussion Only - 12/19

Individuals so trained will engage in occupations concerned with designing, producing, processing, assembling, maintaining, servicing or repairing of any product or commodity.

WECEP - Age 14-15

WECEP is a pre-CIE Cooperative program. The age level of students, eligible for enrollment in the program, demands that job placement be in non-hazardous occupations.

The program, at present is in an experimental stage. However, evaluations have been made and indications are that recommendations will be made to continue this program.

Work Study - Age 15-20

Work study is a non-credit financial support program which is designed to help needy vocational pupils to remain in school by providing them with a job, outside of school hours which will help alleviate their financial problems.

Such pupils must be enrolled in vocational programs approved by the Division of Vocational Education and they must be not more than 20 nor less than 15 years of age.

Work Study - Coupled (Age 15-20)

Coupled Work Study programs provide an exploratory vocational training experience for non-vocational needy pupils who by reason of their participation become eligible for vocational work study.

These programs usually operate during the summer with pupils in training for half-time and in paid public employment half-time.

Youth Leadership Development

The development of personal and professional characteristics which allows the student to demonstrate leadership essential for future responsible citizenship and career advancement.

The activities of the vocational youth organizations are an integral part of program instruction which are designed to supplement, broaden and improve the learning experiences provided to the student.

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 2. VOCATIONAL INSTRUCTION

- 6:43-2.1 Arrangements for instruction (no change)
- 6:43-2.2 Vocational education for gainful employment (no change)
- 6:43-2.3 [Advanced, skilled vocational] Pre-technical and technical education

[a] Pre-technical[,] vocational instruction need not be designed to fit individuals for employment in a specific occupation, but must be primarily designed to prepare individuals fo/enrollment in advanced or highly skilled postsecondary and technical education programs.

[(b) It shall not include instruction which is primarily designed to prepare individuals for higher education, or for professional training which is generally considered to be professional or as requiring a baccalaureate or higher degree and which is only incidentally designed for individuals preparing for technical education.]

- 6:43-2.4 Pre-vocational instruction

(a) Pre-vocational instruction shall include instruction designed to familiarize individuals with the broad range of occupations for which special skills are required and the requisite for careers in such occupations.

(b) Sequential Career Development Programs, incorporating necessary counseling and related services, shall be provided to apprise all students of their potential and establish a basis for career planning. As a part of the Sequential Career Development, programs such as Technology for Children, Employment Orientation, Industrial Arts, and Introduction to Vocations shall be offered.

- 6:43-2.5 Noneligible instruction (no change)
- 6:43-2.6 Access to vocational instruction offered

(a) (no change)

(b) To the extent that facilities are available, each type of program of vocational instruction offered [by the State Board] shall be made available to all individuals residing in the State, and each

Draft for "T&E" Discussion Only - 12/19

program of instruction offered by a local education agency shall be made available to all individuals residing in the district or community served by the local educational agency offering such instruction, if such individual is otherwise available to receive such instruction in accordance with the standards and requirements in the State Plan. The fact that an individual resides in a certain attendance area within such district or community shall not preclude his access to a program of instruction available to other individuals residing in other attendance areas within the district or community, if access to a reasonably comparable program is not otherwise available to him.

(c) (no change)

6:43-2.7 Content of vocational instruction

(a) 1. to 3. (no change)

4. The program of instruction shall be sufficiently extensive in duration and intensive within a scheduled unit of time as determined by the Division of Vocational Education to enable the student to achieve the occupational or other objective of the instruction.

5. (no change)

6:43-2.8 Adequate facilities and material for instruction

Classrooms, libraries, shops, laboratories, and other facilities (including instructional equipment, supplies, teaching aids and other materials) shall be adequate in supply and quality to meet the occupational or other objectives of the vocational instruction offered as determined by the Division of Vocational Education. If the State Board or local educational agency cannot provide such facilities and materials, but they are available in a business, industrial, service, or other establishment, vocational instruction may be provided [in such establishment] in cooperation with such establishments upon the recommendation of the County Superintendent, provided that such instruction meets the standards and requirements of the Act, the regulations of this Chapter, [and] the State Plan [.] and the State Board.

6:43-2.9 [Qualified] Assignment of vocational teachers and supervisors

[The vocational instruction shall be conducted and supervised by teachers, teacher aides, supervisors, and other supporting personnel. To the extent necessary to provide for a sufficient supply of

Draft for "T&E" Discussion Only - 12/19

teachers, teacher aides, supervisors, and other supporting personnel in the State, the program of instruction shall be accompanied by a teacher training program.] Instructional personnel, including differentiated or supportive staff, if any, will be assigned responsibilities appropriate to their qualifications and the requirements of the vocational program. Instructional personnel shall meet the certification requirements as published by the State Department of Education.

6:43-2.10 Vocational guidance and counseling (no change)

6:43-2.11 Vocational youth organizations

The program of instruction [may] shall include activities of vocational education youth organizations which are an integral part of the vocational instruction offered and which are supervised by persons who are qualified as vocational education teachers or supervisors in the State. They include, but are not limited to, Distributive Education Clubs of America; Future Business Leaders of America; Future Farmers of America; Future Homemakers of America-Home Economics Related Occupations; Health Careers Clubs of New Jersey; Office Education Association and Vocational Industrial Clubs of America, Inc.

6:43-2.12 Evaluation (no change)

SUBCHAPTER 3. VOCATIONAL INSTRUCTION UNDER CONTRACT

6:43-3.1 Program arrangements

(a) Arrangements may be made for the provision of any portion of the program of instruction on an individual or group basis by public [or nonpublic agencies or] institutions (other than the State Board) [or local educational agency] through a written contract with [a State Board or] a local educational agency. Such contract shall describe the portion of instruction to be provided by such agency or institution and incorporate the standards and requirements of vocational instruction set forth in this Chapter. Such a contract shall be entered into only upon a [determination by the State Board or local educational agency of] satisfactory assurance that:

1. The contract is in accordance with State [or local[law[;] and local public contract guidelines; and

2. No change

SUBCHAPTER 4. VOCATIONAL EDUCATION FOR DISADVANTAGED OR
HANDICAPPED PERSONS

6:43-4.1 Special programs

(a) (no change)

(b) Funds available for vocational education for disadvantaged or handicapped persons may not be used to provide food, lodging, medical and dental services and other services which may be necessary for students enrolled in such programs but which are not directly related to the provision of vocational education to such students. However, the State Board or local educational agency conducting such programs shall encourage the provision [of such services through arrangements with other agencies responsible for such services].

(c) (d) and (e) (no change)

SUBCHAPTER 5. PARTICIPATION OF STUDENT IN PRIVATE NONPROFIT
SCHOOLS

6:43-5.1 Private nonprofit school program participation
requirements (no change)

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 44. Adult and Continuing Vocational Technical
Education

SUBCHAPTER 1. ADULT VOCATIONAL TECHNICAL EDUCATION

6:44-1.1	[Administration and organization] <u>Responsibility</u>
6:44-1.2	<u>Administration</u>
6:44-1.3	<u>Program Purposes</u>
6:44-1.4	<u>Program Requirements</u>
6:44-1.5	<u>Standards for Reimbursement</u>

The following subchapters are being deleted from this section of the code and being transferred to the Division of Field Services.

[SUBCHAPTER 2. ADULT BASIC EDUCATION]

[6:44-2.1	Administrative responsibility]
[6:44-2.2	Program purposes]
[6:44-2.3	Program requirements]
[6:44-2.4	Terms and conditions for approval of projects]

[SUBCHAPTER 3. ADULT EDUCATION]

[6:44-3.1	Standards for reimbursement]
[6:44-3.2	Administration and organization of public evening schools]

[SUBCHAPTER 4. EVENING SCHOOLS FOR FOREIGN BORN]

[6:44-4.1	Management]
[6:44-4.2	Courses of study]
[6:44-4.3	Inspection]

[SUBCHAPTER 5. CIVIL DEFENSE EDUCATION]

[6:44-5.1	Program purposes]
[6:44-5.2	State staff]
[6:44-5.3	Course operation]
[6:44-5.4	Teachers]
[6:44-5.5	Supervision]

SUBCHAPTER 1. ADULT VOCATIONAL TECHNICAL EDUCATION

6:44-1.1 [Administration and Organization] Responsibility

The Division of Vocational Education is the agency responsible for conducting programs for adults requiring education in vocational technical areas.

6:44-1.2 Administration

The official title of the officer within the Division of Vocational Education who will administer these programs in the public sector is the Director of Adult Vocational-Technical Education, who is responsible to the Assistant Commissioner, Division of Vocational Education.

6:44-1.3 Program Purposes

Adult Vocational-Technical Education conducted by local boards of education will be designed to train, retrain or upgrade persons sixteen years of age or older who have officially left the regular secondary educational system. These programs will train the participant towards entry level skills within a specific vocational trade cluster.

6:44-1.4 Program Requirements

(a) Facilities, such as classrooms, libraries, and laboratories; and materials, such as instructional equipment, supplies, teaching aids and communications media, shall be suitable and adequate in supply and quality to enable attainment of the educational objectives of the program of instruction and of those enrolled therein. If such facilities and materials are not available in public schools, but are available elsewhere, the program of instruction will be provided with such facilities and materials pursuant to a written agreement between the local board of education and the individual agency, institution, or organization providing such facilities and materials.

(b) Each class unit in the instructional program will be conducted by a teacher holding a valid New Jersey teacher's certificate.

(c) Each program of instruction will be based on a consideration of the degree of inability of adults enrolled to read and write English and the extent of their other basic educational deficiencies, and will include a logical sequence of those essentials of skills and competencies deemed necessary for the individual enrolled to meet requirements of the specific trade area.

Draft for "T&E" Discussion Only - 12/19

(d) To the extent necessary to enable the program of instruction to meet the requirements and objectives, each such program shall be supervised and evaluated by qualified personnel responsible to the local board of education in order to assure an efficient and economical operation.

6:44-1.5 Standards for Reimbursement

To be eligible for reimbursement, local programs of Adult Vocational-Technical Education must be approved by the Commissioner of Education. To meet the approval of the Commissioner, the educational services provided by the local public schools must:

1. Be designed to serve persons in other than full-time day programs.
2. Be organized to accomplish legitimate vocational purposes.
3. Include record keeping and reporting as required by the Director of Adult Vocational-Technical Education with the approval of the Commissioner of Education.
4. Be consistent with the traditional policy of public education in the state and operate on a non-profit basis.
5. Follow the program content submitted to the Director of Adult Vocational-Technical Education and approved as representing the needs of the specific trade area.

State funds will be designated to support these programs based on a Full-Time Equivalent Formula as established by the Division of Vocational Education and approved by the Commissioner of Education. This Formula will reflect pupil contact hours and be subject to verification as required.

Funds will be designated to the extent of available monies as appropriated by the State Legislature for this purpose.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 45. Academic Credentials

The above Chapter 45, Academic Credentials, Foreword, Table of Contents, 6:45-1.1 from 6:45-1.2 (pages 32 to 36), is being deleted from this section of the code and being transferred to the Division of Field Services.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 46. Area Vocational-Technical and Private Schools

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. AREA VOCATIONAL TECHNICAL SCHOOLS (no change)

SUBCHAPTER 2. APPRENTICESHIP TRAINING (no change)

SUBCHAPTER 3. ART SCHOOLS (no change)

SUBCHAPTER 4. [BUSINESS SCHOOLS] PRIVATE VOCATIONAL SCHOOLS

[6:46-4.1] [Curriculum]

[6:46-4.2] [Faculty]

[6:46-4.3] [Administration]

[6:46-4.4] [Building and equipment]

[6:46-4.5] [Ethics]

6:46-4.1 General

6:46-4.2 Rules pertaining to the name of the school

6:46-4.3 Rules pertaining to private vocational school facilities and equipment

6:46-4.4 Rules pertaining to private vocational school personnel

6:46-4.5 Rules pertaining to school ownership and financial responsibility

6:46-4.6 Rules pertaining to course or program of instruction

6:46-4.7 Rules pertaining to tuition, fees and other charges

6:46-4.8 Rules pertaining to the enrollment agreement

6:46-4.9 Rules pertaining to the refund policy

6:46-4.10 Rules pertaining to the school bulletin

6:46-4.11 Rules pertaining to the school records

6:46-4.12 Rules pertaining to the conduct of the school

6:46-4.13 Rules pertaining to the publicity, advertising, and solicitation of students

6:46-4.14 Rules pertaining to scholarships and financial assistance

6:46-4.15 Rules pertaining to period of approval of school and school personnel

6:46-4.16 Rules pertaining to violations of the foregoing rules

6:46-4.17 Conformity with existing legislation

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER [5.] [SCHOOLS OF BUSINESS MACHINE TRAINING]

- [6:46-5.1 Institutional catalog]
- [6:46-5.2 Objectives of training]
- [6:46-5.3 Curricula]
- [6:46-5.4 Admission practices]
- [6:46-5.5 Graduation and awards]
- [6:46-5.6 Instruction]
- [6:46-5.7 Student records]
- [6:46-5.8 School plant and equipment]
- [6:46-5.9 Financial relations with students]
- [6:46-5.10 Financial stability]
- [6:46-5.11 Administration of the school]
- [6:46-5.12 Advertising and promotion]

SUBCHAPTER [6.] 5 CORRESPONDENCE SCHOOLS

- 6:46-[6.1] 5.1 Basic information concerning certificates of approval for correspondence schools
- 6:46-[6.2] 5.2 Standards
- 6:46-[6.3] 5.3 Basic requirements for licenses
- 6:46-[6.4] 5.4 Qualifications basic to licensing
- 6:46-[6.5] 5.5 Revoking a field representative or agent license
- 6:46-[6.6] 5.6 Cancellation of the license of a field representative or agent
- 6:46-[6.7] 5.7 Amendments
- 6:46-[6.8] 5.8 Renewing licenses
- [6:46-6.9] [Standards pertaining to school personnel]
- [6:46-6.10] [Standards pertaining to courses]
- [6:46-6.11] [Standards pertaining to suitability of premises and equipment]
- [6:46-6.12] [Standards pertaining to business practices]
- [6:46-6.13] [Term of approval by the State Department of Education]
- [6:46-6.14] [Advertising standards]

SUBCHAPTER [7.] 6 MUSIC SCHOOLS

- 6:46-[7.1] 6.1 Purposes
- 6:46-[7.2] 6.2 Curriculum
- 6:46-[7.3] 6.3 Buildings and equipment
- 6:46-[7.4] 6.4 Requirements for admission
- 6:46-[7.5] 6.5 Requirements for matriculation
- 6:46-[7.6] 6.6 Qualifications of teachers
- 6:46-[7.7] 6.7 Faculty assignments
- 6:46-[7.8] 6.8 Faculty stability
- 6:46-[7.9] 6.9 Minimum number of teachers
- 6:46-[7.10] 6.10 Library
- 6:46-[7.11] 6.11 Administration
- 6:46-[7.12] 6.12 Financial stability
- 6:46-[7.13] 6.13 Tuition, fees, and other charges
- 6:46-[7.14] 6.14 Student achievement records
- 6:46-[7.15] 6.15 Diplomas
- 6:46-[7.16] 6.16 Official bulletin

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. AREA VOCATIONAL-TECHNICAL SCHOOLS

6:46-1.1 Definition and requirements

1. (no change)
2. (no change)
3. A technical or vocational school used exclusively for the provision of vocational education to persons who have completed or left high school and who are available for study in preparation for entering the labor market[; or].
_
- [4. The department or division of a junior college or community college or university which provides vocational education in no less than five different occupational fields, under the supervision of the State Board, leading to immediate employment but not leading to a baccalaureate degree.]
- [5.] An "area vocational education school" shall be available to all residents of the State or an area of the State designated and approved by the State Board.

Students in post-secondary programs, in schools under the jurisdiction of the State Board of Education, shall receive appropriate rewards and credentials, including associate degrees.

6:46-1.2 Area vocational technical school projects

(a) Applications for area vocational school facility projects undertaken by the State Department of Education shall be received and reviewed by the Assistant Commissioner, Division of Vocational Education, who will make the recommendation for approval or disapproval of the applications of the State Board, or suggestions for revisions for resubmission, upon the recommendation of the County Superintendent.

Draft For "T&E" Discussion Only - 12/19

(b) Any local educational agency which has State Department of Education approval for establishing and operating an area vocational school [may] shall apply to the Assistant Commissioner, Division of Vocational Education, upon the recommendation of the County Superintendent, for financial assistance through Federal and/or State funds for the construction of a new area vocational school facility; for the expansion, remodeling, or alteration of an existing area vocational school; or for site grading and improvement, architect fees, and/or initial equipment directly related to such projects.

6:46-1.3 Priority determination (no change)

6:46-1.4 Construction guidelines

(a) 1. to 10. (no change)

[11. Construction costs for an area vocational technical school approved under the State Plan for Federal Aid under the Vocational Education Amendments of 1968, shall not be duplicated or combined in any portion with Federal aid under any other Federal statute.]

[12.] 11. Assurance is given that funds will be audited on the basis of approved procedures as set forth in the State Plan.

Draft for "T&E" Discussion Only - 12/19

[13.] 12. All plans for construction must be submitted ~~to~~ and approved by the Bureau of School Planning Services of the State Department of Education and comply with the State "Guide for Schoolhouse Planning and Construction."

[14.] 13. The Division of Vocational Education shall review[s] all vocational education construction project applications, educational specifications and plans from schematic through finals, to insure compliance to Federal-State reimbursement funding and vocational education adequacy. Current guidelines for construction of area vocational-technical schools will be used.

[15.] 14. All contractors bidding on such work must be prequalified by the New Jersey State Department of Education in compliance with N.J.S.A. 18A:18-9 or as amended.

- 6:46-1.5 Criteria for eligibility for funds (no change)
- 6:46-1.6 Payment procedure (no change)
- 6:46-1.7 Effective date of participation in distribution of funds (no change)

SUBCHAPTER 2. APPRENTICESHIP TRAINING (no change)

SUBCHAPTER 3. ART SCHOOLS (no change)

SUBCHAPTER 4. [BUSINESS SCHOOLS] PRIVATE VOCATIONAL SCHOOLS

6:46-4.1 [Curriculum] General

(Delete entire original text and replace with the following:)

a. Definition of a Private Vocational School:

For purposes of these Rules a Private Vocational School is defined as follows:

A business enterprise operated for either profit or non-profit which maintains a place of business within the State of New Jersey and which:

1. Solicits students from the general public;
2. Charges tuition and/or other fees;
3. Offers instruction to a group or groups of four or more students at one time;

Draft for "T&E" Discussion Only - 12/19

4. Offers preparatory instruction to students for entry level employment or for up-grading in a specific field of endeavor; and

5. Offers course(s) or program(s) of instruction which shall have a minimum of 40% of the instructional hours devoted to shop, laboratory, skill development, or problem solving directly related to the occupational goal.

b. Exclusions:

Institution, courses, and programs of instruction excluded from these Rules are the following:

1. Institutions specifically exempted by N.J.S. 18A:69-1;

2. Institutions whose course(s) are avocational, cultural, or recreational in nature;

3. Commercial driver schools which are licensed by the New Jersey Division of Motor Vehicles under the provisions of N.J.S. 39:12-4;

4. Real estate schools which are licensed by the State of New Jersey Real Estate Commission;

5. Courses or programs of instruction for the purpose of preparing the student for the State Insurance Certificate which are approved by the State of New Jersey Department of Insurance;

6. Courses or programs of instruction conducted by an employer for training and up-grading of his own employees without cost to the employee; and

7. Courses or programs of instruction conducted under contract with an employer, whether at the place of employment or elsewhere, at no cost to the employee other than the cost of books, supplies, tools, or equipment which become the property of the employee.

6:46-4.2

[Faculty] Rules pertaining to the name of the school

(Delete entire original text and replace with the following:)

a. The Private Vocational School shall exercise great care in the selection of the name of the school. It shall not infringe on the name of another school.

Draft for "T&E" Discussion Only - 12/19

b. The words "New Jersey" or "State of New Jersey" shall not be used in the name of the school.

c. No school shall adopt or use any title or name commonly accepted as descriptive of collegiate or university institutions.

d. The name of the school, once approved, shall not be changed without the prior approval of the State of New Jersey, Department of Education.

6:46-4.3 [Administration] Rules pertaining to private vocational school facilities and equipment

(Delete entire original text and replace with the following:)

a. The school shall have sufficient space, equipment, and supplies on hand to provide a shop, laboratory, or classroom space for each of the students in attendance at any one session.

b. The facilities shall meet the requirements of the local municipality and/or the appropriate State agency with regard to fire, health, safety, zoning, and environmental protection.

c. The equipment, supplies, mock-ups, simulators, and training aids shall be appropriate to the course or program of instruction and as far as practicable similar to the equipment currently in use in the occupational field for which the student is preparing.

d. The school shall be established as a separate entity with its own facilities and personnel, except in cases where prior permission has been granted by the Department of Education. Any other business conducted in connection with the school shall take place primarily for the benefit of that school. Visitations to, use of facilities of, or periods of internship at off-premises facilities shall bear a direct relationship to the occupational goal and shall be clearly indicated in the course of study and the school bulletin.

6:46-4.4 [Building and Equipment] Rules pertaining to private vocational school personnel

(Delete entire original text and replace with the following:)

a. Each school shall operate under a resident director who shall be responsible for the total operation of the school and meet the following qualifications:

Draft for "T&E" Discussion Only - 12/19

1. Be a person of good character and have a reputation for ethical business practices;

2. Have completed a total of six years of academic, military, and/or job experience beyond high school. (Included shall be a minimum of two years of practical experience in a supervisory, administrative, or teaching capacity.)

b. Qualification of Instructors:

1. Instructors of Trade and Technical courses must meet the following requirements:

(a) Be a person of good character;

(b) Be of legal age;

(c) Hold a high school diploma or certificate of equivalency;

(d) Have successfully completed the learning period for one or more of the subjects to be taught (this may be through a course of instruction, apprenticeship, or on-the-job training);

(e) Have completed a minimum of one year of practical experience beyond the learning period;

(f) Hold an appropriate certificate, license, or rating if the subject is a trade requiring certificate, license, or rating; and

(g) Have completed not less than fifty clock hours of professional preparation. (These fifty clock hours may be completed as in-service training.)

2. Instructors of Business courses must meet the following minimum requirements:

(a) Be a person of good character and meet the requirements of either b or c below:

(b) Have completed a four-year curriculum in an accredited college with specialized training in the subjects to be taught and shall have completed not less than fifty clock hours of professional preparation. (These fifty clock hours may be completed as in-service training); or

(c) (1) Have completed a minimum of one year of post-high school training in either an accredited college or an approved school of business with specialized training in the subjects to be taught;

Draft for "T&E" Discussion Only - 12/19

(2) Have completed a minimum of three years of experience in business closely related to the subject to be taught; and

(3) Have completed a minimum of fifty clock hours of professional preparation. (These fifty clock hours may be completed as in-service training.)

3. Instructors of Data Processing courses must meet the following minimum requirements:

(a) Be a person of good character;

(b) Have completed a total of four years of academic and/or job experience beyond high school. (Programming instructors must have a minimum of one year of job experience); and

(c) Have completed a minimum of fifty clock hours of professional preparation. (These fifty clock hours may be completed as in-service training.)

c. Supervising Instructors:

A supervising instructor shall meet the requirements of the instructors he will supervise and, in addition, shall have completed at least one year of full-time or two years of part-time teaching in one or more of the subjects to be taught.

d. School Administrative Staff:

The school administrative staff (not including clerical personnel) will consist of those persons who are employed in a non-teaching capacity such as Business Manager, Director of Admissions, Director of Placement, and similar positions. A person employed in this capacity shall:

1. Be a person of good character;

2. Be of legal age; and

3. Have acquired through education and/or experience a knowledge of administrative and personnel procedures and practices.

e. Sales Representatives:

All persons who are employed by the school for the primary purpose of inducing students to enroll in such school shall be called admission, field, or sales representatives. Titles such as "advisor," "counselor" shall not be used to describe these persons. A representative shall:

Draft for "T&E" Discussion Only - 12/19

1. Be a person of good character;
2. Be of legal age; and
3. Have completed a course of training conducted by the school to insure that a representative will be fully knowledgeable of the school's programs, courses, requirements for admission, policies, regulations, and requirements for graduation.

6:46-4.5

[Ethics] Rules pertaining to school ownership and financial responsibility

(Delete entire original text and replace with the following:)

- a. The proposed owner(s) of a Private Vocational School shall be required to satisfy the Commissioner of Education that he (they) have a reputation for integrity and good business practices and shall be required to demonstrate that he (they) are capable of establishing a legitimate school with reasonable prospects for successful operation. Character and financial references shall be required.
- b. The owner(s) of a school shall be held responsible and accountable for all activities of the school and its employees. All acts, statements, advertising, and representations of the school and its employees shall be considered as acts, statements, advertising, and representations of the owner(s).
- c. When the school is owned by an out-of-state corporation, the owner shall be required to procure a certificate of authority to conduct business in the State of New Jersey from the Secretary of State Prior to approval. (N.J.S. 14A:13-3)
- d. A franchised school shall be required to submit a copy of the franchise agreement to the Commissioner of Education.
- e. The Private Vocational School shall be required to demonstrate, prior to initial approval and on an annual basis thereafter, that it has financial resources sufficient to maintain its program of instruction for the period of time represented by the longest course of program of instruction to be offered.

Draft for "T&E" Discussion Only - 12/19

f. When deemed necessary, based on the financial position of the school, the Commissioner of Education shall require the school to post a performance bond in sufficient amount to equal either the maximum amount of advance tuition required of the students or \$25,000, whichever is smaller.

g. The performance bond shall not be required in the case of schools which do not require advance tuition, other than a non-refundable registration fee, for more than a one-month period.

h. The school shall carry Public Liability Insurance and Workmen's Compensation Insurance.

6:46-4.6

Rules Pertaining to Courses or Programs of Instruction

a. The Private Vocational School shall offer to the public only those courses which have been reviewed, evaluated, and approved by the State of New Jersey Department of Education.

b. A course is considered to be a unit of instruction, the successful completion of which will qualify the student for employment in a specific occupation. In many courses certain related instruction--such as mathematics, blueprint reading, material or cost estimating--shall be included as part of the course. This related instruction need not be shown as a separate course.

c. A program of instruction is considered to be a grouping of courses, the successful completion of which will qualify the student for employment in one or more specific occupations within a broad occupational field.

d. For each course submitted for approval, the Private Vocational School shall submit a course outline in sufficient detail for proper evaluation. The data submitted shall include:

1. Course title;

2. Vocational objective of the course;

3. The course content in outline form showing the major elements or items of instruction, the number of hours of instruction for each element of the course, and the total number of hours for the course;

Draft for "T&E" Discussion Only - 12/19

4. A description of the plan of instruction to be used in terms of shop or laboratory instruction and classroom instruction;

5. A description of the space, equipment, tools, and text material to be used;

6. The entrance requirements, if any, such as age, education, and physical fitness;

7. The tuition and other charges;

8. The scheduled hours of instruction; and

9. The capacity of the school for any one session of the course or program of instruction showing the number of work stations in the shop or laboratory and the number of classroom spaces.

e. The student-teacher ratio shall be such as to afford each student the opportunity to master the subject matter and the school to determine the student's progress by testing, observation, or performance. The following specific limitations or conditions shall apply:

1. For all shop or laboratory work where there are physical hazards such as moving machinery, possibility of fire, explosion, or exposure to high voltage electricity, there shall be a maximum of twenty-five students for each instructor.

2. For electronically equipped shorthand, type-writing, or keypunching laboratories, there must be a fully operational work station for each student assigned and there must be at least one qualified instructor present.

6:46-4.7

Rules Pertaining to Tuition, Fees, and Other Charges

The Private Vocational School shall establish tuition rates, fees, and/or other charges as deemed necessary. These items shall be filed with the Commissioner of Education.

a. Tuition - The tuition charges shall be expressed on the basis of individual courses where applicable. In the case of a program of instruction, the tuition may be expressed either on the basis of the individual courses making up the program; or on the basis of the full program of instruction; or on the basis of a time period such as a semester, quarter, term, or school year.

Draft for "T&E" Discussion Only - 12/19

b. Application Fee - Where applicable, the school may establish an application fee to defray the expense of processing the application, procuring records or transcripts, and testing the applicant. The amount of this fee, which may be non-refundable, shall be limited to a maximum of \$25.00.

c. Registration Fee - Upon acceptance of the applicant, the school may require the payment of a registration fee (tuition deposit) subject to the following:

1. Shall be credited to the tuition account;
2. Shall not exceed 15% of the total tuition for the course or program of instruction, or \$100.00, whichever will be the lesser amount;
3. Need not be refunded if the student does not proceed with the course or program of instruction or if the student discontinues his training before completion;
4. In the event of involuntary inductance into the Armed Services of the United States, the foregoing item "3" shall not apply. In such case, the registration fee shall be subject to a pro-rata refund; and
5. If paid in advance of the processing of the application for admission, shall be refunded if the applicant is rejected by the school.

d. The school may establish such other charges as are deemed necessary. These charges shall be expressed separately from the tuition and shall be clearly stated in the school bulletin, enrollment agreement, or application for enrollment. These charges may include, but not be limited to, such items as laboratory fees, deposits against breakage, graduation fees, and student activities fees.

e. Books, Equipment, and Supplies - Where such items are not included in the tuition charges, the school shall list the items required and indicate the approximate cost to the student. The school shall not require the students to purchase the books, equipment, and supplies from the school if such items are available on the general market.

Draft for "T&E" Discussion Only - 12/19

f. Changes in tuition and/or fees will not be made prior to the filing of such changes with the Commissioner of Education.

g. Increases in tuition and/or fees shall not apply to students already accepted for enrollment or in attendance in a single course. Increases in tuition and/or fees applicable to programs of instruction which are divided into time periods such as quarters, terms, semesters, or phases shall not apply to:

1. The first such time period for students that have been accepted for enrollment and who have not yet started their training; and

2. The current time period for students already in attendance.

6:46-4.8

Rules Pertaining to the Enrollment Agreement

The Private Vocational School shall use an enrollment agreement (student contract) which shall be the contract between the school and the student. This agreement shall:

a. Be prepared in duplicate, dated, and signed by the student (and in the case of minors by both the student and a parent or guardian) and a designated representative of the school. The student shall be furnished a copy of the agreement;

b. Contain pertinent information on the name and length of the course or program of instruction, the tuition and other costs, and the methods of payment;

c. Contain information regarding the scheduled hours of instruction, the date of the start of the program, and the approximate completion date;

d. Contain a statement of the registration fee and the refund policy in the event a student does not start the course or discontinues prior to completion; and

e. Contain a statement of the school policy regarding termination of enrollment of students or a specific reference to the location in the school bulletin where such policy is enumerated.

The enrollment agreement may be executed at the school, the home, or by mail. The agreement shall not become binding until three business days after receipt of

Draft for "T&E" Discussion Only - 12/19

confirmation of provisional acceptance by the student from an appropriate official of the school. The sales representative shall not be considered to be the appropriate official for this purpose.

6:46-4.9

Rules Pertaining to the Refund Policy

In the event of student withdrawal or dismissal prior to the completion of the course or program of instruction, the following considerations shall determine the maximum obligation of the student: (The school may determine its refund policy on a more liberal basis.)

a. The school may retain all or part of the registration fee.

b. The school may require that all books, equipment, and tools purchased by the student be retained by the student. However, the school may refund a portion of the monies paid if the books, equipment, and tools are in proper condition for resale at a suitable reduction in price.

c. In calculating refunds of tuition paid in advance of sums due the school where tuition is paid on a weekly, monthly, or semester basis, the following shall apply:

1. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.

2. For full-time attendance in courses exceeding 300 hours in length but not exceeding 1,200 hours, the school may retain the registration fee plus:

(a) 10% of the total tuition if withdrawal occurs in the first week.

(b) 20% of the total tuition if withdrawal occurs in the second or third week.

(c) 45% of the total tuition if withdrawal occurs after the third week but prior to the completion of 25% of the course.

(d) 70% of the total tuition if withdrawal occurs after 25% but not more than 50% of the course has been completed.

(e) 100% of the total tuition if withdrawal occurs after completion of more than 50% of the course.

Draft for "T&E" Discussion Only - 12/19

3. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:

(a) 10% of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance.

(b) 20% of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance.

(c) after 75 hours of scheduled attendance the amount the school retains shall be calculated on the same basis as for full-time attendance.

d. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the activity shall be pro-rated.

6:46-4.10

Rules Pertaining to the School Bulletin

a. Prior to obtaining its approval, the Private Vocational School shall prepare a draft copy of an official school bulletin which, after approval by the State Department of Education, will be published and a copy shall be given to each student prior to or upon enrollment. The bulletin shall be revised and updated, subject to approval of the Department of Education, as conditions warrant.

b. Certain information that is subject to change, such as the schedule of tuition and fees, and the list of instructional staff, may be prepared as attachments to the bulletin. In such cases, the attachment shall be physically affixed to the bulletin, and the bulletin shall include a specific reference to the attached information.

c. Subsequent to the publication of the bulletin, if the school requests approval of new course(s), or program(s) of instruction, a condition of the approval shall be either:

1. Publication of a revised bulletin; or

2. Publication of a supplementary pamphlet containing the pertinent information regarding the new offering(s).

Draft for "T&E" Discussion Only - 12/19

d. The school bulletin shall be the official statement of the school's policies, regulations, charges, and fees, and shall include, but not be limited to, the following items:

1. Identifying data, such as volume, number, and date of publication;

2. Name of the school, names of the members of the governing body, and names of officials and faculty;

3. A calendar of the school showing legal holidays, beginning and ending date of each quarter, term, or semester, and other important dates.

4. School policy and regulations on enrollment with respect to dates of enrollment and specific entrance requirements for each course;

5. School policy and regulations relative to leave, absences, class cuts, make-up work, tardiness, and interruptions for unsatisfactory attendance;

6. School policy and regulations relative to standards of progress required of the student. This policy shall define the grading system of the school, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, a description of the probationary period, if any, allowed by the school, and conditions of re-entrance for those students dismissed for unsatisfactory progress. A statement shall be made regarding record of academic progress kept by the school and furnished the student;

7. School policy and regulations relating to student conduct and conditions of dismissal for unsatisfactory conduct;

8. Detailed schedules of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges;

9. Policy and regulations relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter the course, or withdraws, or is discontinued therefrom;

Draft for "T&E" Discussion Only - 12/19

10. A course outline for each approved course showing subjects or units in the course, type of work or skill to be learned, and approximate time and clock hours to be spent on each subject of unit;

11. A description of the available space, facilities, and equipment;

12. Policy and regulations relative to granting credit for previous education and training, and

13. Policy and regulations relative to the awarding of a diploma, certificate, or other evidence of successful completion of a course or program of instruction.

6:46-4.11 Rules Pertaining to School Records

Private Vocational Schools shall maintain adequate records which shall be made available to the Commissioner of Education or his designated representative upon request. These records shall include:

a. Courses or programs of instruction approved by the Department of Education;

b. Correspondence with the State Department of Education and other governmental agencies;

c. Copies of all promotional material, bulletins, and advertising;

d. Records for each student showing attendance, absence, progress, grades, completion date of course or program of instruction, and such placement information as is known at the time of completion;

e. A personnel file on each employee of the school; including sales representatives;

f. Enrollment agreements and, where applicable, applications for enrollment; and

g. A financial record of each student showing the amount of money paid by the student and due from him for his tuition and other charges.

Complete student records shall be held for at least five years. A permanent record card shall be maintained for each student indefinitely. This card shall show the course attended and the date of

Draft for "T&E" Discussion Only - 12/19

completion or withdrawal. In the event of the closing of a school, the student's permanent record card shall be forwarded to the Office of the appropriate County Superintendent of Schools.

6:46-4.12 Rules Pertaining to the Conduct of the School

a. The school shall not collect fees for student services or products.

b. No student's product, finished or unfinished, shall be placed in the competitive market or sold to students, teachers, or any other person. This provision shall not apply to creative or artistic work.

c. Where, as a necessary part of the instruction process, work is performed on property or equipment other than school-owned, the school may charge the property owner only the actual cost of materials and supplies used.

d. Students must be accepted on the basis of their ability to comprehend the subject matter and to benefit from the course or program of instruction.

e. A student shall not be retained on the school roster when it becomes evident to the instructor or director that said student cannot master the subject matter and materially benefit therefrom.

f. A school shall not permit its representatives to encourage any student to leave another educational institution where he is in attendance, nor shall any school seek to induce a student to change his plans after the student has signed an enrollment form and paid a registration fee to another school.

g. All representatives of a school shall refrain from derogatory statements relating to the character, nature, quality, value, or scope of education programs offered by other schools, or the resources or ability of such schools to fulfill their obligations.

6:46-4.13 Rules Pertaining to Publicity, Advertising, and Solicitation of Students

a. All advertising shall be based upon fact. Any statement, illustration, representation, or omission, which misleads or tends to mislead the public, shall be deemed objectionable.

Draft for "T&E" Discussion Only - 12/19

b. A school shall advertise only as a school and under the approved name and address of the school. It shall not advertise in conjunction with any other business or establishment.

c. All advertising and promotional literature used by a school must clearly indicate that training or education, and not employment, is being offered.

d. Schools using classified columns of newspapers or other publications to procure students must use only such columns as are headed by "Education," "Schools," or "Instruction." Classifications such as "Business Opportunities," "Employment," or "Help Wanted" may be used only to procure employees or agents for the school.

e. Statements, direct or implied, assuring or guaranteeing jobs or memberships in Unions or other organizations as a result of completing a course or program of instruction shall not be used.

f. Any advertising of the price of tuition must state the exact name of the course immediately followed by the number of instructional hours of the course. When the cost of tuition is advertised, the cost of tools, supplies, and all other charges shall be included in the advertising.

g. Illustrations in bulletins, circulars, or advertisements shall relate solely to the school being advertised. In the case of a school that operates two or more separate facilities, all illustrations shall clearly indicate which facility is shown.

h. A school that is a member of any organization or association of schools shall limit any statement in this regard to "A member of (appropriate) association."

i. A school that is accredited by an accrediting agency recognized by the United States Commissioner of Education and/or the National Commission on Accrediting shall limit any statement in this regard to "Accredited by (name of Commissioner)."

j. A guarantee of placement for graduates must not be promised or implied by any school, or owner, partner, officer, employee, agent, or salesman thereof. No school, in its advertising or through the activities of its owners, officers, or representatives shall guarantee or imply the guarantee of

Draft for "T&E" Discussion Only - 12/19

employment or of any certain wage or salary either before enrollment, during the pursuance of the course(s), or after the completion thereof.

k. The school may refer to the fact that it has been approved only in the following terminology: "Approved by the State of New Jersey Department of Education."

6:46-4.14 Rules Pertaining to Scholarships and Financial Assistance

a. Schools may offer financial assistance and/or scholarships upon the following basis:

1. Loans or deferred payments may be made to worthy students;

2. Work or service scholarships may be granted for actual performance of duties or services. Remuneration for said duties or services shall not be in excess of the current local rates for comparable services;

3. Funded scholarships may be granted on the basis of the value, number, and source of scholarships as printed in the school bulletin; and

4. Schools participating in a financial assistance and/or scholarship program shall have a suitably named committee to administer the program.

6:46-4.15 Rules Pertaining to Period of Approval of School and School Personnel

a. Approval of a Private Vocational School is granted for a period of one year. The period of approval may be adjusted to a calendar year, fiscal year, or the anniversary date of the original approval. The school shall file an application for renewal of approval no later than one month prior to the expiration of the certificate of approval.

b. The certificates issued to the school for instructors, directors, sales representatives and administrative personnel shall be valid as long as the person is employed by the school. Upon termination of employment, the school shall return the certificate to the Department of Education.

Draft for "T&E" Discussion Only - 12/19

c. The school shall display in a prominent place in its reception area, director's office, or other suitable place the school's certificate of approval. The certificates of the director, administrators, instructors, and sales representatives may be displayed at the discretion of the school director.

d. A change in any item that was an element or condition of the original approval or of a subsequent change must be approved by the Department of Education prior to any announcement of the change by the school.

e. A change in ownership may invalidate an approval by the Commissioner of Education. The proposed new owner(s) shall be required to submit an application for approval and evidence that he (they) are qualified to operate a school.

f. A change in location without prior approval of the State Department of Education shall invalidate an approval. Before a change in location, the school director shall obtain approval by the State Department of Education and the proper local authorities. The Rules pertaining to Suitability of Facilities and Equipment shall apply to a proposed new location.

6:46-4.16 Rules Pertaining to Violations of the Foregoing Rules

a. Violations of the foregoing Rules may be considered just cause for the revocation of or refusal to renew the certificate of approval by the Commissioner of Education.

b. Prior to the withholding or revocation of a certificate of approval by the Commissioner of Education, a hearing shall be scheduled by the Department of Education.

6:46-4.17 Conformity with Existing Legislation

Approval shall not be granted to operate a Private Vocational School unless and until it shall conform to existing Federal, State, and Municipal laws and/or regulations. The approval of a Private Vocational School shall not waive any requirements established by legally constituted commissions or other regulating agencies.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 47. Management Services

FOREWORD

The rules and regulations pertaining to this Chapter are in compliance with the requirements of N.J.S.A. 18A; the State Plan for Vocational Education; [P.L. 90-576] the Vocational Education Act of 1963 and subsequent Amendments and the fiscal policies as stipulated by the Federal rules and regulations regarding the allocation of Federal and/or State funds. The accountability for Vocational Education funds is centralized with the State Treasurer through the Department of Education's Division of [Business] Administration and Finance. The proper requesting agent for disbursement of vocational education funds is the Bureau of Vocational Management Services located within the Division of Vocational Education.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. FISCAL CONTROL AND FUND ACCOUNTING PROCEDURES

- 6:47-1.1 Custody of Federal funds
- 6:47-1.2 Expenditures of Federal and/or State funds
- 6:47-1.3 Fiscal records
- 6:47-1.4 Audits
- 6:47-1.5 Use of Federal funds

SUBCHAPTER 2. MATCHING

- 6:47-2.1 Overall State matching
- 6:47-2.2 Reasonable tax effort
- 6:47-2.3 [Criteria in determining relative priority of local applications for funds] Entitlement of funds

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. FISCAL CONTROL AND FUND ACCOUNTING PROCEDURES

6:47-1.1 Custody of Federal funds (no change)

6:47-1.2 Expenditures of Federal and/or State Funds

(a) to (d) (no change)

(e) In order to maintain, extend, and improve existing programs and to develop new programs, Federal funds may be used to [reimburse] support vocational education programs for high school students, including such programs which are designed to prepare them for advanced or highly skilled post-secondary vocational and technical education; and, for persons who have completed or left high school and who are available for study in preparation for entering the labor market; adult upgrading; and in accordance with the provisions of the Act and the State Plan.

(f) 1. (no change)

2. Capital Costs: [these costs shall be charged to the fiscal year in which the State Board Resolution approving the capital aid is adopted.] Such costs may include architect/engineer fees, construction/remodeling, site improvement, [and] initial equipment, and acquisition of buildings. [Funds encumbered for vocational education facilities as a result of State Board approval shall be conditionally obligated subject to construction contracts being executed within a reasonable period of time. Federal funds approved for facilities are available until used. Such obligation, however, must be liquidated within a reasonable time after completion of the project.]

(3) (no change)

(g) [Construction.] Payment of capital costs

1. [Funds for the construction of facilities, including funds for the acquisition of equipment, and procurement of architectural, engineering, and other construction-related services, will be charged to the fiscal year in which the State Board approved the expenditure for construction or construction services. When Federal funds are obligated in any of the preceding situations, a reasonable time period to be determined in light of individual conditions and circumstances within counties and local educational agencies shall be allowed for the consummation of the contract.]

Draft for "T&E" Discussion Only - 12/19

Federal funds for projects outlined in this part of the State Plan are available until used; funds for current operating expenses are available for one year beyond the end of the fiscal year from which the funds were drawn.] Payments of these costs shall be charged to the fiscal year in which State funds are appropriated or Federal funds allocated. Payment of costs may be disbursed in several allotments from one or more fiscal years.

2. The following items, although not all inclusive, are examples of expenditures not eligible for support: advertising fees, solicitor or legal fees, public relations, land, clerk of the works, supplies, insurance, student wages or jobs, interest on bonded indebtedness, performance bond and interest on loans, night watchman, playground or sporting equipment, and textbooks.

- 6:47-1.3 Fiscal records (no change)
- 6:47-1.4 Audits (no change)
- 6:47-1.5 Use of Federal funds (no change)

SUBCHAPTER 2. MATCHING

- 6:47-2.1 Overall State matching (no change)
- 6:47-2.2 Reasonable tax effort (no change)
- 6:47-2.3 [Criteria in determining relative priority of local applications for funds] Entitlement of Funds

(Delete entire original text and replace with the following:)

(a) An allocation formula designed and revised periodically by the Division of Vocational Education shall be one of the instruments used in determining the entitlement of Vocational Education funds to each of the respective counties. Such funds, in turn, will be distributed to the local educational agencies within the county.

(b) The criteria used in both the county and local educational agency formula will include at least those as determined by the provisions of appropriate state and federal statutes and the State Plan for Vocational Education.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 48. Professional Services

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. VOCATIONAL GUIDANCE AND COUNSELING

6:48-1.1 Vocational guidance provisions

SUBCHAPTER 2. MAINTENANCE AND TRAINING OF [STATE] PROFESSIONAL PERSONNEL

6:48-2.1 Training provisions

6:48-2.2 Qualifications of personnel

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. VOCATIONAL GUIDANCE AND COUNSELING

6:48-1.1 Vocational guidance provisions

(a) (no change)

(b) (no change)

(c) Local educational agencies offering programs of vocational education shall provide job placement services to all currently enrolled and recently terminated students.

SUBCHAPTER 2. MAINTENANCE AND TRAINING OF [STATE] PROFESSIONAL PERSONNEL

6:48-2.1 Training provisions

(a) (no change)

(b) Training of personnel may also be provided [either] by [the State Board or] public [or] and private agencies or institutions.

(c) When such training is provided by an agency or institution [other than the State Board], the State Board shall enter into cooperatively developed written agreements with such agency or institution. These agreements shall describe the training program developed by the State Board in cooperation with such agency or institution, and the policies and procedures which the State Board and the agency or institution agree to utilize in evaluating the effectiveness of the programs so described.

[(d) Training of personnel shall be offered only to persons who are teaching or are preparing to teach vocational education students or consumer and home-making students or who are undertaking or are preparing to undertake other professional or semi-professional duties and responsibilities in connection with vocational education programs or consumer and homemaking programs to whom such education would be useful professionally.]

6:48-2.2 Qualifications of personnel (no change)

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 49. Occupational Research Development

FOREWORD

The rules and regulations pertaining to this Chapter are pursuant to the provisions of the State Plan for Vocational Education and [P.L. 90-576] the Vocational Education Act of 1963 and subsequent Amendments; and the Federal rules and regulations for vocational education. The Occupational Research Development [Bureau] function is [known] carried out under its Federal sponsorship as the New Jersey Research Coordination Unit, which was initially funded from funds provided by the Vocational Education Act of 1963, Section 4(c). Its primary function is to coordinate research and development activities in vocational education in the State and to disseminate the findings and results of such activities. It also engages in gathering findings in vocational education on a national scale and relates those findings to State personnel engaged in vocational education while at the same time providing for a coordinated effort in vocational education in cooperation with the United States Office of Education.

CHAPTER TABLE OF CONTENTS (no change)

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. OCCUPATIONAL EDUCATION PROGRAMS

6:49-1.1 Objectives of New Jersey Research Coordination Unit
(no change)

6:49-1.2 Exemplary programs and projects

[Funds allotted to the States for the purpose of Part D of the Act and available to the State Board pursuant to Section 142(d) of the Act may be used for making grants or contracts to develop, establish, and operate exemplary and innovative occupational vocational education programs or projects of the type described in Section 143(a) of the Act which are designed to serve as models for use in vocational education programs.] Local educational agencies shall develop, establish, and operate exemplary and innovative vocational-technical programs or projects which may be necessary to provide models for use in training in new and emerging occupations. Grants for such programs or projects may be made by the State Board to local educational agencies, or other public or nonprofit private agencies, organizations, or institutions[;]. [and] Local educational agencies may contract[s] for such programs and projects [may be entered into] with public or private agencies, organizations, or institutions, including business and industrial concerns.

6:49-1.3 Coordination with other programs (no change)

6:49-1.4 Participation of students in private nonprofit schools (no change)

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 50. Urban Education and Manpower Training

Delete entire present Chapter 50, Urban Education and Manpower Training (pages 94 to 107), Foreword, Table of Contents and 6:50-1 through 6:50-1.33 and replace with the following.

CHAPTER 50

URBAN EDUCATION AND MANPOWER TRAINING

FOREWORD

Pursuant to the provisions of the State Plan for Vocational Education; NJSA-18A; R.S.34:15A-3; rules and regulations of the State Board of Education; the Vocational Education Act of 1963 and subsequent Amendments; the Manpower Development and Training Act of 1962 and Part C, Title IV of the Social Security Act, and subsequent Amendments, the Department of Education through the Division of Vocational Education shall be responsible for the availability of vocational training, retraining, upgrading, related basic education, and supportive services to eligible residents of the State contingent upon the availability of funds.

Agreements will be executed between the State Board of Education and the U.S. Commissioner of Education; and between the Department of Education and New Jersey Department of Labor and Industry as prescribed. Comprehensive Manpower services based upon procedures in compliance with Rules and Regulations of applicable Federal and State legislation may include, but shall not be limited to, programs and activities such as:

1. Program planning and development (staffing requirements, curriculum, equipment and supplies).
2. Project management (fiscal and budgeting procedures, project analysis, and accounting).

Draft for "T&E" Discussion Only - 12/19

3. In-service training (administrative, supervisory, counseling, instructional activities related to the training program).

4. Evaluation (methods, designs, instruments, and procedures).

Consistent with the authority of the State Board the Newark Skills Center Area Vocational-Technical School is operated by the Department of Education through its Division of Vocational Education.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. URBAN EDUCATION AND MANPOWER TRAINING

6:50-1.1	Purpose
6:50-1.2	Admission procedure
6:50-1.3	Center for Occupational Education/Experimentation and Demonstration (Project COED) Purpose
6:50-1.4	Admission procedure (COED)
6:50-1.5	Transportation (COED)

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. URBAN EDUCATION AND MANPOWER TRAINING

6:50-1.1 Purpose

The Newark Skills Center Area Vocational-Technical School will provide vocational education opportunities and supportive services for unemployed, or under-employed out of school youth or adults, with special emphasis being placed upon minority members and the disadvantaged segment of the population.

6:50-1.2 Admission procedure

Referrals to the Center will be made by the New Jersey Training and Employment Service in compliance with criteria established under the Manpower Development and Training Act of 1962, and Part C, Title IV, of the Social Security Act and subsequent Amendments.

6:50-1.3 Center for Occupational Education/Experimentation and Demonstration (Project COED)

Purpose: The expansion of the Newark Skills Center Area Vocational-Technical School will provide the New Jersey Department of Education a demonstration school for operating vocational training programs on a shared time or full time basis. The instructional program through the cluster concept will encompass all aspects of exploratory experiences in varying fields, decision making regarding career concentration, institutional instruction, work experiences and placement in meaningful employment.

6:50-1.4 Admission procedure (COED)

Students currently enrolled in a secondary school who are not profiting from their program will have an opportunity to review program offerings at the Center and through the counseling process make a decision to attend. Consideration will also be given to the recommendation of the sending school and the Project COED staff.

A limited number of adults will be accepted for training, retraining or upgrading.

6:50-1.5 Transportation (COED)

Transportation will be provided by the sending schools in a manner which will enhance the coupled programs and be reimbursable by the Department of Education in an amount prescribed by existing regulations.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 51. Administration and Organization

FOREWORD

The rules and regulations of this Chapter are pursuant to the State Plan for Vocational Education: N.J.S.A. 18A; the rules and regulations of the State Board of Education; and the provisions of [P.L. 90-576] the Vocational Education Act of 1963 and subsequent Amendments.

CHAPTER TABLE OF CONTENTS (no change)

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. AUTHORITY FOR ADMINISTRATION AND ORGANIZATION OF
NEW JERSEY VOCATIONAL EDUCATION

6:51-1.1 State Board for Vocational Education (no change)

6:51-1.2 Executive officer designation (no change)

6:51-1.3 Authority of State Board (no change)

6:51-1.4 County system of vocational-technical education

[In a county] Each county shall maintain a system of vocational education[,]. The administrator of vocational education has complete responsibility for a county system of vocational education in those areas in which the county board of vocational education has direct responsibilities. He is directly responsible to a county board for vocational education. The county system shall embrace those day and evening programs of vocational education identified as needed, pursuant to [P.L. 90-576.] the Vocational Education Act of 1963 and subsequent Amendments.

6:51-1.5 Administration in district area vocational-technical schools (no change)

6:51-1.6 Instructional personnel (no change)

6:51-1.7 Ancillary service personnel

(a) Ancillary service provided by the Division of Vocational Education and the local educational agency shall be provided by personnel whose titles include, but are not limited to, the following: vocational guidance, placement and follow-up specialists, research and evaluation specialists, curriculum specialists, teacher trainers, and others. Such personnel shall hold the appropriate certificate as published by the State Department of Education.

(b) Every county will be provided the services of a County Director of Career Education, who shall have had training and experience in career and vocational education and possess the capability for planning and organizing programs of career and vocational education, and who shall be recommended by the County Superintendent and be appointed and his salary fixed by the Commissioner with the approval of the State Board of Education. He shall be responsible, under the County Superintendent, and the Assistant Commissioner, Division of Vocational Education, for the promotion of effective career education programs within the county for consulting with and advising local boards of education and school administrators in the organization and operation of such programs,

Draft for "T&E" Discussion Only - 12/19

for providing effective liaison between local and county boards of education and agencies of the State Department of Education concerned with such programs, and for such other related duties as may be assigned to him.

(c) Each County Superintendent shall organize and appoint a County Career Education Coordinating Council, the membership of which shall include the County Superintendent, the County Director of Career Education, and such other members as may be deemed appropriate by the County Superintendent. The function of such council shall be to assist in the planning, funding and assessment of effective career and vocational education programs within the county.

6:51-1.8 Evaluation personnel

(a) (no change)

(1) (no change)

2. State level. The responsibility for evaluation of vocational education programs is assigned to the Assistant Commissioner, Division of Vocational Education.

The State Vocational Education Advisory Council shall conduct program evaluations in accordance with [P.L. 90-576.] the Vocational Education Act of 1963 and subsequent Amendments.

6:51-1.9 Post-secondary, administrative, supervisory and instructional personnel

The qualifications for post-secondary, administrative, supervisory, instructional, and ancillary personnel engaged in vocational education programs under [P.L. 90-576,] the Vocational Education Act of 1963 and subsequent Amendments are those which are reasonably related to the duties to be performed and consistent with educational and experience requirements of comparable positions. Qualifications of post-secondary personnel shall be available for annual review by the Assistant Commissioner.

6:51-1.10 Review and modification of personnel qualification standards

The State Board is the legal authority responsible for establishing, reviewing and modifying certification requirements for administrative, supervisory, instructional and ancillary personnel employed in public schools in the State. The Assistant Commissioner of Vocational Education shall periodically review the qualification standards of personnel engaged in vocational education and submit to the State Board any recommendations for modifications or revision of those standards which are not adequately

Draft for "T&E" Discussion Only - 12/19

meeting the needs of vocational education in the State or are consistent with the changing nature of vocational education administration as mandated under [P.L. 90-576.] the Vocational Education Act of 1963 and subsequent Amendments.

6:51-1.11 Program evaluation (no change)

6:51-1.12 State reports

The State Board shall prepare and submit to the U.S. Commissioner of Education such reports as he may require under [P.L. 90-576.] the Vocational Education Act of 1963 and subsequent Amendments.

SUBCHAPTER 2. COOPERATIVE ARRANGEMENTS

6:51-2.1 State employment service (no change)

6:51-2.2 Handicapped and disadvantaged (no change)

6:51-2.3 Other states (no change)

SUBCHAPTER 3. LOCAL APPLICATIONS

6:51-3.1 Application procedures

(a) (no change)

(b) (no change)

(c) 1. to 5. (no change)

6. [Other specific criteria to be used in an evaluation of the program or project.] Funding policies as determined by the Division of Vocational Education; and

7. Other specific criteria to be used in an evaluation of the program or project.

(d) Action on applications. Program application shall be acted upon as follows: "approved," "disapproved," or "action deferred." The applicant will be notified in writing [within 60 days] concerning the disposition of the application. If the application is approved, the award letter shall indicate the approved grant and conditions in accordance with State and Federal requirements and availability of State and/or Federal funds.

6:51-3.2 Opportunity for hearing on local applications (no change)

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 52. Residential Schools

Delete entire present Chapter 52, Residential Schools (pages 116 to 118), Foreword, Table of Contents and 6:52-1.1 to 6:52-1.5 and replace with the following.

CHAPTER 52

RESIDENTIAL SCHOOLS

FOREWORD

Pursuant with the State Plan for Vocational Education and the Vocational Education Act of 1963 and subsequent Amendments, Residential Vocational Schools are authorized and may utilize federal funds in accordance with the rules and regulations of the Vocational Education Act of 1963, as amended.

Consistent with the authority of the State Board of Education, the New Jersey Residential Manpower Center is operated by the Department of Education through the Division of Vocational Education under a cost reimbursable contract for a specific number of Corpsmen, at a negotiated Corpsman Man Year Cost, for a given period of time.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. PURPOSE AND ADMISSION PROCEDURE FOR RESIDENTIAL SCHOOLS

6:52-1.1 Purpose
6:52-1.2 Admission procedure

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. PURPOSE AND ADMISSION PROCEDURE FOR RESIDENTIAL SCHOOLS

6:52-1.1 Purpose

To provide a comprehensive vocational training program including academically related instruction, residential living, and supportive services to eligible residents of the State who did not achieve satisfactory progress in their school setting. The key component is the residential living section which deals with the development of acceptable social behavior. The total program also includes recreation, physical education, health education, and the development of avocational interests.

6:52-1.2 Admission procedure

Referrals to the Center are made by the New Jersey Training and Employment Service in compliance with criteria established in the Economic Opportunity Act of 1962, as amended, dealing with the Job Corps.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle H. Division of Vocational Education

Chapter 53. County Coordinating Councils

FOREWORD

The following rules and regulations are pursuant to N.J.S.A. 18A; the rules and regulations of the State Board of Education and the State Plan for Vocational Education and the Act.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. COUNTY COORDINATING COUNCILS

<u>6:53-1.1</u>	<u>County Career Education Coordinating Councils</u>
<u>6:53-1.2</u>	<u>Operational Procedures</u>
<u>6:53-1.3</u>	<u>Planning Procedures</u>
<u>6:53-1.4</u>	<u>County and Local Educational Agency Entitlement of funds</u>

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 1. COUNTY COORDINATING COUNCILS

6:53-1.1 County career education coordinating councils

Each county superintendent shall establish a County Career Education Coordinating Council, the membership of which is comprised of, but not limited to, the following:

1. The county superintendent of schools;
2. County career education coordinator;
3. Chief school administrator of the county area vocational technical school;
4. The Director of the local comprehensive area vocational technical school(s);
5. A representative of the county community college; and
6. A representative from the county superintendents' roundtable.
7. A representative of the combined local comprehensive high schools offering vocational technical education.

Representatives from one or more of the following groups may be considered for membership on the Council: county planning board, local employment security office, county adult education association, secondary principals' association, elementary principals' association, county teachers' association, and the county school boards' association.

6:53-1.2 Operational procedures

The County Coordinating Council shall be operated in accordance with guidelines established and approved by the State Board.

6:53-1.3 Planning procedures

The County Coordinating Council shall recommend to the Division of Vocational Education the distribution of funds among local educational agencies in respective counties. Recommended funding shall be based on a county plan which is annually updated and submitted to the Division of Vocational Education for approval. The plan shall be compatible with priorities established by both the State and local educational agencies within each county and shall be a detailed description of the county's programs,

Draft for "T&E" Discussion Only - 12/19

services, and activities in vocational education, and shall include the policies and procedures which are planned to maintain, extend and improve existing programs and develop new programs.

The county plan shall include both annual and long-range elements. The long-range plan shall extend over a five-year period, describe the present and projected vocational education needs of the county, and set forth vocational education objectives which assure substantial progress toward meeting the vocational education needs of the potential students in the county.

6:53-1.4

County and local educational agency entitlement of funds

(a) An allocation formula designed and revised periodically by the Division of Vocational Education shall be one of the instruments used in determining the entitlement of Vocational Education funds to each of the respective counties. Such funds in turn will be distributed to the local educational agencies within the county.

(b) The criteria used in both the county and local educational agency formula will include at least those as determined by the provisions of appropriate state and federal statutes and the State Plan for Vocational Education.

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle I. County Staffs

Chapter 56. County Superintendents of Schools

FOREWORD

No change.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. DUTIES AND RESPONSIBILITIES

6:56-1.1	Boards of education
6:56-1.2	Schools
6:56-1.3	School law decisions
6:56-1.4	Office records
6:56-1.5	Teachers' institutes
6:56-1.6	Professional staffing
<u>6:56-1.7</u>	<u>Relations with state department personnel</u>

SUBCHAPTER 1. DUTIES AND RESPONSIBILITIES

6:56-1.1	Boards of education
	No change.
6:56-1.2	Schools
	No change.
6:56-1.3	School law decisions
	No change.
6:56-1.4	Office records
	No change.
6:56-1.5	Teachers' institutes
	No change.

6:56-1.6 Professional staffing

(a) The office of the County Superintendent shall have the following professional staff positions:

1. Assistant County Superintendent of Schools, who shall possess all the qualifications required to be County Superintendent and shall be recommended by the County Superintendent and be appointed and his salary fixed by the Commissioner with the approval of the State Board of Education. He shall assist the County Superintendent in the performance of the duties assigned by the statutes and the New Jersey Administrative Code to the office of the County Superintendent, and perform other duties, including but not limited to consulting, advising and providing educational leadership to local school district boards of education and school administrators, community groups, business and industry, parents and pupils, and such other duties as may be delegated to him by the County Superintendent.

2. County director of business and finance, who shall possess all the qualifications necessary to be a school business administrator and shall be recommended by the County Superintendent and be appointed and his salary fixed by the Commissioner with the approval of the State Board of Education. He shall be directly responsible, under the County Superintendent, for coordinating all activities necessary to properly carry out the

responsibilities of the county office delineated in Chapter 20, 21 and 22 of Title 6 of the New Jersey Administrative Code, and for the performance of such other duties and responsibilities as may be designated by the County Superintendent.

3. County director of adult, community and continuing education, who shall have had training and experience in the planning, organization and administration of adult, community and continuing education programs, and shall be recommended by the County Superintendent and be appointed and his salary fixed by the Commissioner with the approval of the State Board of Education. He shall be responsible, under the County Superintendent, for the promotion and development of effective programs of adult, community and continuing education in the county, assist in the assessment of adult and continuing educational needs in the county, consult with and advise local districts in the planning and operation of such programs, and provide effective liaison between local districts and agencies of the State Department of Education concerned with such programs.

4. County director of career education, who shall have had training and experience in career and vocational education and possess the capability for planning and organizing programs of career and vocational education, and who shall be recommended by the County Superintendent and be appointed and his salary

Draft for "T&E" Discussion Only - 12/19

fixed by the Commissioner with the approval of the State Board of Education. He shall be responsible, under the County Superintendent, for the promotion of effective career education programs within the county, for consulting with and advising local boards of education and school administrators in the organization and operation of such programs, for providing effective liaison between local and county boards of education and agencies of the State Department of Education concerned with such programs, and for such other duties as may be assigned to him by the County Superintendent.

5. County director of special education, who shall possess a proper certificate for the teaching of the handicapped, as well as experience in the administration and supervision of programs of special education, and who shall be recommended by the County Superintendent and be appointed and his salary fixed by the Commissioner with the approval of the State Board of Education. He shall be responsible, under the County Superintendent, for all regulatory, coordinating and service activities necessary to carry out the duties and responsibilities assigned to the County Superintendent pursuant to the statutes and Chapter 28 of Title 6 of the New Jersey Administrative Code, and for providing effective liaison between local districts and the office of the County Superintendent and the agencies of the State Department of Education responsible for special education.

6. County directors of general education services, who shall be broad training and experience in teaching and supervision, and who shall be recommended by the County Superintendent and be appointed and their salaries fixed by the Commissioner with the approval of the State Board of Education. They shall have general responsibility, under the County Superintendent, for planning and executing programs in curriculum development and educational planning and the improvement of teaching; for organizing and conducting workshops for teachers, administrators and supervisors; for providing education consultant services to local school districts; and for such other duties as may be assigned to them by the County Superintendent. At least one of such county directors shall be a specialist in nursery-primary education; at least one other shall be a specialist in elementary education; and at least one other shall be a specialist in secondary-higher education.

7. County director of program development and evaluation, who shall possess a master's degree in an appropriate field and have training and experience in education research and planning, and who shall be recommended by the County Superintendent and be appointed and his salary fixed by the Commissioner with the approval of the State Board of Education. He shall be responsible, under the County Superintendent, for planning, coordinating, and interpreting research; for gathering, processing, analyzing and

Draft for "T & E" Discussion Only - 12/19

disseminating statistical data concerning pupils, teachers and schools in the county; for providing information and data concerning innovative programs to local districts; for providing to local districts pertinent, timely and accurate information upon which they may develop educational plans and decisions; for assisting in self-study evaluations and planning in local districts; for serving as county test coordinator, including the State Assessment Program; for assisting in the analysis and interpretation of test scores and other statistical data to local school districts; and for such other duties as may be assigned to him by the County Superintendent.

(b) The County Superintendent shall be provided with such additional staff as shall be adequate to enable him to carry out the duties and functions set forth in the statutes and Title 6 of the New Jersey Administrative Code, including but not limited to approval functions in connection with public nursery schools, public kindergartens, public elementary schools and middle schools, public secondary schools including junior high schools, vocational schools, summer session schools, school efficiency, public adult and continuing education programs, private schools, and pupil transportation.

Draft for "T&E" Discussion Only - 12/19

6:56-1.7 Relations with state department personnel

(a) All State Department of Education employees assigned to the office of the County Superintendent or to local school districts under his jurisdiction shall report to and be under the direction of such County Superintendent.

(b) All State Department of Education employees engaged in work-related activities in the county or in local school districts on an ad hoc or temporary basis shall report to the County Superintendent their presence in the county and the nature of the activities in which they are engaged.

You're viewing an archived copy from the New Jersey State Library.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle J. State Library

Chapter 64. Public, School and College Libraries

FOREWORD

No change.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. FREE PUBLIC LIBRARIES

SUBCHAPTER 2. STANDARDS FOR FEDERATION OF FREE PUBLIC LIBRARIES

SUBCHAPTER 1. [STANDARDS FOR FEDERATION OF FREE PUBLIC LIBRARIES]
FREE PUBLIC LIBRARIES

6:64-1.1 Free public libraries are a major component of a system of
"thorough and efficient" education.

Original text from 6:64-1.1 to 1.5 transferred to Subchapter 2.

SUBCHAPTER 2. STANDARDS FOR FEDERATION OF FREE PUBLIC LIBRARIES

No change.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

TITLE 6

Education

Subtitle L. Marie H. Katzenbach School for the Deaf

Chapter 78 Marie H. Katzenbach School for the Deaf

SUBCHAPTER 1. PURPOSE AND ADMINISTRATION

6:78-1.1 Function

No Change.

6:78-1.2 Admission

No Change.

6:78-1.3 Transportation

No Change.

6:78-1.4 Facilities

All facilities shall meet or exceed minimum standards
of the State Board of Education.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle [C. Division of Administration] Division of Field Services

Chapter 11. [Teacher Education and Certification] Bureau of Teacher Education and Academic Credentials

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. FUNCTION

No change.

SUBCHAPTER 2. STATE BOARD OF EXAMINERS

6:11-2.1 Membership

No change.

6:11-2.2 Duties

The Board shall [grant appropriate certificates to teach or to administer, direct, or supervise, the teaching, instruction or educational guidance of] issue such certificates as it deems appropriate for the education and supporting services of all pupils in public schools operated by boards of education, and such other certificates as it shall be authorized to issue by law, based upon certified scholastic records or upon examinations, and may revoke the same under rules and regulations prescribed by the State Board of Education. (N.J.S.A. 18A:6-38)

SUBCHAPTER 3. BASIC CERTIFICATION REGULATIONS

6:11-3.1 Teacher's certificate required

No teacher shall be entitled to any salary unless such teacher shall be the holder of an appropriate teacher's certificate. (N.J.S.A. 18A:26-2) The Standard employment contract supplied by the Commissioner of Education states that the teacher "... before entering on

Draft for "T&E" Discussion Only - 12/19

the duties of such position will exhibit the certificate to the County Superintendent of Schools and to the Superintendent of the district in which such school is situated, or to the Secretary in the district where there is no Superintendent." The certificates should always be kept in the possession of the teacher. The County Superintendent shall maintain appropriate files on the certification status of teachers previously and currently employed in his county.

6:11-3.6 Assignment of titles

School districts are urged to assign to personnel titles which are recognized in these Regulations. If use of unrecognized titles is necessary, a job description [should] shall be formulated and submitted to the County Superintendent of Schools for his approval, in advance of the appointment, on the basis of which [determination may be made] the County Superintendent shall recommend issuance of the appropriate certificate for the position.

SUBCHAPTER 4. TYPES OF CERTIFICATES

6:11-4.3 Provisional certificate

(a) A provisional certificate is a substandard one-year certificate. It may be issued under certain circumstances to an applicant whose preparation does not meet completely the New Jersey requirements for standard certification. It is issued on application of a public school district, submitted after July 1,

in which the board states that the applicant is being offered a contract of employment for which the certificate is required. Applications by boards of education for employment of teachers holding provisional certificates shall require the endorsement of the County Superintendent.

(b) (No change)

(c) Applications for the renewal of provisional certificates shall require the endorsement of the County Superintendent.

6:11-4.4 Emergency certificate

(a) An emergency certificate is a substandard one-year certificate issued only in fields of teacher shortage as certified annually by the Commissioner of Education. It is issued only on application of a public school district, submitted after August 1, in which the local board of education declares its inability to locate a suitable certificated teacher.

Such applications by boards of education for employment of teachers holding emergency certificates shall require the endorsement of the County Superintendent. A current list of fields designated for emergency certification is available from the Bureau of Teacher Education and Academic Credentials or the County Superintendent of Schools.

(b) Applications for the renewal of emergency certificates shall require the endorsement of the County Superintendent.

6:11-4.7 County substitute certificate

Persons who do not hold [a] an appropriate teaching certificate issued by the State Board of Examiners [and who are not eligible to receive one,] but who can present a minimum of sixty semester-hour credits completed in an accredited college, may be granted a county substitute certificate for day-to-day substitute teaching. The certificate will be issued for a three-year period, but the holder may serve for no more than twenty consecutive days in the same position in one school district during the school year. Such certificates, which [are issued] may be granted by the County Superintendent of Schools upon the application of the local board of education and the recommendation of the local superintendent of schools, are designed only for emergency purposes when the supply of properly certificated substitutes is inadequate to staff the school. They carry none of the accrued benefits, such as pension and tenure, to which a regularly employed teacher is entitled and are intended only for persons temporarily performing the duties of a fully certificated and regularly employed teacher.

SUBCHAPTER 5. BASES FOR ISSUANCE OF REGULAR TEACHER CERTIFICATION

No change.

SUBCHAPTER 6. ENDORSEMENTS ON THE INSTRUCTIONAL CERTIFICATE

6:11-6.1 Fields, endorsements

No change.

6:11-6.2. Authorization

- (a) Each teaching endorsement is required for the corresponding teaching assignment. Each endorsement is valid for all levels, except that the nursery school endorsement is valid in nursery schools and kindergartens, and the elementary endorsement is valid for grades kindergarten through eight.
- (b) Teachers with elementary endorsements are not permitted to devote more than one half time to teaching art, music, health, home economics, industrial arts, or physical education in the elementary grades [Teacher with elementary endorsements are authorized to teach], and are permitted to devote up to one-half-time to teaching the common branch subjects such as reading, arithmetic, writing, and spelling in secondary schools, grades seven through twelve.
- [(c) Teachers with English endorsements are authorized to teach reading.]

6:11-6.3 Endorsements

(a) Specific Subject Field Endorsements

- 1. No change
- 2. [Typewriting]

(b) Comprehensive Subject Field Endorsements

- 1. No change
- 2. [Instrumental Music]

(c) Handicapped

Thirty semester-hour credits in professional education are required in each of the following:
(See Subchapter 8)

- [Blind or Partially Sighted] Visually Impaired
- [Deaf or Hard of Hearing] Hearing Impaired
- Teacher of the Handicapped

(d) Elementary Education

Twenty-four semester-hour credits in professional education required.

(e) [Nursery School] Early Childhood

Twenty-four semester-hour credits in professional education required.

SUBCHAPTER 7. NASDTEC STANDARDS FOR STATE APPROVAL OF TEACHER EDUCATION

6:11-7.1 to 6:11-7.52

No change.

6:11-7.53 Programs for school psychologists

(a) The following standards pertain to advanced college programs preparing school psychologists:
(60 semester hours)

(The remainder of 7:53 and 7:54 to 7:64 is unchanged.)

SUBCHAPTER 8. NEW JERSEY INSTRUCTIONAL SUPPLEMENT TO STANDARDS FOR STATE APPROVAL OF TEACHER EDUCATION (6:11-7.3)

6:11-8.1—This Supplement will be used by the Bureau of Teacher Education and Academic Credentials in the following ways:

- (a) In conjunction with the *Standards for State Approval of Teacher Education* to evaluate and approve teacher education programs in New Jersey colleges
- [(b) As the basis for defining the additional requirements to be met in order to qualify for a regular certificate, by applicants who are eligible initially for only a temporary certificate]
- [(c) As the basis for evaluating the eligibility of candidates for certificates who have completed teacher education programs in out-of-State colleges, or wish to qualify for New Jersey certification based on certification and experience in other states]
- [(d) As the basis for defining the nature and extent of the general education background, professional, and subject matter specialization studies that will constitute the undergraduate and/or graduate certificate programs designed by colleges for candidates who already possess the academic degree required for a certificate]
- (b) [(e)] As the basis for evaluating the eligibility of individuals for emergency and provisional certificates, when teacher shortages make it necessary for local public school districts to apply for such certificates to persons who do not qualify for regular certificates
- [(f) As the basis for defining the additional requirements to be met in order to qualify for additional teaching authorizations by applicants who hold New Jersey regular certificates in other fields.]

6:11-8.2—Common Requirements—All Teacher Education Programs

Except when specifically indicated below, the following requirements apply to all college programs leading to a New Jersey teacher's certificate:

(a) *Bachelor's Degree*

Approved programs, except where noted otherwise will lead to a bachelor's or higher degree. Certificate programs designed for students who already hold the appropriate degree required for the certificate will apply the accreditation policies indicated in (b) below.

(b) *Validation of College Degrees and Professional Preparation*

Regulations of the New Jersey State Board of Education require teacher candidates to present college study completed at accredited or approved institutions.

1. [Except as indicated in 3. below] College degrees will be recognized for purposes of teacher certification in New Jersey only from colleges accredited or approved by the State Board or Department of Education of the state in which the college exists.
2. *Professional preparation* required for New Jersey teachers certificates will be accepted from:
 - [i. New Jersey colleges approved for the preparation of teachers by the New Jersey State Board of Education]
 - [ii. Out-of-State colleges approved by the State Board or Department of Education in the state in which the college is established, except as indicated in 3. below]
 - i [iii.] Accredited New Jersey two-year colleges provided.
 - (1) The courses are accepted toward meeting the requirements in professional education by a New Jersey college approved for the preparation of teachers by the New Jersey State Board of Education and such acceptance is submitted in writing to the Bureau of Teacher Education and Academic Credentials by the accepting institution, and
 - (2) No more than six semester-hour credits in professional education are completed on the two-year college level.

- [3. *College degrees and professional preparation* from colleges in states in which the State Board or Department of Education lacks authority to regulate the establishment of colleges or their approval for purposes of teacher education, will be accepted for purposes of teacher certification in New Jersey only if such degrees and professional preparation are accepted for purposes of teacher certification by the State Department of Education in the state in which the college is located.]

(c) *General Education*

1. Except where indicated in 6:11-8.4, approved programs will include a minimum of forty-five semester-hour credits of college study in *general education areas*, including study in at least four of the following areas: English, mathematics, science, social studies (anthropology, economics, geography, history, political science, sociology), fine and practical arts, foreign languages, music, philosophy, psychology. Programs leading to the elementary endorsement *must* include study in English, mathematics, science, and social studies.

Recommendations and guidelines of the appropriate national academic and professional groups should be given due consideration in developing college programs in general education.

(d) *Professional Education*

[Except where indicated below,] Approved programs will include a minimum of fifteen semester-hour credits in *professional education*, distributed over four or more of the following areas, and including study in each starred (*) area. This study may be accomplished in either separate or integrated courses.] These fifteen credits do not include student teaching.

- [*1. *Methods of Teaching*. Studies designed to develop understanding of the aims and techniques of instruction, including courses such as the following: general methods, methods of teaching elementary, secondary, vocational-technical subjects, or handicapped children, visual aids in education, and individualizing instruction, or methods of teaching a specific field when so indicated in the regulations.]
- [*2. *Educational Psychology*. Studies designed to develop understanding of human development and learning, including courses such as the following: psychology of learning, human growth and development, child psychology, adolescent psychology, psychology of the handicapped, psychological foundations of education, educational measurements and mental hygiene.]
1. [+3.] *Human and Intercultural Relations*. Studies designed to develop understanding of social interaction and culture change, including courses such as the following: urban sociology, history of minority groups, intergroup relations, and suburban and inner-city problems. †(This area will be required after 1975. Students enrolled in approved programs who will be graduated before that date should be encouraged to take advantage of existing courses in this area).
- [4. *Field Experiences*. Pre-student teaching field experiences and studies in working with inner-city, suburban, and rural children, youth and adults in a variety of community and school programs, including activities such as tutoring, small group leadership, community agency participation and individual case studies.]
- [5. *Curriculum*. Studies designed to develop understanding of curriculum design and construction, including courses such as the following: principles of curriculum construction, the elementary, secondary, special education, or vocational-technical curriculum, a study of the curriculum in a specific subject or field of teaching, and extracurricular activities.]
- [6. *Foundations of Education*. Studies designed to develop understanding of the educational implications of social, political, historical, cultural and philosophical context in which schools are conducted, including courses such as the following: history of education, philosophy of education, social foundations of education, comparative education, and educational sociology.]
- [7. *Student Personnel Services*. Studies designed to develop understanding of the student personnel and special services program of the school, including courses such as the following: student personnel problems, principles of guidance, tests and measurements, educational, vocational, psychological, and health counseling, school psychology, school social work, educating the handicapped.]
- [8. *Electives* in professional education.]

(e) *Student Teaching*

This requirement is an addition to the fifteen credits in professional education in 6:11-8.2(d).

Draft for "T&E" Discussion Only - 12/19

Guidelines for student teaching programs in New Jersey colleges are available on request, from the Bureau of Teacher Education and Academic Credentials.]

[(f) *Physiology and Hygiene*

In accordance with the provisions of New Jersey statutes (N.J.S.A. 18A:26-8), students must take an examination in physiology and hygiene, including the effects of narcotics and alcohol. In lieu of this examination the applicant may present basic military training, or college study in areas such as biology, personal health problems, community health, school health, family health, health counseling, nutrition, or health administration. This requirement does not apply in the fields of art, health education, home economics, industrial arts, library studies, music, and physical education.

It is recommended that all educational institutions giving teacher training offer study in the effects of narcotics, alcohol and tobacco upon the human system, upon character, and upon society, and every student attending such institutions in preparation for teaching service be required to take and satisfactorily complete such study.]

6:11-8.3-Authorization

Each teaching endorsement is required for the corresponding teaching assignment. Each endorsement is valid for all grade levels, except that the nursery school endorsement is valid for nursery schools and kindergartens, and the elementary endorsement is valid for grades kindergarten through eight. Teachers with elementary endorsements are permitted to devote up to one-half time to teaching art, music, health, home economics, industrial arts, or physical education in the elementary grades[. Teachers with elementary endorsements are authorized to teach], and are permitted to devote up to one-half-time to teaching the common branch subjects such as reading, arithmetic, writing, and spelling in secondary schools, grades seven through twelve.

[Teachers with English endorsements are authorized to teach reading.]

6:11-8.4 Teaching Field Endorsements

No change

(a) Specific Field Endorsements

1. No change.

[2. *Biological Science.* Biology, botany, zoology.]

[3. *Bookkeeping and Accounting.* *A minimum of eight semester-hour credits in bookkeeping and accounting, †data processing, business machines, business mathematics, general business subjects. (†Data processing will be a required area after July 1, 1973.)]

[4. *Data Processing.* Instead of a twenty-four semester-hour major, this endorsement is available on the basis of a minimum of twelve semester-hour credits, including at least six in data processing, three in accounting, and three in general business subjects.]

[5. *Distributive Occupations.* Candidates who present two years of approved work experience in distributive occupations, or a program of supervised internship in a college curriculum for the preparation of business education and/or distributive education teachers, may obtain this

endorsement by completing a college program of fifteen semester-hour credits in content appropriate to distributive education; such as the following, including study in the three starred areas: economics, business administration, *marketing and distribution, *retailing, *sales promotion, personnel management, color and design, textiles.]

2. [6] *Driver Education.* Instead of requirements 6:11-8.2(a), (c), (d)[a valid New Jersey teacher's certificate in another field,]a current New Jersey driver's license, three years of automobile driving experience,[and evidence of satisfactory completion of a course in driver education and driver training approved by the New Jersey State Department of Education.]
- [7. *Earth Science.* Geology, geography, physiography, astronomy.]
- [8. *Elementary Education.* See *Standards for State Approval of Teacher Education.*
- i. An applicant who has a bachelor's degree and a regular teacher's certificate in another field will be eligible for an elementary school endorsement by presenting methods of teaching each of the following areas:
- Creative arts
 - Health and physical education
 - Language arts
 - Mathematics
 - Reading
 - Science
 - Social studies.
- ii. Methods in these areas completed for the initial certificate will be credited toward this requirement.]
- [9. *English.* *Literature, *composition, *speech, dramatics.]
- [10. *Foreign Languages.* See *Standards for State Approval of Teacher Education.*]
3. [11] *General Business.* *Business law; *consumer education, *economics, business mathematics, business organization and management, economic geography, finance, marketing or merchandising.
- [12. *Mathematics.* *Algebra, *geometry, *calculus.]
- [13. *Nursery School.* A program of college studies including history, principles and philosophy of education, child development from birth to twelve years, and related courses in psychology, mental hygiene, child health, and nutrition, nursery school methods and curriculum including literature, story telling, music, art, and science for children two to five years of age, child, family and community life.
- i. A teacher holding a regular certificate in another field, who presents six credits in specialized nursery school training including work in each of the areas starred below, will be eligible for a nursery school endorsement. This study may be in separate or integrated courses.
- * Curriculum studies, including such areas as literature, story telling, art, and science for children approximately two to five years of age
 - * Methods of teaching in nursery school
 - Child health and nutrition for children under five years of age
 - Child growth and development from birth to six years.]
- [14. *Physical Science.* *Physics, *chemistry, geology, astronomy.]
4. [15] *Practical Nursing.* (Experience Background). Registered nurses who present three years of approved full-time nursing experience may receive this endorsement without the requirement of a bachelor's degree if they have completed an approved teacher education program. Instead of 6:11-8.2(c) above, the program must include eighteen semester-hour credits in general background courses, including study in at least three of the following fields: English, social studies, fine arts, science, mathematics, and foreign languages. The twenty-four-credit field requirement does not apply to this endorsement.
- i. A regular school nurse certificate or a bachelor's or higher degree in nursing education will be accepted as meeting the study requirement for the practical nursing teacher's certificate.

5. [16.] *Production, Personal and Service Occupations.* (Experience Background). Applicants who present three years of experience in occupations such as beauty culture, dry cleaning and pressing, shoe repairing, lathe operation, and commercial foods preparation, may receive this endorsement without the requirement of a bachelor's degree if they present approved training for the skilled occupation and have completed an approved teacher education program. Instead of 6:11-8.2(c) above, the program must include eighteen semester-hour credits in general background courses, including study in at least three of the following fields: English, social studies, fine arts, science, and mathematics. The twenty-four-credit field requirement does not apply to this endorsement.
6. [17.] *Reading.* Completion of a twenty-four semester-hour-credit field in an approved teacher education program or completion of an approved master's degree program in reading, including a supervised practicum in a public school setting.
- [18.] *Secretarial Studies.* See *Standards for State Approval of Teacher Education.* Students applying for this endorsement must include methods of teaching shorthand and typewriting in their professional education credit.]
7. [19.] *Skilled Trades.* (Experience Background). Applicants who present six years of approved full-time experience (which may include apprenticeship) in a skilled trade requiring a minimum learning period of two years on-the-job training before reaching the classification of skilled worker or journeyman, of any trade listed by the Federal Committee on Apprentice Training, may receive this endorsement without the requirement of a bachelor's degree. Such candidates must present approved training; and have completed an approved teacher education program. Instead of 6:11-8.2(c) above, the program must include eighteen semester-hour credits in general background courses, including study in at least three of the following fields: English, social studies, fine arts, science, and mathematics. The twenty-four-credit field requirement does not apply to this endorsement.
- i. Graduates of approved vocational-technical high schools or institutes may receive one year of credit toward the experience requirement.
- [20.] *Speech Arts and Dramatics.* Speech fundamentals, public speaking, oral interpretation, dramatics.]
8. [21.] *Technical Occupations.* (Experience Background). Applicants who present approved training in technical occupations such as electronic technicians, chemical technicians, industrial drafting and design technicians, engineering aides, and metallurgical technicians may receive this endorsement without a bachelor's degree. Such applicants must present approved training and either a bachelor's degree and two years of experience, or four years experience without the bachelor's degree. Instead of 6:11-8.2(c) above, the program must include eighteen semester-hour credits in background courses, including study in at least three of the following fields: English, social studies, fine arts, science, and mathematics. The twenty-four-credit field requirement does not apply to this endorsement.
9. [22.] *Vocational-Technical Related Subjects.* A minimum of two years of approved occupational experience is required. The twenty-four-credit field requirement does not apply to this endorsement.
- [23.] *Typewriting.* In lieu of a major in this field, the applicant must present (a) *course in methods teaching typewriting, and (b) *four semester-hour credits in typewriting or the equivalent of (a) and/or (b) as determined by an accredited college approved for the preparation of business education teachers.]
- (b) *Comprehensive Field Endorsements*—Thirty semester-hour credits required, unless specified otherwise below.
- [1.] *Agriculture.* A major in agriculture from an accredited college or university, and two years of approved agricultural experience.]
- [2.] *Art.* The program must include study in each of the following areas: *art history and art appreciation and design, including architecture, housing and community design, house furnishings or interior architecture and design; *painting, sculpture, drawing and composition; *graphic arts, including lithography, etching, woodcuts, wood engraving, photography, silk screening, linoleum-block printing and lettering; *crafts, including plastics,

woodwork, metalwork, jewelry, theatre, puppetry, fashion design and illustrations, ceramics, and textile weaving.]

[3. *Business Education*

- i. Bookkeeping and Accounting (minimum of eight credits required)
- ii. Data Processing (required beginning July 1, 1973)
- iii. General Business Studies, including consumer education, business law, and economics
- iv. Secretarial Studies, including a minimum of six credits in shorthand and four in typewriting. Methods of teaching shorthand and typewriting must be included in the professional education credits.]

10 [4.] Handicapped. This endorsement authorizes teaching the physically limited, socially and emotionally maladjusted, mentally retarded (educable and trainable) children, or children with multiple handicaps. [Instead of 6:11-8.2(d) above,] The program must include a total of thirty semester-hour credits in professional education, including eighteen in education of the handicapped. The endorsement for teaching of the handicapped may [also] be obtained by holders of New Jersey standard teachers certificates in other fields who present a program that has included eighteen semester-hour credits in education of the handicapped. [including the three areas listed in this section.] These eighteen credits must include study in each of the following areas: nature and causes of disabilities, practices and materials in teaching the handicapped, resources and community agencies available in teaching the handicapped. These thirty credits do not include student teaching.

6:11-8.5 Vocational-Technical Part-time Teacher

- (a) **AUTHORIZATION.** This certificate is required for vocational teachers who teach on a part-time basis in any approved vocational-technical evening, apprentice, extension, industrial-in-plant training, or short term pre-employment program in any of the fields of vocational education such as agriculture, distributive education, home economics, trades and industries or technical education and who do not possess a certificate valid for teaching in an all-day program.
- (b) **REQUIREMENTS FOR THE PART-TIME CERTIFICATE.**
The applicant must have demonstrated evidence of practical experience to fit him for the particular position he is to fill. The adequacy will be evaluated by the particular supervisor in whose field the teaching is to be done and will be approved by recommendation of the State Director of Vocational-Technical Teacher Training to the State Board of Examiners.
- (c) **TERM.** The part-time vocational certificate is valid for five years from the date of issuance. Issuance of a standard part-time certificate after five years will be predicated upon presenting evidence of the completion of an approved in-service program in methods of teaching vocational-technical subjects and a certificate of success as a teacher signed by the administrator or supervisor under whom the teaching was done.

Draft for "T&E" Discussion Only - 12/19

[6:11-8.6 -- Junior High School]

[(a) **AUTHORIZATION.** This certificate authorizes the holder to teach in grades seven and eight in the elementary schools; English, social studies, science and mathematics in the junior high school; and the subject fields endorsed on the certificate in any grade.]

[(b) **REQUIREMENTS**]

- [1. A bachelor's degree based upon a four-year curriculum in an accredited college.]
- [2. A minimum of forty-five semester-hour credits in general background courses, distributed in at least four of the following fields: English, social studies, science, fine and practical arts, mathematics, foreign languages, philosophy and psychology.]
- [3. A program of studies in the academic and professional fields related to junior high school instruction, which has been approved by the State Board of Education.]
- [4. The endorsement of subject fields will conform to the rules for the subject field certificate.]
- [5. Approved student teaching.]

6:11-8.6

[6:11-8.7] -- Military Science

(a) **AUTHORIZATION.** This certificate is required for teachers of military science.

(b) **REQUIREMENTS**

1. A baccalaureate degree from an accredited institution.
2. Recommendation by the branch of service in which the applicant served a minimum of twenty years.

SUBCHAPTER 9. BASES FOR ISSUANCE OF ADMINISTRATIVE AND SUPERVISORY CERTIFICATION

No change.

SUBCHAPTER 10. NEW JERSEY ADMINISTRATIVE AND SUPERVISORY SUPPLEMENT TO STANDARDS FOR STATE APPROVAL OF TEACHER EDUCATION

[6:11-10.1]

[This *Supplement* will be used by the Bureau of Teacher Education and Academic Credentials in the following ways:]

- [(a) In conjunction with the *Standard for State Approval of Teacher Education*, Subchapter 7, 6:11-7.4, to evaluate and approve administrative and supervisory programs in New Jersey colleges.]
- [(b) As the basis for evaluating the eligibility of candidates who have completed administrative and supervisory programs in out-of-State colleges, or wish to qualify for New Jersey certification, based on administrative or supervisory certification and experience in other states.]
- [(c) As the basis for defining the nature and extent of the studies that will constitute certificate programs designed by colleges for candidates who already possess the academic degree required for a certificate.]
- [(d) As the basis for defining the nature and extent of experience background required for administrative and supervisory certificates.]

Draft for "T&E" Discussion Only - 12/19

[6:11-10.2] 6:11-10.1 Common Requirements - All Administrative and Supervisory Programs

Except when specifically indicated below, the following requirements apply to all programs leading to a New Jersey administrative or supervisory certificate:

(a) Master's Degree

Approved programs, except where noted otherwise will lead to a master's degree.

Certificate programs may be designed for students who already hold the appropriate degree required by the certificate, provided it meets the accreditation policies indicated in (b) below.]

(b) College Accreditation

Except as indicated below, *degrees* will be recognized for purposes of administrative and supervisory certification in New Jersey from colleges accredited or approved by the State Board or Department of Education of the state in which the college exists.

College *degrees* from colleges in states in which the State Board or Department of Education lacks authority to regulate the establishment of colleges to give approval for purposes of administrative and supervisory education, will be accepted for purposes of such certification in New Jersey if these degrees are accepted for purposes of administrative and supervisory certification by the State Department of Education in the state in which the college exists.

Professional preparation presented by students for transfer credit to New Jersey colleges offering administrative and supervisory certificate programs will be determined by the college in which the applicant will complete an approved program.]

(b) [(c)] Previous Certification and Experience

Each of the administrative and supervisory certificates in this section, unless indicated otherwise in this Supplement, will require the following:

A standard New Jersey teacher's certificate or its equivalent.

Three years of successful teaching experience. Experience in New Jersey public schools must have been completed under an appropriate New Jersey teacher's certificate.

(c) Successful completion of three years of educational administrative or supervisory experience, under a New Jersey administrative or supervisory endorsement or its equivalent, when spending at least half time in administrative or supervisory duties.

1. One year of this experience requirement will be waived to holders of the doctor's degree in educational administration, received from an accredited institution in a program approved by the Department of Education.
2. One year of internship in a program approved by the [Commissioner of Education] Bureau of Teacher Education and Academic Credentials may be submitted toward the fulfillment of this experience requirement.

[6:11-10.3 - Recommendations of National Academic and Professional Organizations]

[Recommendations and guidelines of the appropriate national academic and professional groups should be given due consideration in developing college programs.]

Draft for "T&E" Discussion Only - 12/19

6:11-10.2 [6:11-10.4] Authorization

(a) School Administrator

This endorsement is required for the position of superintendent of schools. The holder of this endorsement may also serve as assistant superintendent of schools, principal, or supervisor.

(b) Principal

This endorsement is required for positions of principal or vice-principal. Holders of this endorsement may also serve as assistant superintendent of schools.

(c) Supervisor

This endorsement is required for supervisors of instruction who do not hold a school administrator endorsement. The supervisor shall be defined as any school officer who is charged with authority and responsibility for the continuing direction and guidance of the work of instructional personnel. This endorsement also authorizes appointment as an "assistant superintendent in charge of curriculum and/or instruction."

(d) Assistant Superintendent in Charge of Business

This endorsement is required for the position of assistant superintendent of schools in charge of business affairs.

~~[(e) School Business Administrator~~

~~This endorsement is required for the position of school business administrator when the local board of education is granted permission by the New Jersey State Board of Education to create such a position. The holder of this certification is authorized to perform such duties as the rules of the State Board of Education shall define.~~

(e) School Business Administrator

This certification is required for the position of school business administrator when the local board of education is granted permission by the New Jersey State Board of Education to create such a position. The holder of this certification is authorized to perform such duties as the rules of the State Board of Education shall define.

6:11-10.3

[6:11-10.5] Special Regulations

(a) Unauthorized Titles

School districts are urged to assign to administrative or supervisory personnel titles that are recognized in these regulations. If the use of unrecognized titles is necessary, a job description should be formulated and submitted to the county superintendent of schools in advance of the appointment, on the basis of which a determination will be made of the appropriate certificate for the position.]

- (b) If because of illness or death or some other good and sufficient reason, the board of education must fill the post of superintendent of schools, assistant superintendent of schools, high school principal, or elementary school principal with a person who is designated as the acting administrator in a respective situation and who is not properly certified to hold the position, it shall be the duty of the board of education to make written application to the Commissioner of Education for permission to employ such person in an acting capacity, stating the reasons why such action is necessary.

If such approval is given by the Commissioner of Education, it shall be of three months' duration, and may be renewed by him upon application for a period of three months at a time. If the acting status of said individual is to extend beyond a year, no such permission can be given except upon recommendation of the Commissioner of Education to the State Board of Education that the application of the local board of education be granted.

[ADMINISTRATIVE AND SUPERVISORY ENDORSEMENTS]

SUBCHAPTER
[6:11-10.6

Requirements other than, and/or different from, those prescribed in the Standards for the State Approval of Teacher Education are specified below:]

Delete

[6:11-10.7

School Administrator (also see 6:11-10.2 - 10.5)]
[Successful completion of one of the following:]

Delete

[6:11-10.8

Principal (also see 6:11-10.2 - 10.5)]

Delete

6:11-10.9

Supervisor (also see 6:11-10.2 - 10.5)]

Delete

6:11-10.4

[~~6:11-10.10~~] School Business Administrator (also see ~~§:11-10.2-10.5~~)] 6:11-10.1-10.3)

(a) A bachelor's degree based upon a four-year curriculum in an accredited college. The requirement of a master's degree does not apply to this endorsement.

(b) Successful completion of one of the following:

1. A standard New Jersey teacher's certificate or its equivalent, and three years of appropriate teaching experience

OR

2. Business training and experience as approved by the Secretary of the State Board of Examiners.

(c) Successful completion of one of the following:

1. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

OR

2. Thirty semester-hour credits including work in each of the starred (*) fields:

*i. School business administration

*ii. School buildings -- including planning, construction and maintenance

*iii. School finance

*iv. School law

*v. Accounting

*vi. Organization and administration of public education

*vii. Curriculum of public schools

viii. Foundations of education, including such courses as history or philosophy of education, principles of elementary education, and principles of secondary education

ix. Electives related to administration, curriculum, or the foundations of education.

(d) Policies governing issuance of school business administrator's certificate:

1. A person who was employed full time in the district as a school business official on January 2, 1963, does not need a certificate to continue in his present position, but may be issued a certificate authorizing service in his present district if he requests it.

2. A person who was employed full time as a school business official on January 2, 1963, may be issued a school business administrator's certificate upon presentation of twelve semester hours of study, including work in areas 6:11-10.10(c)2.i-v. The additional eighteen semester-hour credits required for the certificate will, in these cases, be waived.

Draft for "T&E" Discussion Only - 12/19

3. In cases where applicants submit business training and experience for approval in meeting requirement [6:11-10(b)] 6:11-10.4(b) for the certificate, the records submitted will be reviewed by a committee for the purpose of determining eligibility.
4. Persons serving full-time as school business officials on January 2, 1963, will be considered to have satisfactory "business training and experience" in meeting requirement [6:11-10(b)] 6:11-10.4(b) for the school business administrator's certificate.
5. In administering the policies above, a "school business official" shall be interpreted as a person who served on a full-time basis on January 2, 1963, as the secretary of any board of education or a business manager in a Chapter 6 district. Applications must be accompanied by a statement from the county superintendent of schools, certifying to such service.
6. Persons serving full time as the secretary of any board of education or the business administrator in a Chapter 6 district prior to September 1, 1967, may qualify for the school business administrator's certificate by meeting the requirements previously in effect. In such cases, the requirement of a bachelor's degree will not apply.

6:11-10.5 [6:11-10.11] - Assistant Superintendent in Charge of Business (also see [6:11-10.2-10.5]) 6:11-10.1-10.3

(a) A bachelor's degree based upon a four-year curriculum in an accredited college. The requirement of a master's degree does not apply to this endorsement.

(b) Successful completion of one of the following:

1. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

OR

2. Thirty-two semester-hour graduate or undergraduate credits in the following fields. These credits must be in addition to those required for the standard teacher's certificate and must include work in each of the starred (*) areas. This work may be in separate or integrated courses.

- * Administration of public education
- * Supervision of instruction in the public schools
- * The curriculum of the public schools
- * School business administration
- * School buildings - including planning, construction and maintenance
- * School finance
- * School law
- * Accounting
- Electives related to the field.

SUBCHAPTER 11. BASES FOR ISSUANCE OF EDUCATIONAL SERVICES CERTIFICATES

No change.

SUBCHAPTER 12. NEW JERSEY EDUCATIONAL SERVICES SUPPLEMENT TO STANDARDS FOR STATE APPROVAL OF TEACHER EDUCATION

6:11-12.1

This Supplement may be used by the Bureau of Teacher Education and Academic Credentials [in the following ways:] to indicate the requirements necessary to obtain an endorsement in each of the following fields:

Draft for "T&E" Discussion Only - 12/19

- [(a) In conjunction with the Standards for Standards for State Approval of Teacher Education, 6:11-7.4, to evaluate and approve educational services programs in New Jersey colleges.]
 - [(b) As the basis for evaluating the eligibility of candidates who have completed educational services programs in out-of-State colleges, or wish to qualify for New Jersey certification, based on the appropriate educational services certification and experience in another state.]
 - [(c) As the basis for defining the nature and extent of studies that will constitute certificate programs designed by colleges for candidates who already possess the academic degree required for the certificate.]
 - [(d) As the basis for defining the nature and extent of the experience background required for educational services certificates.]
- [6:11-12.2 – Recommendations of National Academic and Professional Organizations
Recommendations and guidelines of the appropriate national academic and professional groups should be given due consideration in developing college programs.]

6:11-12.2

[6:11-12.3] Vocational-Technical Coordinator; Cooperative Industrial Education Programs

(a) AUTHORIZATION. This certificate is required for the position of teacher and coordinator of part-time cooperative vocational education in skilled trade, industrial and/or service occupations. The certificate entitles the holder to teach related vocational subjects in such classes and to act as coordinator between school and industry.

(b) REQUIREMENTS

1. A standard teaching certificate in any field

2. Successful completion of one of the following:

[i. Three years of teaching under a certificate in vocational education or industrial arts plus one year of approved occupational experience

OR

[ii. The combination of an approved bachelor's degree, two years of teaching experience and two years of occupational experience approved by the Division of Vocational Education of the State Department of Education.]

i. Three years of teaching under a certificate in vocational education or industrial arts plus one year of approved occupational experience in gainful employment involving the use of hand and power tools and equipment in operations identified as hazardous in state and federal child labor legislation. The experience must be approved by the Division of Vocational Education of the State Department of Education

OR

ii. The combination of an approved bachelor's degree, two years of teaching experience and two years of approved occupational experience in gainful employment, as indicated in 1. above.

Draft for "T&E" Discussion Only - 12/19

3. A program of college studies including *one* of the following:

i. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

OR

ii. A program of college studies including at least *one* course in each of the following areas:

Principles and philosophy of vocational-technical education
Problems in organizing and teaching cooperative industrial education programs
Curriculum construction in vocational-technical education
Vocational guidance

[6:11-12.4] 6:11-12.3 Vocational-Technical Coordinator: Apprentice Programs

No change.

[6:11-12.5] 6:11-12.4 School Librarian

No change.

[6:11-12.6 Teacher-Librarian]

Delete

[6:11-12.7 Professional Librarian]

Delete

[6:11-12.8] 6:11-12.5 School Nurse

(a) **AUTHORIZATION.** This certificate authorizes service as a school nurse in elementary and secondary schools, and the teaching of first aid, home nursing, and areas related to health.

(b) **REQUIREMENTS** (Effective for new applicants to July 1, 1975)

1. Current license as a registered professional nurse in New Jersey.

2. One year of experience as a registered nurse, or graduation from an accredited college.

[3. Evidence of completion of *one* of the following:

i. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate

Draft for "T&E" Discussion Only - 12/19

[OR]

[ii. A minimum of thirty semester-hour credits chosen from among the following areas including some study in each starred area and a total of at least eighteen semester-hour credits in the starred areas.

- * School nursing including such areas as organization and administration of school nurse services and school health problems (minimum of four semester-hour credits)
- * Child and/or adolescent growth and development
- * Mental health
- * Foundations of education. This group includes such courses as history of education, principles of education, philosophy of education, comparative education, and contemporary issues in education.
- * The public school program – curriculum, methods, practices
- * Public health including such areas as public health nursing, community health problems, and communicable disease control
- Sociology including such areas as applied sociology, family case work, education for family living, delinquency
- Guidance and counseling
- Psychology of the exceptional child
- Supervised field experience in school nursing.]

[6:11-12.9 School Nurse]

Delete

[6:11-12.10 School Social Worker (Visiting Teacher)]

Delete

[6:11-12.11 Speech Correction]

[6:11-12.13] 6:11-12.6 Student Personnel Services Certificate

(a) **AUTHORIZATION.** This certificate is required for any person assigned to perform student personnel services such as study and assessment of individual pupils with respect to their status, abilities, interest, and needs; counseling with teachers, students, and parents regarding personal, social, educational, and vocational plans and programs; and developing cooperative relationships with community agencies in assisting children and families.

(b) **REQUIREMENTS**

1. A bachelor's or higher degree.
2. A standard New Jersey teacher's certificate, or college transcripts indicating completion of the professional coursework required for such a certificate
3. One year of successful teaching experience
- [4. In addition to the preparation required for 2 above, successful completion of *one* of the following:
 - i. A graduate curriculum approved by the New Jersey State Department of Education as a basis for issuing this certificate

OR]

Draft for "T&E" Discussion Only - 12/19

- [ii. A program of college studies including thirty semester-hour credits of post-baccalaureate work in the five areas listed below, including study in each starred (*) field. This work must be in addition to that required in 2 above, and may be in separate or integrated courses. Minimum quantitative requirements are indicated for each of the first four areas.
- (1.) *Guidance and Counseling* – minimum six semester hours
 - * Theory and procedures in individual and group guidance
 - * Counseling and interviewing techniques
 - * Vocational guidance, occupational and educational information, and placement
 - (2.) *Testing and Evaluation* – minimum three semester hours
 - (3.) *Psychology* – minimum six semester hours
 - Child and adolescent development, Psychology of exceptional children, Psychology of learning, Child and youth study
 - (4.) *Sociological Foundations* – minimum six semester hours
 - * Community agencies, organization and resources
 - Educational sociology
 - Social problems, juvenile delinquency, law, the family
 - Urban sociology
 - (5.) Electives in such areas as curriculum development, program planning, guidance, psychology, measurement, vocational education, learning disabilities, human relations, group process theory and procedures, labor and industrial relations, and research techniques and interpretation]

6:11-12.7 [6:11-12.12] Director of Student Personnel Services

- (a) **AUTHORIZATION.** This certificate is required for any person who is assigned as a director, administrator or supervisor of guidance and student personnel services of a school system, including the supervision of educational activities in areas related to and within the guidance program.
- (b) **REQUIREMENTS**
1. A bachelor's degree based upon a four-year curriculum in an accredited college
 2. A standard New Jersey student personnel services certificate or its equivalent, and three years of successful experience in school student personnel work
 3. Successful completion of *one* of the following:
 - i. A college curriculum approved by the New Jersey State Department of Education as the basis for issuing this certificate
 - OR
 - ii. A program of college studies including forty semester-hour credits, including a minimum of eighteen semester-hour credits chosen from guidance, ten chosen from psychology, and the remaining twelve chosen from the last three areas, with at least one course in each.
 - Guidance. This group includes such courses as principles of guidance; counseling, individual analysis; group methods in guidance; organization and administration of guidance programs; student personnel work; occupational and educational information; job analysis; placement, vocational education; research; practicum; and seminars in guidance.
 - Psychology. This group includes such courses as psychology of physical and mental growth, child and adolescent psychology, mental hygiene, tests and measurements, statistics, abnormal psychology, mental abnormalities and defects, psychology of parent and child relationships (exclusive of introductory courses in general and educational psychology).
 - Sociology. This group includes such courses as social problems, race relations, the family, community and intergroup relations, the school and the community, community resources, labor problems, industrial relations.

Draft for "T&E" Discussion Only - 12/19

Administration and curriculum. This group includes such courses as principles of curriculum construction, the elementary and secondary curriculum, extracurricular activities, school law, organization and administration of elementary and secondary schools.

Supervision of instruction. This group includes such courses as supervision of the home-room program, supervision of instruction in occupational courses, supervision of instruction in orientation, supervision of student personnel work, supervision of group techniques.

[6:11-12.14 School Psychologist

Delete

[6:11-12.15] 6:11-12.8 Learning Disabilities Teacher-Consultant

(a) **AUTHORIZATION.** This endorsement is required for service as a learning disabilities teacher-consultant in the elementary and secondary schools.

(b) **REQUIREMENTS**

1. *A standard New Jersey teacher's certificate.*

2. *Three years of successful teaching experience.*

3. *A master's degree from an accredited college.*

4. *Completion of a graduate certificate program for the preparation of Learning Disabilities Teacher-Consultants approved by the New Jersey State Department of Education as meeting the requirements for this certificate.*

[5. *Bases for Issuance*

i. **NCATE ACCREDITED PROGRAM**—When candidates have completed their preparation for this endorsement in an out-of-State college or university, a master's degree in Learning Disabilities from a program accredited by the National Council for the Accreditation of Teacher Education (NCATE) will be accepted as meeting the requirement.

ii. **CERTIFICATION REVIEW COMMITTEE**—When candidates have developed a background of graduate study in psychology, education, and related areas that they consider to be equivalent to the completion of an approved graduate program in Learning Disabilities, they may submit their credentials for review. A Learning Disabilities Certification Review Committee will recommend to the Secretary of the State Board of Examiners the additional study, if any, that the applicant should be requested to complete.]]

[iii. **PREVIOUSLY EMPLOYED PERSONNEL**—Persons who have been employed with full approvals of the State Department of Education as Learning Disabilities Teacher-Consultants in local school districts or in the State Department of Education under Section 8:28 of the Rules of the State Board of Education prior to January 6, 1971, will be eligible for a regular Learning Disabilities certificate. Persons previously employed with interim approval may qualify for a regular certificate by fulfilling the requirements specified at the time the interim approval was granted.]]

5. PROGRAM OF STUDIES. The approved certificate program must include provision for the areas of study listed below. Qualified teachers who have already earned a master's degree, or completed graduate studies in education, reading, speech correction, psychology, education, in specific areas of the handicapped, or similar fields, should be given credit by the college for as much of their completed programs as is appropriate.

Draft for "T&E" Discussion Only - 12/19

- i. Required Studies. Work in the following areas of study must be *required* as part of the program, not necessarily as separate courses: education of the handicapped; learning theory; physiological bases of learning; orientation in psychological testing; remediation of basic skills; diagnosis and correction of learning disabilities. Course descriptions should make it clear that the program for all students will include study in each of these areas.
 - ii. Electives. The program should also include opportunities to study, perhaps on an elective basis, in areas closely related to learning disabilities, such as group dynamics; methods and materials for teaching the emotionally and socially maladjusted; curriculum development in the teaching of the handicapped; teaching of reading; interviewing and counseling; educational psychology; and community resources.
 - iii. Supervised Practicum. The program must include a college supervised practicum in diagnosis and remediation of learning disabilities in school and clinical situations. The definition and nature of this practicum, and the courses in which it will be provided, should be clear in the program description. The practicum should provide for a
6. PREVIOUSLY EMPLOYED PERSONNEL - Persons who have been employed with full approvals of the State Department of Education as Learning Disabilities Teacher-Consultants in local school districts or in the State Department of Education under Section 8:28 of the Rules of the State Board of Education prior to January 6, 1971, will be eligible for a regular Learning-Disabilities certificate. Persons previously employed with interim approval may qualify for a regular certificate by fulfilling the requirements specified at the time the interim approval was granted.

(c) STANDARDS FOR THE APPROVAL OF GRADUATE TEACHER EDUCATION PROGRAMS IN LEARNING DISABILITIES

1. EXTENT. Candidates must have a master's degree including twenty-four semester hours of credit outlined in Section II below.]
2. PROGRAM OF STUDIES. The approved certificate program must include provision for the areas of study listed below. Qualified teachers who have already earned a master's degree, or completed graduate studies in education, reading; speech correction, psychology, education in specific areas of the handicapped, or similar fields, should be given credit by the college for as much of their completed programs as is appropriate.
 - i. Required Studies. Work in the following areas of study must be *required* as part of the program, not necessarily as separate courses: education of the handicapped; learning theory; physiological bases of learning; orientation in psychological testing; remediation of basic skills; diagnosis and correction of learning disabilities. Course descriptions should make it clear that the program for all students will include study in each of these areas.
 - ii. Electives. The program should also include opportunities to study, perhaps on an elective basis, in areas closely related to learning disabilities, such as group dynamics; methods and materials for teaching the emotionally and socially maladjusted; curriculum development in the teaching of the handicapped; teaching of reading; interviewing and counseling; educational psychology; and community resources.]
 - iii. Supervised Practicum. The program must include a college supervised practicum in diagnosis and remediation of learning disabilities in school and clinical situations. The definition and nature of this practicum, and the courses in which it will be provided, should be clear in the program description. The practicum should provide for a *minimum* of ninety clock hours of college supervised experience.
 - iv. Teaching Experience. Prior to completion of the certificate program, the student must hold a regular New Jersey teacher certificate and submit evidence of three years of successful teaching experience.]

6:11-12.9 [6:11-12.16]- School Occupational Therapist

- (a) **AUTHORIZATION.** This certificate is required for service as an occupational therapist in elementary and secondary schools.
- (b) **REQUIREMENTS**
 - 1. A bachelor's degree based upon a four-year curriculum in an accredited college.
 - 2. Graduation from an approved school of occupational therapy.

6:11-12.10 [6:11-12.17]- School Physical Therapist

- (a) **AUTHORIZATION.** This certificate is required for service as a physical therapist in elementary and secondary schools.
- (b) **REQUIREMENTS**
 - 1. A bachelor's degree based upon a four-year curriculum in an accredited college.
 - 2. Graduation from a curriculum in physical therapy in an approved school.

6:11-12.11 [6:11-12.20]- Reading Specialist

- (a) **AUTHORIZATION.** This certificate is required for service as a reading specialist in a public school district.
- (b) **DEFINITION.** A reading specialist is one who conducts in-service training of teachers and administrators, coordinates instruction for individuals or groups of pupils having difficulty learning to read, diagnoses the nature and cause of individuals' difficulty in learning to read, plans developmental programs in reading for all pupils, recommends methods and materials to be used in the district reading program, and contributes to the evaluation of the reading achievement of pupils.
- (c) **REQUIREMENTS** (Effective for new applicants after July 1, 1975)
 - 1. A standard New Jersey certificate in any instructional area
 - 2. Two years of successful teaching experience
 - 3. Successful completion of a graduate degree program in reading approved by the New Jersey State Department of Education

OR

A program of graduate studies of 30 semester hours or equivalent consisting of the following:

- i. Reading foundations
 - ii. Diagnosis
 - iii. Correction of reading problems
 - iv. Supervised practicum in reading
- plus
- v. Study in at least three areas from the following:
 - Children's or adolescent literature
 - Measurement
 - Organization of reading programs
 - Psychology
 - Supervision
 - Linguistics.

SUBCHAPTER 13, PLACEMENT SERVICE

6:11-13.1 Assistance by County Superintendent

Each County Superintendent shall assist the local school districts in his county with their recruiting programs.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle Division of Field Services

Chapter 17. Adult Continuing Community Education

The following chapter replaces the original text of Chapter 44:2-4 (Adult Basic Education, Adult Education & Evening Schools for Foreign Born) & Chapter 17 (High School Equivalency) with the following revised Chapter 17, which combines those functions in an entirely new, renumbered text:)

FOREWORD

The following rules and regulations are pursuant to the provisions of the State Board Rules and Regulations; the State Plan for Adult Basic Education; and N.J. S.A. 18A.

CHAPTER TABLE OF CONTENTS

<u>SUBCHAPTER 1.</u>	<u>ADULT, CONTINUING AND COMMUNITY EDUCATION</u>
<u>6:17-1.1</u>	<u>Administration and organization</u>
<u>6:17-1.2</u>	<u>Administrative responsibility</u>
<u>6:17-1.3</u>	<u>Standards for Adult Continuing and Community Education reimbursement</u>
<u>SUBCHAPTER 2.</u>	<u>REIMBURSEMENT FOR ADMINISTRATORS OF COMMUNITY/ADULT EDUCATION</u>
<u>6:17-2.1</u>	<u>Standards for Reimbursement</u>
<u>SUBCHAPTER 3.</u>	<u>ADULT BASIC EDUCATION</u>
<u>6:17-3.1</u>	<u>Program purpose</u>
<u>6:17-3.2</u>	<u>Requirements</u>
<u>SUBCHAPTER 4.</u>	<u>HIGH SCHOOL EQUIVALENCY</u>
<u>6:17-4.1</u>	<u>Functions</u>
<u>6:17-4.2</u>	<u>Age and out of school requirements</u>
<u>6:17-4.3</u>	<u>Certification by examination</u>
<u>6:17-4.4</u>	<u>Public School Districts</u>

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 5. ADULT HIGH SCHOOLS (ACCREDITED EVENING HIGH SCHOOLS)

- 6:17-5.1 Foreward
- 6:17-5.2 Approval period
- 6:17-5.3 Definitions
- 6:17-5.4 Curriculum
- 6:17-5.5 Graduation
- 6:17-5.6 Student records

SUBCHAPTER 6. EVENING SCHOOL FOR FOREIGN BORN

- 6:17-6.1 Management
- 6:17-6.2 Courses of study
- 6:17-6.3 Inspection

SUBCHAPTER 7. COUNTY COMMUNITY/ADULT EDUCATION ADVISORY COMMITTEES

- 6:17-7.1 Purpose
- 6:17-7.2 Membership
- 6:17-7.3 Functions
- 6:17-7.4 Standard for reimbursement

SUBCHAPTER 1. ADULT, CONTINUING AND COMMUNITY EDUCATION

- 6:17-1.1 Administration and organization

The Bureau of Adult, Continuing and Community Education under the supervision of the Assistant Commissioner for Research, Planning and Evaluation/Field Services is responsible for determining the criteria by which a school district will receive aid under 18A-50.

- 6:17-1.2 Administrative responsibility

The official title of the officer within the State Department of Education who will administer this plan is the Director of the Bureau of Education, who is responsible to the Assistant Commissioner, Division of Research, Planning and Evaluation/Field Services.

- 6:17-1.3 Standards for Adult Continuing and Community Education

The determination for state and federal funding will be based upon a comprehensive plan for the implementation of Adult, Continuing and Community Education programs. Chief consideration will be given to citi-

Draft for "T&E" Discussion Only - 12/19

zen participation in establishing a community's educational objectives, the identification of community needs, ethnic and demographic characteristics, numbers of individuals to be served, quality of objectives, planning and evaluation processes.

SUBCHAPTER 2. REIMBURSEMENT FOR ADMINISTRATORS OF COMMUNITY/ADULT EDUCATION

6:17-2.1 Standards for Reimbursement

To be eligible for reimbursement, local programs of community/adult education shall be recommended by the County Superintendent to the Commissioner of Education for approval. As a prerequisite for such recommendation and approval, local public schools of the State for out-of-school youth and adults must:

1. Be operated under the authority and responsibility of a board of education and administered through the office of the superintendent of schools;
2. (Be designed to serve) beyond the compulsory school age and not regularly enrolled in a public or private secondary school;
3. Be organized to accomplish legitimate educational purposes;
4. Maintain a level of attendance consistent with good instruction and sound economy;
5. Maintain a comprehensive program of adult education consistent with the needs of the community as identified by the local advisory committee from the curriculum areas in 18A:50-3;
6. Be consistent with the traditional policy of public education in the State and operated on a non profit basis;
7. Be administered and supervised by a person holding a valid supervisor's, principal's or administrator's certificate issued by the New Jersey State Department of Education.
 - i. All persons now employed and charged with the responsibility of administering and supervising the local program of community/adult education should be deemed to be eligible to continue in this capacity under this Act.
 - ii. School districts with a total population of 50,000 or more persons, according to the latest census figures, should assign a person for full-time administration and supervision of the community/adult education program.

- iii. No school district should assign a person to spend less than half of his working time in the administration and supervision of the community/adult education program.
 - iv. It should be the responsibility of the supervisor of community/adult education to establish a close relationship between his office and the total school system, other agencies and organizations engaged in community/adult education in the community and related Federal programs of adult education.
 - v. It should be the responsibility of the supervisor of community/adult education to submit to the Commissioner of Education whatever reports are deemed necessary by the Commissioner to indicate that such program has been operated in accordance with the law and regulations governing the administration of community/adult education programs under the public schools of the State.
8. Facilities shall meet safety and health standards of the State Board of Education.

SUBCHAPTER 3. ADULT BASIC EDUCATION

6:17-3.1 Program purpose

Adult basic education programs conducted by local boards of education or by those institutions under direct control and supervision of the State will be designed to alleviate the inability of adults in need of basic education to read and write English, to raise significantly the educational level of such adults with a view to making them less likely to become dependent on others, to improve their ability to benefit from occupational training and otherwise to increase their opportunity for more productive and profitable employment, and to make better able to meet their adult responsibility.

6:17-3.2 Requirements

All Adult, Continuing and Community Education programs conducted by local boards of education shall meet standards and requirements set forth in the ACT and the State Plan. Sufficient reporting will be required to assure compliance with the terms and conditions of the project.

SUBCHAPTER 4. HIGH SCHOOL EQUIVALENCY

6:17-4.1 Functions

The Office of High School Equivalency works under the supervision of the Director of the Bureau of Adult and Community Education within the

Draft for "T&E" Discussion Only - 12/19

Division of Research, Planning and Evaluation/Field Services. The staff is responsible for supervision of all high school equivalency instructional programs operating in local school districts; county and state institutions, and private non-profit education agencies. The office is also responsible for the evaluation of secondary school transcripts of persons applying for a High School Equivalency Diploma, and, for the administration of all examinations taken to qualify for a High School Equivalency Diploma.

6:17-4.2 Age and out of school requirements

(a) All persons applying to take the high school equivalency examinations must be 18 years of age and out of school for one year. Exceptions to this rule may be made in special cases for students who are 16 years or over.

(b) Requests for exceptions to this Section must be approved by a parent and one of the following: a guidance counselor, high school principal, superintendent of schools, probation or parole officer, State Rehabilitation Counselor, or a judge. The statement should state why the individual should be tested before meeting the age and out of school for a year requirements.

6:17-4.3 Certification by examination

(a) General Educational Development Tests of the American Council on Education will be used as a basis for qualifying for a High School Equivalency Diploma if the applicant scores at least 35 on each test and totals at least 225 points.

(b) Subject-matter examinations developed through or by the Office of High School Equivalency staff shall be administered to those persons applying for certification on the basis of high school course credits.

6:17-4.4 Public School Districts

(a) Authorization and application for funds are as follows:

1. School districts, county community colleges, county and state institutions may apply to the Commissioner of Education for funds equal to the amount of annual costs to operate high school equivalency instructional programs for out-of-school youth and adults who meet State age requirements for the high school equivalency examinations.
2. Eligible agencies may contract with and delegate responsibility to other nonprofit education agencies with the approval of the Commissioner of Education.

Draft for "T&E" Discussion Only - 12/19

3. In order that the Commissioner may estimate by November 15 the amount necessary to be appropriated to carry out the provisions of the Act for the succeeding fiscal year, all plans for the succeeding fiscal year shall be received by September 1. All such plans when received will be reviewed within a reasonable time. No plan will be rejected in whole or in part without prior consultation with the applying agency.
- (b) Plan requirements are as follows:
1. Staffing pattern which adheres to local requirements;
 2. Schedule of proposed classes together with stated instructional objectives for each class;
 3. Budget detailing the following reimbursable costs: teachers' salaries, materials, consumable supplies and other equipment necessary to operate the program;
 4. Description of recruiting and student diagnostic testing program.
- (c) Fiscal control and program management:
1. Eligible agencies will be reimbursed for a two-third share of program costs at the same time and in the same manner as other State aid under N.J.S.A. 18A:58-15.
 2. The eligible agency shall maintain such records and accounts, including personnel, financial, and students' information and evaluation records, as are deemed necessary by the Commissioner of Education. Such records shall be submitted to the Department of Education on prescribed forms on a monthly basis.

SUBCHAPTER 5. ADULT HIGH SCHOOLS (ACCREDITED EVENING HIGH SCHOOLS)

6:17-5.1 Foreword

Regulations applicable to evening high schools should be geared toward the adult student. The adult often brings with him a wealth of experiences to a degree not possible for the school age youth. This can mean that options such as accelerated courses, credit by examination, home study and educational experiences on the job should be considered in his high school program design.

Draft for "T&E" Discussion Only - 12/19

High Schools which meet the standards set by the State Board of Education shall be classified as "Adult High Schools". A list of these schools shall be kept on file in the Office of the Commissioner of Education.

6:17-5.2 Approval period

A visit for evaluation to the school by an authorized representative of the Commissioner of Education shall be a pre-requisite to final approval by the State Board of Education. Such schools may be conditionally approved until such time as a visit can be arranged. The maximum approval period of a high school shall be five years. Conditional approval may be granted for a shorter period of time. Approval of a high school by the State Board of Education shall constitute approval of the curriculum on the effective date of the action by the State Board.

6:17-5.3 Definitions

"adult" shall mean a student over 16 years of age.

"curricular activity". A learning activity approved by the local Board of Education for individuals or groups of students and expressed in terms of specific instructional objectives or class periods.

"school year" shall mean that there shall be at least 64 sessions of at least two hours each and at least three evening sessions each week. (18A)

"session" shall mean any day on which courses or curricular activities are offered.

6:17-5.4 Curriculum

The curriculum shall comply with the statutory requirements of 18A and shall be that which has been adopted by the local board of education and approved by the State Board of Education.

6:17-5.5 Graduation

Each high school shall establish graduation requirements on the basis of either course credits, program completion, or a combination of course credits and program completion.

1. Course credits - each high school shall establish a minimum set number of credits to be required for graduation, to be not less than 80. In addition to course work, credits will also be obtainable in any of the following areas:

- (a) Credits transferred from other accredited schools or institutions;
- (b) Basic Training (Military) - a maximum of 10 credits
- (c) College courses at accredited schools -- amount of credit determined by local board

Draft for "T&E" Discussion Only - 12/19

- (d) Previous work experience - 10 credits maximum (amount of credit determined by local board)
- (e) Apprenticeship and on-the-job training -- amount of credit determined by local board, not to exceed 30 credits
- (f) Credit by examination. All tests used for credit by examination will be approved by the Bureau of Adult and Community Education and Division of Field Services. A maximum of five credits per examination will be allowed.
- (g) Independent study - amount of credit to be determined by local board and approved by the Bureau of Adult and Community Education.

2. Program completion - Local boards of education may determine and establish a set number of curricular activities or programs for promotion and graduation purposes.

2a. Programs shall be planned for individuals and/or a group based on specific instructional objectives.

2b. The principal shall certify completion of curricular activities or programs based upon specific instructional objectives.

2c. Group programs based on specific instructional objectives shall be approved in the same manner as other approved courses. Individual programs shall be on file in the local district subject to review by the Commissioner or his representative.

6:17-5.6 Student records

Records shall be kept for all students showing subjects taken, marks received, credits awarded and achievement levels. All records shall be safeguarded. The school shall maintain a plan for the measurement of its own effectiveness through the use of such measures as standardized tests, students of dropout rates, follow-up of graduates, and other evaluation procedures.

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 6. EVENING SCHOOLS FOR FOREIGN BORN

6:17-6.1 Management

These classes shall be separate and distinct from other community/adult education classes. They may be held in the same building with other classes, but they must be maintained in separate rooms. Courses of study may be organized on the unit plan and must be approved by the Commissioner of Education.

6:17-6.2 Courses of Study

(a) The subjects taught in evening schools for foreign-born residents shall include those specified in the statutes referred to, namely:

1. The English language;
2. Local and State government and laws of New Jersey;
3. The form of government and laws of the United States;
4. Problems in American Democracy.

6:17-6.3 Inspection

The Commissioner of Education shall designate such of his assistants as he deems necessary to carry on the proper inspection of these classes. He may also call upon the county superintendents of the several counties to assist in this matter.

SUBCHAPTER 7. COUNTY COMMUNITY ADULT EDUCATION ADVISORY COMMITTEES:

6:17-7.1 Purpose

The County superintendent within each county will appoint a County Community Adult Education Advisory Committee. The purpose of this committee will be the coordination of the efforts of the sponsoring agencies in their establishment and operation of community/adult education programs and activities throughout the county.

6:17-7.2 Membership

The membership of the County Community/Adult Education Advisory Committee should consist of: (a) all directors of public school adult education programs within the county, (b) a representative of the county vocational-technical school, (c) a representative of the county college, (d) a representative of any other institution of higher education located in the county, (e) a representative of any institution of higher education serving the county through an extension program, (f) the county superintendent of schools and (g) the representatives of any other organizations whose activities are related to adult education on a county-wide basis.

It is suggested that the Committee elect its chairman annually, establish a constitution and by-laws, and devise appropriate task forces for problem solving.

6:17-7.3 Functions

The functions of this committee will be to (a) assist in the assessment of the educational needs of the adults of the county, (b) determine the most effective means of meeting these needs, (c) assist and encourage the establishment of programs and activities necessary to meet these needs and (d) to take whatever steps are necessary in coordinating these programs and activities to the end that a program of maximum educational service for the adults of the total county may be established and operated, and, (e) disseminate information relating to these adult education offerings throughout the county.

6:17-7.4 Standards for Reimbursement

County Community/Adult Education Committees may receive a grant not exceeding \$10,000 per year for improving the cooperative efforts of all community/adult education agencies in the county in providing appropriate education opportunities for the adults and out-of-school youth of the county. The grant shall be apportioned to the County Superintendent of School based upon county plan submitted to the Bureau of Adult, Continuing, Community Education. Consideration shall be given to the quality of objectives, planning and evaluation process and numbers of individuals to be served.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle [D. Division of Business and Finance]
Division of Field Services

Chapter 21 Pupil Transportation

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1 through SUBCHAPTER 17

No change.

SUBCHAPTER 18. [TYPE II VAN TYPE SMALL VEHICLES] PUPILS

Delete entire original text and replace with the following:

6:21-18.1 Pupil Safety Programs

SUBCHAPTER 1. STANDARDS

No change.

SUBCHAPTER 2. REQUIREMENTS FOR PRIVATE SCHOOL TRANSPORTATION

No change.

SUBCHAPTER 3. REQUIREMENTS FOR PUBLIC SCHOOL TRANSPORTATION

No change.

SUBCHAPTER 4. SCHOOL BUS CAPACITY

No change.

SUBCHAPTER 5. SCHOOL BUS CHASSIS SPECIFICATIONS

No change.

SUBCHAPTER 6. SCHOOL BUS BODY AND EQUIPMENT SPECIFICATIONS

No change.

SUBCHAPTER 7. STATE AID

6:21-7.1 Limit of apportionment of State aid

State aid apportionment by [a county superintendent] the Commissioner of Education for the purchase of a school bus by a board of education shall not exceed \$6,750.00, nor shall it exceed \$4,500.00 for the purchase of a Type II Van, nor shall it exceed \$3,000.00 for the purchase of Type II vehicles, other than vans. [; except with the specific approval of the Commissioner of Education.]

6:21-7.2 Sale of school vehicle

No change.

6:21-7.3 State aid approval

No change.

6:21-7.4 Certification of Transportation Supervisor

(a) The Bureau of Pupil Transportation shall be empowered to issue certificates upon the successful completion of prescribed courses in pupil transportation approved by the State Board of Education.

(b) Each transportation supervisor (new or in-service) shall be required to attend the approved classes and complete the courses on a continuous basis within a 4 year period.

Draft for "T&E" Discussion Only - 12/19

(c) State aid can only be approved for the position of Transportation Supervisor where present district requirements are met and the applicant has successfully completed the prescribed courses in pupil transportation approved by the State Board of Education.

SUBCHAPTER 8. USE OF P.U.C. VEHICLES AS SCHOOL BUSES

No change.

SUBCHAPTER 9. SMALL VEHICLE AND EQUIPMENT SPECIFICATIONS

No change.

SUBCHAPTER 10. SMALL VEHICLE REGULATIONS

No change.

SUBCHAPTER 11. DRIVERS

(Delete entire original text and replace with the following:)

6:21-11.7 Driver Training Programs

(a) Applicant Drivers

1. All individuals applying for a special bus driver's license to transport pupils under the jurisdiction of the local board of education shall have:

i. Two hours of supervised, behind the wheel, instruction in the type of vehicle to be utilized for pupil transportation.

ii. Two hours of classroom instruction in pupil transportation safety.

(b) First Year Drivers

1. All drivers in the initial year of transporting pupils under the jurisdiction of the local board of education shall have:

i. A minimum of 12 hours of in-service safety instruction.

(c) In-service Drivers

1. All drivers transporting pupils under the jurisdiction of the local board of education shall have a minimum of:

i. Four hours of in-service training to be provided as follows:

(1) Two hours of instruction prior to or during the first month of school.

(2) Two hours of instruction immediately preceding or at the beginning of the second semester.

SUBCHAPTER 12. ADVERTISING FOR BIDS

No change.

SUBCHAPTER 13. SPECIFICATIONS

No change.

SUBCHAPTER 14. BOND

No change.

SUBCHAPTER 15. BIDDING

No change.

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 16. CONTRACTS

No change.

SUBCHAPTER 17. INSURANCE

No change.

SUBCHAPTER 18. [TYPE II - VAN TYPE SMALL VEHICLES] PUPILS

(Delete entire original text and replace with the following:)

6:21-18.1 Pupil Safety Programs

All public school pupils, grades K-12, shall have instruction in pupil transported safety to be conducted by each school district in cooperation with the Bureau of Pupil Transportation.

Schools shall organize and conduct emergency exit drills at least twice within the school year for all pupils who ride school buses. The holding of such emergency exit drills shall be recorded in the minutes of the board of education and copies forwarded to the County Superintendent.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle [D. Division of Business and Finance] Division of Field Services

Chapter 22. School Planning Services

SUBCHAPTER 1. GENERAL PROVISIONS

No Change.

SUBCHAPTER 2. SCHOOL CONSTRUCTION

6:22-2.1 Familiarity with construction statutes

No Change.

6:22-2.2 Authority

No Change.

6:22-2.3 Scope

6:22-2.3 (a) This "Guide for Schoolhouse Planning and Construction" relates to all facilities owned, constructed, acquired, or operated by or for public school districts [public school buildings occupied by pupils] in the State.

6:22-2.3 (b) No Change.

6:22-2.4 Interpretation

No Change

Draft for "T&E" Discussion Only - 12/19

6:22-2.5 Responsibility

6:22-2.5(a) No Change.

6:22-2.5(b) [It is the responsibility of the] The board of education and the school [administrator] administration shall [to] prepare immediate and long-range plans for needed plant expansion and improvements, to retain a qualified architect to design facilities in accordance with [information and requirements] educational specifications provided by the board and its chief administrator, and to have the construction supervised through its architect. Such long-range plan shall be submitted at the time of its development to the State Board of Education and the County Superintendent for their review and approval in accordance with regulations established by the State Board; updated copies shall also be submitted every five years thereafter and with each capital project.
(See 6:22-2.9)

6:22-2.5(c) No Change.

6:22-2.5(d) No Change.

6:22-2.6 Preparation of Plans

No Change.

6:22-2.7 Purpose of Guide

No Change.

6:22-2.8 Consultant Service

6:22-2.8(a) No Change.

6:22-2.8(b) It shall be the responsibility of each local board of education to contact the Bureau of Facility Planning Services prior to the plan development of constructing a new school, making alterations, or modernizing, for the purpose of obtaining full-spectrum planning. The total resources and personnel of the Department will be available to assist in the project.

Draft for "T&E" Discussion Only - 12/19

6:22-2.9

Master Plans

Master Plans projecting estimates of capital construction needs shall be developed by each school district every five years starting with 1977. The required contents shall be specified by the State Board of Education and copies submitted by July 1 of each required year to both the Bureau of Facility Planning Services of the State Department of Education (two copies) and the County Superintendent of Schools of the county in which the district is located (two copies). If the school district should be geographically located in more than one county then two copies shall be submitted to each of the county superintendents involved.

The design of the Master Plan shall be such that it can be updated annually for local use and be a continuing, living instrument for data availability.

Should a school district propose any capital construction program, that district shall submit, together with the schematic submission, a copy of the Master Plan which has been updated within six-months of such submission, to both the Bureau of Facility Planning Services and the proper County Superintendent(s) of Schools.

SUBCHAPTER 3

PLANNING A SUCCESSFUL SCHOOL BUILDING PROGRAM

6:22-3.1

No Change.

6:22-3.11

Educational specifications: approval

6:22-3.3

The educational specifications are approved by the board of education and so recorded in the minutes. Copies of the educational specifications shall also be reviewed and approved by the County Superintendent of Schools prior to a schematic plan submission, and also

6:22-3.4

reviewed and approved by the Bureau of Facility Planning Services in conjunction with its review of schematic plans.

6:22-3.5 to 3.16

No Change.

Draft for "T&E" Discussion Only - 12/19

6:22-3.17 Extension of credit hearing

When an extension of credit is necessary, a date for a hearing is arranged with the Bureau of [Business Services] School Finance and Auditing of the State Department of Education. [This can be done directly with that Bureau or through the offices of the county superintendent of schools.] This hearing shall be scheduled through the county superintendent of schools.

6:22-3.18 Schematic plans: submission

6:22-3.18(a) No Change.

6:22-3.18(b)

An official submission includes one copy each of a floor plan (preferably 1/16 scale) showing dimensions and floor area for each instructional space, complete plot plan, educational specifications, and three copies of a cost estimate on official State form. If in addition, a floor plan of the existing facilities must be included, showing present and proposed utilization.

6:22-3.18(c) No Change.

6:22-3.19 to 3.42

No Change.

Draft for "T&E" Discussion Only - 12/19

6:22-3.43

Occupancy Permit

No Board of Education may authorize occupancy of a building by pupils without an occupancy permit issued by the Commissioner of Education.

This permit may be issued upon application of the local board of education, when the architect responsible for the project certifies to the Director of the Bureau of Facility Planning Services that the building has been completed in accordance with the plans and specifications previously approved by the Department of Education.

SUBCHAPTER 4. [DESIRABLE FEATURES] ACCEPTABLE STANDARDS FOR SCHOOL FACILITIES

6:22-4.1

Site (See Subchapter 5.)

6:22-4.2

Types of spaces

6:22-4.2(a)

Spaces shall be provided for appropriate instructional and ancillary activities as outlined in the "School Capacity" bulletin and as amended.

6:22-4.2(b)

Unless other adequate facilities are available, at least one school building in each community shall be designed for community as well as student use.

6:22-4.2(c)

Small group instruction areas shall be provided in elementary schools as well as middle and high schools.

6:22-4.2(d)

Science laboratory areas also shall provide independent research and preparation areas, storage rooms and offices.

6:22-4.2(e)

It is suggested that swimming pools be designed for community, recreational, instructional and competitive use. Where competitive swimming pools are desirable, they shall be designed to provide for at least 6 lanes (approximately 7 1/2 feet each lane) and a pool length of at least 82.5 feet.

6:22-4.2(f)

It is suggested that ice hockey rinks be considered in schools for competitive and recreational purposes.

Draft for "T&E" Discussion Only - 12/19

6:22-4.3

Sizes of Schools (See 6:27-1.2)

To enhance the process of thorough and efficient education, schools shall not exceed the following functional capacities:

<u>Elementary (K-6) School</u>	<u>500 pupils</u>
<u>Middle (5-8) School</u>	<u>750 pupils</u>
<u>Jr. High (7-9) School</u>	<u>1000 pupils</u>
<u>High (9-12) School</u>	<u>1500 pupils</u>

6:22-4.4

Non-instructional Spaces

Minimum acceptable size of non-instructional spaces: Administration (1000 sq. ft.), Nurse (720-1000 sq. ft.), Guidance (1000 sq. ft.), Physical Education locker, shower and drying areas (25 sq. ft. per pupil), Kitchen (Dep't. of Agriculture standards, except where meals are prepared elsewhere), Special Services offices (80-100 sq. ft. each), Central Storage (1000 sq. ft.), Student Activities (1000 sq. ft.).

6:22-4.5

Location of Spaces

Noise producing areas shall be remote from quiet activity areas.

6:22-4.6

Flexibility of Design

Educational facilities shall be designed for maximum flexibility to implement the variety of teaching-learning activities in modern educational programs. The facility design shall also be structurally flexible to make school buildings adaptable to future changes in programs and learning activities.

Draft for "T&E" Discussion Only - 12/19

6:22-4.7

Aesthetics

As a part of full-spectrum planning directed toward a thorough and efficient education, aesthetics shall be considered and planned to enhance both the educational program and the physical plant. Aesthetic planning should include compatible architecture with existing and surrounding buildings and natural landscaping. The development of desirable and attractive facilities produces an environment for learning which encourages exploration and commands respect and pride. Creativity, imagination, and invention are essential to the design of a good school building.

6:22-4.8

Environmental Considerations

It is strongly urged that school facilities incorporate into their design the features conducive to environmental education both in the construction of the facility and in program planning. Consideration should be given to specific construction features which incorporate environmental and ecological concerns into the building and site design.

6:22-4.9

[6:22-4.1]

Administrative and Other Offices

6:22-4.9(a)

[6:22-4.1(a)]

A well-planned office unit [should] shall provide space for the reception of students and visitors, the work of secretaries and student-assistants, a private office for each administrator, work areas for other staff members, fire resistant and safe storage of money and records, storage of office supplies, the use of duplicating and other machines, facilities for pupil-personnel teams, and conference rooms.

6:22-4.9(b)

[6:22-4.1(b)]

A health unit [should] shall include a waiting area, an examination room, and separate rest rooms for boys and girls, each equipped with one or more cots with lavatory and toilet facilities conveniently accessible.

Draft - For "T&E" Discussion Only - 12/19

6:22-4.10
[6:22-4.2]

Teachers' Areas

Careful consideration must be given to the provision of suitable workrooms and rest rooms for teachers to use in their free periods. Even the smallest schools [should] shall contain a general teachers' rest room with comfortable seating and adjoining toilet rooms, with entrance other than from the main lounge. Larger schools may require more than one such area. There is also a need for offices or workrooms and conference rooms where teachers can prepare as individuals or in groups for their classroom assignments. These areas [should] shall be provided with individual study desks, tables and chairs for group work, a professional library of books and magazines, a bulletin board, typewriters, a duplicating machine, and other equipment required by the type of program being conducted. Teachers [should] shall be provided with an attractively designed and furnished private dining room where they can relax in an adult atmosphere for a few minutes during their lunch hour. All teachers' rest rooms [should] shall be well ventilated. Teachers' rest rooms should be provided with a small kitchenette unit where warm beverages and light snacks may be prepared.

6:22-4.11
[6:22-4.3]

Storage Areas

Most schools of the past have not been provided with adequate storage space. In order to rectify this situation, careful study and teachers' consultation [should] shall be given to the requirements of each of the school's departments. The Department of Education publishes special bulletins relating to the planning of various specialized facilities, especially in the high school. These bulletins are very helpful in planning for adequate storage space.

6:22-4.12
[6:22-4.4]

Chalkboards

6:22-4.12(a)
[6:22-4.4a]

No Change.

6:22-4.12(b)
[6:22-4.4(b)]

The [recommended] required heights for fixed chalkboards from the floor to the chalk rail are 26" for kindergarten, 28" for grades one to three, 30" for grades four to six, 32" to 34" for grades seven to nine, and 34" to 38" for grades ten to twelve.

6:22-4.12(c)
[6:22-4.4(c)]

The top of all fixed chalkboard sections [should] shall be provided with a tack strip and map rail.

Draft for "T&E" Discussion Only - 12/19

6:22-4.13
[6:22-4.5]

Display Boards

Two types of display boards are considered desirable for most classroom situations: tackboards displaying two-dimensional materials and pegboards for exhibiting three-dimensional items. All such boards [should] shall be located at heights appropriate to the ages of the children being served. In some instances, they may extend from the baseboard to the top of the reach of the teacher -- or even to the ceiling.

6:22-4.14
[6:22-4.6]

Display Cases

No Change.

6:22-4.15
[6:22-4.7]

Floor Materials

No Change.

6:22-4.16
[6:22-4.8]

Acoustical Treatment

6:22-4.16(a)
[6:22-4.8(a)]

Suitable [some kind of] acoustical treatment is [recommended] required for all corridors, instructional rooms of all types, and cafeterias.

6:22-4.16(b)
[6:22-4.8(b)]

The type of material to be used [should] shall be [noncombustible and] suitable to the conditions in which it is used. Corridor ceiling applications [should] shall be as durable as possible and easily replaced when damaged. Tile used in kitchens shall have a surface which is easily cleaned. Carpeting, when used on classroom floors, acts as an excellent acoustical material. Selection of furniture with glides designed to prevent disturbing vibration and scraping noises will help to control noises at the point of origin.

6:22-4.17
[6:22-4.9]

Locks

All locks installed in school buildings [should] shall be master-keyed according to a carefully planned program which allows for future additions or modifications.

Draft for "T&E" Discussion Only - 12/19

6:22-4.18
[6:22-4.10]

Internal Partitions

Insofar as it is practicable, internal partitions [should] shall be non-bearing so as to permit the maximum degree of flexibility in relocating room dividers. Where team-teaching or instructional groups of various sizes are to be used, there are a number of different types of operable walls which can be suitably employed as classroom dividers. Such walls [should] shall have the ability to reduce the noise transmission between the areas being divided. Large spaces without internal partitions are practicable when properly treated acoustically.

6:22-4.19
[6:22-4.11]

Number of Stories

6:22-4.19(a)
[6:22-4.11(a)]

In general, for reasons of safety and educational usefulness, all school buildings [should] shall be designed with the fewest practicable number of stories. Because of their size, large schools may require areas with more than one story. More than two stories is recommended only for very large schools when the site is limited.

6:22-4.19(b)
[6:22-4.11(b)]

No Change.

6:22-4.19(c)
[6:22-4.11(c)]

No Change.

6:22-4.20
[6:22-4.12]

School Community Use

6:22-4.20(a)
[6:22-4.12(a)]

Experience has shown that combined use of school buildings by school and community groups [may lead to increased problems of operation and administration] is desirable.

6:22-4.20(b)
[6:22-4.12(b)]

[Special provisions] Consideration shall be given for such use [should] to be incorporated into the design of the plant. Portable metal corridor gates, or gates which recess in the wall when not needed, are helpful in separating areas frequently used by community groups from other parts of the building. Such gates must be so located as to provide sufficient exits to meet requirements for the maximum occupancy of the enclosed area. It is also desirable to provide separate storage spaces for materials and equipment.

Draft for "T&E" Discussion Only - 12/19

6:22-4.21
[6:22-4.13]

Interior Finishes and Color Selections

The selection of interior finish materials and colors is an important aspect of school plant planning and yet one which is often neglected. Care should be taken that a balance is maintained between serviceability and beauty. The school building is home to the pupil for almost half of his conscious hours, and the school atmosphere [should] shall therefore be as pleasing as possible. A variety of colors and textures is desirable in all schools. While classrooms require a reasonable quiet color scheme, there is still room for variety in these instructional areas, and the corridors, lobby, cafeteria, and other public areas offer many opportunities to introduce more lively colors into the overall scheme. Corridors in particular require special attention to reduce the long tunnel effect common to many large schools. Consideration [should] shall be given to the use of fire-retardant paint.

6:22-22
[6:22-4.14]

Elementary Schools

6:22-4.22(a)
[6:22-4.14(a)]

Most elementary schools are planned around a classroom which is designed to contain or facilitate almost all normal classroom activities of the pupils in the area. Considerable attention needs to be given, therefore, to the design of these rooms. Each instructional area [should] shall be provided with the following types of equipment: student wardrobe (unless corridor lockers are used), teacher's wardrobe, filing cabinet, storage cabinets, book shelves and/or carts, sink cabinet with drinking fountain, work counters, and movable classroom furniture of various types which will facilitate both individual and group work. Special equipment [is also desirable] also shall be provided for specially planned areas such as library, art, science, and music centers. Equipment [should] shall be so located as never to impede safe exit from the room.

6:22-4.22(b)
[6:22-4.14(b)]

The amount of chalkboard and tackboard in each room [should] shall vary depending on the grade level and the instructional methods used.

6:22-4.22(c)
[6:22-4.14(c)]

All rooms [should] shall be equipped for the use of visual and auditory aids with adequate electric outlets, rock darkening devices, projection screens, and map display rolls.

Draft for "T&E" Discussion Only - 12/19

6:22-4.22(d) No Change.
[6:22-4.14(d)]

6:22-4.22(e) An elementary school providing a diversified and
[6:22-4.14(e)] balanced educational program shall [A good elementary
school must of necessity] contain more than self-
contained classrooms. [Some of the] Auxiliary spaces
which [are normally] shall be provided in a good
elementary school are general office, principal's
office, conference room, nurse's suite with examination
room, rest areas and toilet room, remedial room, library
with office-workroom, cafeteria and allied preparation
areas, gymnasium or playroom, auditorium or stage in a
multi-purpose room, teachers' lounge and toilet faci-
lities, and one or more activities rooms for special
instruction or group work in fields such as music, shop,
fine arts, home economics, and science.

6:22-4.22(f) No Change.
[6:22-4.14(f)]

6:22-4.22(g) [It is desirable to provide] There shall be
[6:22-4.14(g)] provided an outside entrance from the playground
to at least one toilet room for each sex. It
should be possible to isolate these rooms from
the main building if they are to be used for
summer playground activities.

6:22-4.22(h) [Movable partitions are especially useful if
[6:22-4.14(h)] the room is designed as both a cafeteria and play
room. A fixed or portable stage is highly desirable.]
Attempting to adapt a multi-purpose room to the
needs of too many activities is seldom found to
be practicable. It is better to have a room
designed to serve the more important activities well
than to try to meet the needs of every program. The
ceiling height of the multi-purpose room [should]
shall be appropriate to the grade levels involved,
the type of activities anticipated, and the size of
the room. A ceiling height of 12 feet [would be
the bare minimum and] would not permit many games
commonly played in elementary schools. If basketball
and other active games are to be included in the
program, a ceiling height of 18 feet is adequate
for elementary school purpose.

6:22-4.22(i) No Change.
[6:22-4.14(i)]

6:22-4.22(j)
[6:22-4.14(j)]

Separate play areas are [recommended] required for the kindergarten, primary, and intermediate grades. Some paved areas [should] shall be available for each level. All apparatus and supporting surfaces [should] shall be selected with three basic things in mind: (1) Is it safe under normal use? (2) Is it appropriate for the age levels involved? (3) Does it serve an educational function?

6:22-4.23
[6:22-4.15]

Secondary Schools

6:22-4.23(a)
[6:22-4.15(a)]

No Change.

6:22-4.23(b)
[6:22-4.15(b)]

No Change

6:22-4.23(c)
[6:22-4.15(c)]

No Change

6:22-4.23(d)
[6:22-4.15(d)]

No Change

6:22-4.23(d)(1)
[6:22-4.15(d)(1)]

No Change

6:22-4.23(d)(2)
[6:22-4.15(d)(2)]

No Change

6:22-4.23(d)(3)
[6:22-4.15(d)(3)]

Provisions for individual research [should] shall be made in the science suite. Such facilities [should] shall be located where students can work with indirect supervision from faculty members occupied with other primary teaching responsibilities.

Draft for "T&E" Discussion Only - 12/19

6:22-4.23(c)
[6:22-4.15(c)]

The ceiling height for a secondary school gymnasium [should] shall be [approximately] 20 [to 22] feet. Folding bleachers are considered the most practical way to provide maximum seating capacity for athletic and other similar events, and still free most of the floor area for physical education classes. [Overhanging balconies are never recommended.]

6:22-4.24
[6:22-4.16]

Electrical Systems

6:22-4.24(a)
[6:22-4.16(a)]

All [large] schools [should] shall be equipped with an intercommunication system which has adequate flexibility to permit its use as a teaching device. This system should be designed to provide broadcast listening on both the 25 and 13 frequencies, and the pickup and broadcasting of special school programs and events, including the ability to record and playback at a later time. The location of the central control panel is especially important. To ensure privacy, many school administrators prefer to have a separate telephone system. Microphone outlets should be provided at such locations as the gymnasium, auditorium, lunchroom, bus-loading platform, athletic field, and playground.

6:22-4.24(b)
[6:22-4.16(b)]

The use of television and other electronic aids will increase rapidly in years to come. [In addition] as is practicable, consideration should shall be [given to having] made for adequate wiring, antennas, conduits, etc. to provide service for the growing use of a variety of electronic aids.

6:22-4.25
[6:22-4.17]

Sanitation and Plumbing

6:22-4.25(a)
[6:22-4.17(a)]

Main toilet rooms in junior and senior high schools [should] shall be provided with shelves about 10" wide, upon which students can place books and other possessions while using the facilities. In girls' rooms these shelves can double as makeup counters if located under the mirror.

Draft for "T&E" Discussion Only - 12/19

6:22-4.25(b) No Change.
[6:22-4.17(b)]

6:22-4.25(c)
[6:22-4.17(c)]

The auditorium, gymnasium, and other areas normally occupied by large numbers of visitors [should] shall have adequate toilet rooms located convenient to the principal entrances or lobbies. A considerable saving in construction cost can often be achieved by locating general pupil toilet rooms so as to serve these areas as well as classroom areas.

6:22-4.25(d)
[6:22-4.17(d)]

Comm showers are recommended for boys. Each community should decide the type of showers to provide for girls in terms of local custom and desires. All shower rooms [should] shall have some provision for liquid or bar soap.

6:22-4.25(e) No Change
[6:22-4.17(e)]

6:22-4.25(f)
[6:22-4.17(f)]

Insect screens [should] shall be provided for all windows and exterior doors in the lunchroom, kitchen and related areas, home economics assembly rooms, biology room, and other areas which tend to attract [flies] insects. Such screens [should] shall be operable from the inside.

6:22-4.25(g)
[6:22-4.17(g)]

Kitchen employees [should] shall be provided with a toilet and dressing room with lockers and showers. The rooms should be near to but not opening directly into the kitchen.

6:22-4.25(h) No Change
[6:22-4.17(h)]

6:22-4.25(i) No Change
[6:22-4.17(i)]

Draft for "T&E" Discussion Only - 12/19

6:22-4.25(j)
[6:22-4.17(j)]

A swimming pool is a most valuable adjunct to a modern health and physical education program (NY 6:22-4.26)

6:22-4.25(k)
[6:22-4.17(k)]

Every pupil [should] shall be provided with a small locker for the storage of his gym clothes. In addition, there should be enough large lockers for the maximum number of pupils who might use the gym at any one time. Special gym lockers should be provided for one or more varsity sports players.

6:22-4.26
[6:22-4.18]

General Safety Provisions

No Change.

6:22-4.27
[6:22-4.19]

Physically Handicapped

No Change.

6:22-4.28
[6:22-4.20]

Ventilation

6:22-4.23(a)
[6:22-4.20(a)]

Due concern for the health of the pupils and staff requires that they live and work in rooms which are properly ventilated so as to be free of noxious gases, dust, odors, and excess humidity. [Consideration should] Provision shall be made for having a ventilation system which will positively maintain such conditions.

6:22-4.28(b)
[6:22-4.20(b)]

No Change

6:22-4.29
[6:22-4.21]

Occupancy Permit

No Change

Draft for "T&E" Discussion Only - 12/19

6:22-4.30

Maintenance

Economy is a desirable element in school construction; a higher initial cost in specific areas is often justifiable on the basis of long-term maintenance factors. Therefore, efficiency of operations and long-range maintenance and repair costs should be carefully weighed against the initial cost. (See N.J.A.C. 6:27-1.17b, R.J.S.I. 18A:45-1 and 18A:58-31)

6:22-4.31

Occupational Safety and Health Act

The State Board of Education shall be responsible for compliance with all regulations established by the N. J. Dept. of Labor under the Federal Occupational Safety and Health Act of 1971 and shall establish additional minimum standards for facilities and equipment for public school employees.

SUBCHAPTER 5. SELECTING A DESIRABLE SCHOOL SITE

6:22-5.1

General Provisions

6:22-5.1(a)

No Change.

6:22-5.1(b)

[It is recommended that] Consideration shall be given to the following factors in site selection: size and shape, topography, accessibility, environment, safety, health of pupils and school personnel, accessibility of public utilities and services, surface and sub-surface conditions, the orientation of projected building on the site, initial cost and development cost, and the over-all master plan for schools in the district.

6:22-5.1(c)

No Change.

Draft-For "T&E" Discussion Only - 12/19

6:22-5.1(d)

In order to consider approval of land acquisition by a board of education, the Director of Facility Planning Services must be provided with the following:

1. A request from the board of education for such approval and a statement indicating the immediate and ultimate proposed uses of the land in terms of grade organization and potential, maximum enrollment.
2. A statement from the State Department of Environmental Protection that the land can be adequately provided with the necessary water and an acceptable sewage disposal system for the proposed, ultimate maximum enrollment.
3. A statement from an architect or engineer indicating that the land to be acquired is suitable for the proposed use.
4. A complete plot plan of the land to be acquired showing topographical contour lines, adjacent properties (on all sides) and access roads. The acreage and dimensions of the tract proposed for acquisition shall be included.
5. A map of the school district showing the location of the land and the location of existing schools in the district.
6. Appraisal or recommendations of the County Superintendent of Schools.
7. It is not mandated but, if available, a pupil distribution-map showing places of residency.

Draft for "T&E" Discussion Only - 12/19

6:22-5.2 *Size of Site*

6:22-5.2(a)

The size of any school site should be determined largely by the nature and scope of the contemplated educational program. Actual layouts of the spaces needed by the various phases of the program should be made. Because the site-size problem varies in accordance with the needs of the type of school organization and in terms of the age and development status of the community or school district, the following rules must be taken as minimum for which all should strive and which most should exceed. These minimums shall be met or exceeded where suitable undeveloped land is available.

6:22-5.2(b) *No Change.*

6:22-5.2(c) *No Change.*

6:22-5.2(d) *No Change.*

6:22-5.2(e)

Larger school sites have become necessary for a variety of reasons. On-the-site parking for pupils, faculty, and the public have made increased demands on school space. Growing communities, which have not been able to make provision for adequate parks and recreation areas for the public, have found it both desirable and economical to combine public recreational and school recreational areas. Where public park land adjoins a public school site, it should be made suitable for and available to the school for its use in its out-of-doors program. Sometimes schools and communities jointly plan school and community facilities to get the maximum use of a site. Facilities for outdoor education shall be provided either through a regional plan or on the local level. Every school district shall establish or maintain provisions for such programs according to local need.

6:22-5.2(e)(1) *No Change.*

6:22-5.2(e)(2) *No Change.*

6:22-5.2(e)(3) *No Change.*

6:22-5.2(e)(4) *No Change.*

Draft for "T&E" Discussion Only - 12/19

6:22-5.3

Shape of Site

No Change

6:22-5.4

Topography of Site

No Change

6:22-5.5

Accessibility of Site

6:22-5.5(a)

No Change

6:22-5.5(b)

Where transportation is involved, the maximum travel time for elementary pupils should rarely exceed thirty minutes and for secondary pupils one hour. Special paths for bicycles [should] shall be planned with covered racks for the vehicles.

6:22-5.6

Environment of Site

No Change

6:22-5.7

Safety Conditions of Site

6:22-5.7(a)

A major objective in selecting a site is to provide conditions conducive to the safety of children. The location of the building on the site should prevent children to pass through a safety zone before being confronted by traffic dangers. If at all possible, children should not be forced, by the location of the school, to cross railroads, automobile streets, or heavy traffic lines. The site [should] shall be free from fire, water, or land hazards. Automobile roads within the site should be constructed to accommodate one-way traffic only, with proper signs indicating clear, one-way directional use. Where buses are used for transportation, careful consideration [should] shall be given to the loading and unloading facilities, to achieve the maximum of safety for the children. Parking space [should] shall be provided properly related to school use. If possible, a separate parking space for school visitors, located near the main entrance, should be provided. Dividends will accrue when parking facilities used for evening functions are amply lighted.

6:22-5.7(b)

It is frequently advisable, also especially in elementary schools, to provide special playground areas for children in the lower grade. Special playground areas shall be separated from playground areas by fencing, where necessary.

Draft for "T&E" Discussion Only - 12/19

- 6:22-5.8 *Health of Pupils and School Personnel*
- 6:22-5.8 *Since the building in its environment is expected to be a healthful place for human beings to live, work, and mature, there [should] shall be present no factor that will interfere with the natural lighting of the rooms, nor [should] shall the site suffer from excessive noise, odors, dust, or polluted air from industrial centers, streets, or unfinished playgrounds.*
- 6:22-5.9 *Accessibility to Public Utilities and Services*
- No Change.*
- 6:22-5.10 *Surface and Subsurface Conditions*
- No Change.*
- 6:22-5.11 *Location of the Building on the Site*
- No Change.*
- 6:22-5.12 *Initial Cost and Development Cost*
- No Change.*
- 6:22-5.13 *Consideration of Local Area Master Plans*
- 6:22-5.13(a) *Ideally, a site acquisition is planned for several years in advance of need, as a responsibility of the local board of education. Careful studies, should be made of population trends, industrial, commercial and residential developments and other factors indicative of when and where new school sites will be required. Planners and developers of residential areas should include provisions for future school sites. These sites, since they must be approved by the State Department of Education, should be reviewed in the early stages of planning by the State Department of Education. This should be done before acceptance by the municipality and local Board of Education. All sites proposed shall meet the guidelines as set forth by the State Department of Education.*

Draft for "T&E" Discussion Only - 12/19

6:22-5.13(b) No Change.

6:22-5.13(c) Boards of Education are required to submit a copy of its plans to the local planning board for review in those municipalities where such agencies have been established. A copy shall also be submitted, at the time of its completion, to the State Board of Education for its review and approval. Every five years thereafter, an updated master plan shall be submitted to the State Board of Education for its approval.

SUBCHAPTER 6. THE MODERNIZATION OF EXISTING SCHOOLS

6:22-6.1 General Provisions

6:22-6.1(a) No Change.

6:22-6.1(b) No Change.

6:22-6.1(c) No Change.

6:22-6.1(d) No Change.

6:22-6.1(e) No Change.

6:22-6.1(f) No Change.

6:22-6.1(g) The State Board of Education shall undertake a periodic survey and evaluation of public school facilities and shall require the elimination of all deficiencies.

SUBCHAPTER 7. PLAN PREPARATION, FILING AND APPROVAL

6:22-7.1 Statutory Requirements

No Change.

Draft for "T&E" Discussion Only - 12/19

6:22-7.2 Buildings Defined

6:22-7.2(a) No Change.

6:22-7.2(b) No Change.

6:22-7.2(c) No Change.

6:22-7.3(d) No Change.

6:22-7.4(e) No Change.

6:22-7.2(f)

Multi-use and Joint Occupancy buildings shall include any building occupied for two or more uses, one of which includes instruction of public school pupils. Such facilities may be used to house public school pupils provided the areas occupied by such or used for instructional purposes meet all of the standards established by the State Board of Education for a new public school facility.

6:22-7.3 Preparatory Planning

6:22-7.3(a)

The educational needs [should] shall determine the plan and design of the school; therefore, the educational program and the accommodations required [should] shall be definitely decided upon by the school board and its staff and then submitted to the architect as the basis on which to develop schematic plans. The architect should not be expected to develop the educational program. On the other hand, how well his design meets the needs of the educational program will depend in no small degree on the completeness and accuracy of the information given him.

6:22-7.3(b) No Change.

6:22-7.3(c) No Change.

6:22-7.4 Schematic Plans

No Change

6:22-7.5 Preliminary Plans

No Change.

6:22-7.6 Final Plans and Specifications

No Change.

Draft for "T&E" Discussion Only - 12/19

SUBCHAPTER 8 DESIGN - SPACE REQUIREMENTS

6:22-8.1 Instructional Rooms

6:22-8.1(a) No Change

6:22-8.1(b) It is [recommended] required that [standard classrooms] all instructional spaces be planned in accordance with minimum acceptable standards of the State Board of Education as outlined in the "Minimum Capacity" bulletin (see 6:22-8.9). [the following table]

6:22-8.1(b) [TABLE]

[6:22-8.1(c)] [Space recommendations for other instructional areas are indicated in special bulletins available from the Director of School Planning Services.]

6:22-8.2 to 8.7
No Change.

SUBCHAPTER 9 VENTILATION

No Change.

SUBCHAPTER 10 HEATING

No Change.

Draft - For "T&E" Discussion - 12/19

SUBCHAPTER 11 AIR CONDITIONING
(Guide #900)

No Change.

SUBCHAPTER 12 SANITATION
(Guide #1000)

No Change.

SUBCHAPTER 13 SCHOOL PLANT SAFETY
(Guide #1100)

No Change.

SUBCHAPTER 14 LIGHTING
(Guide #1200)

No Change.

SUBCHAPTER 15 MISCELLANEOUS
(Guide #1300)

No Change.

SUBCHAPTER 16 APPEALS

No Change.

SUBCHAPTER 17 EMERGENCY CLASSROOMS

6:22-17.1 Authorization and procedures for approval of emergency classroom facilities

6:22-17.1(a) All emergency provisions for the accommodation of school pupils shall be approved by the County Superintendent of Schools for one year only, renewable if, in the opinion of the County Superintendent, reasonable effort is being made for the provision of adequate and proper school accommodations.

6:22-17.1(b) Application for the use of emergency facilities, shall include the following:

- | | |
|--------------------------------|---|
| <u>1. Safety factors</u> | <u>6. Drinking water</u> |
| <u>2. Ceiling height</u> | <u>7. School ground and play facilities</u> |
| <u>3. Heat and ventilation</u> | <u>8. Equipment and supplies</u> |
| <u>4. Toilet facilities</u> | <u>9. Room size</u> |
| <u>5. Lighting</u> | |

6:22-17.1(c) Any board of Education dissatisfied with the County Superintendent's determination may appeal such determination to the Commissioner of Education and to the State Board of Education successively.

Draft.- For "T&E" Discussion-12/19

6:22-17.2

Standards for approval of temporary classrooms

6:22-17.2(a)

Structural Safety: No building shall be used as a temporary facility for school purposes until it has been determined that it is structurally safe. If there is any doubt regarding the structural safety, the opinion of an architect or an engineer shall be obtained.

6:22-17.2(b)

Fire Safety: No space shall be approved for instructional purposes which fails to meet the following:

1. Second floor rooms must be in buildings of non-combustible construction. Rooms above the second floor must be in buildings of fire resistive construction.
2. There must be at least two separate means of egress to the exterior of the building by means of doors and/or stairs which are always free and unobstructed, or a means of exit through a door directly to ground level outside the room.
3. Doors from the intended instructional space must always be operable from the inside, including doors on the room itself and any other doors in the route of travel to the outside. Doors along one line of exit must swing out.
4. Boiler rooms shall have self-closing doors and shall be metal-clad or other approved fire doors. Such doors must be hinged to swing into the heater room. The heater room should be of fire resistant construction with a one-hour fire rating. In single story buildings a fire-retardant heater-room finish may be acceptable. All heater rooms should be equipped with at least one class "B", dry chemical fire extinguisher of at least ten-pound size.
5. At least one 2 1/2 gallon pressurized water-type fire extinguisher shall be provided for each 500 square feet of floor area.
6. Adequate fire-alarm warning devices shall be provided so that all pupils can be simultaneously notified to evacuate the building.
7. A telephone shall be available for emergency use.

6:22-17.2(c)

Sanitary Facilities

1. There shall be one drinking fountain for each 50 pupils.
2. There shall be separate toilet rooms for boys and girls, except that a single toilet room will be permitted for pupils in grades kindergarten through two. Toilet rooms should be provided with mechanical exhaust ventilation.

6:22-17.2(d)

Room Size

1. No room shall be less than 500 square feet.

6:22-17.2(e)

Ceiling Height

1. All rooms to be used for instructional purposes shall meet minimum ceiling heights of 8 feet.

6:22-17.2(f)

Lighting

1. Classrooms shall be provided with a minimum of 30 footcandles of well-distributed light, except in rooms for visually impaired where not less than 50 footcandles shall be provided.

6:22-17.2(g)

Ventilation

1. All instructional areas shall be provided with a mechanical means of ventilation (preferably to assure a minimum of two air changes per hour.)

6:22-17.2(h)

Heating

1. The facility shall have means of maintaining a desirable temperature consistent with rules and regulations. Direct-fired heating equipment shall not be permitted within pupil-occupied areas.

6:22-17.2(i)

Painting

1. Classrooms shall be painted in light colors (preferable with a reflection factor of not less than 80 percent on the ceiling and 60-65 percent on the walls.)

6:22-17.2(j)

Floors

1. All concrete floors shall be covered with a resilient-type of floor covering. Wood floors should be treated with a penetrating seal or painted.

Draft-For "T&E" Discussion - 12/19

6:22-17.2(k)

Furniture and Equipment

1. Furniture and equipment should be suitable to the purposes and aesthetically acceptable. Provision should be made for pupil clothing storage.
2. Spaces used for instruction shall be provided with suitable chalk and display boards.

6:22-17.2(l)

Playgrounds: Temporary housing should be convenient to areas suitable for play purposes and safe from traffic or other hazards.

6:22-17.2(m)

Kindergarten and Primary Grades: Rooms in basement shall not be used for kindergartens or primary grades. An exception may be made if there is positive evidence that the floor is free from moisture and is relatively warm.

6:22-17.2(n)

Windows

1. Each instructional room shall have natural light with at least one window which can be used for emergency exiting and ventilating purposes. A clear opening at least (2'6" wide and 3'0" high), minimum of 24 inches, in one direction, should be provided with the sill height not more than three feet above the finished floor.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle Division of Field Services

The following subchapter in CHAPTER 44 has been transferred from the Division of Vocational Education to the Division of Field Services

SUBCHAPTER 5. [CIVIL DEFENSE EDUCATION] EMERGENCY PREPAREDNESS EDUCATION

6:44-5.1 Program purposes

- (a) [Radiological Monitor Training (RAMONT).] Survival and Safety Education.

To conduct (training which will provide selected personnel with the essential skills and information necessary for them to carry out assigned radiological monitoring responsibilities.) educational and training programs and provide essential skills and information to students grade K-12 on survival in natural and man-made disasters.

- (b) [Personal and Family Survival (PFS)] Advice and guidance to school systems.

To [conduct an education program for selected organized groups who need to know more about civil defense preparedness. Specifically this is a course in civil defense which alerts these groups to the need for civil defense, develops among them a knowledge and understanding of the basic principles and practices of civil defense, provides them with experience in personal and community survival planning, and contributes to the support and development of local and State civil defense programs] provide technical assistance to local school districts on developing comprehensive school emergency plans which serve to protect student lives and minimize loss of school property in time of disaster.

- (c) [Advice and guidance to school systems] School law enforcement officer training.

To [provide advice and guidance to local school officials on incorporating civil defense concepts and principles into their school systems.] assist in developing training standards and programs for public school law enforcement officers and to recommend these programs for the commissioner's approval.

- (d) Application assistance

To assist local educational agencies in making application for federal and state grants available under categorical educational programs established to reduce crime against children, employees, and facilities of their schools.

Draft for "T & E" Discussion Only - 12/19

(e) Security Resource Center

To serve as a resource and data center for local school districts and to disseminate the latest materials relative to school and student safety, vandalism prevention, total security systems, and security training techniques.

6:44-5.2 State Staff

(a) Fully qualified educators, as part of the professional staff, to [develop within the adult education area both the Radiological Monitor Training (Ramont) and the Personal and Family Survival (PFS) Programs.] promote within the educational community the incorporation of survival education in the curricula of the schools of New Jersey and to implement a statewide and systematic training program for school security guards.

(b) Training in:

1. Basic technical civil [defense] preparedness training at the [Office of Civil Defense]DCPA Staff College at Battle Creek, Michigan;
2. [Civil Defense Education administration and instructional methods by the U.S. Office of Education, Civil Defense Education Staff;] Instructional methods and materials offered by DCPA Region I, Maynard, Massachusetts;
3. Training in State Civil Defense matters by the State Civil Defense Agency;
- [4. Other training as may be prescribed by United States Office of Education.]

6:44-5.3 [Course] Program Operation

(a) [Subject matter specified by the Office of Civil Defense and the United States Office of Education will be included in the PFS course.] Through workshops, meetings, and statewide public relations efforts, course materials are offered to the schools of New Jersey. [The basic text for PFS will be Personal and Family Survival, SM-3-11.] Student manuals, the teachers' manuals, supplementary references, and films, slides, and other visuals provided through [the United States Office of Education] the DCPA Agency which cover the required course content, will be used as the basic course materials. They will be supplemented by materials covering subject matter related to the State and local Civil Defense programs and needs as provided or approved by State and local Civil Defense agencies. The [Civil Defense Education Coordinator] Bureau Director will be responsible for organization and [content of PFS courses.] curriculum development of survival education courses.

(b) [The length of local PFS courses will normally be 12 clock hours.] A shorter course to meet the needs of special groups may be conducted but in no instance may be less than eight hours.

Local school districts are provided with an Emergency Planning Guide for New Jersey Schools prepared by the Bureau staff. Professional staff is made available to local school districts to assist planners and provide technical expertise.

Draft for "T&E" Discussion Only - 12/19

(c) Field representatives from the Bureau assist local school security directors in structuring effective training programs for security personnel to include training in school law, first aid, crowd control, psychology of the adolescent, and report writing. The Bureau monitors and recommends approval for such programs to the commissioner.

(d) Staff members will collect, analyze, and disseminate materials and information which will guide school districts in developing comprehensive protection programs. Resources will be targetted to vandalism prevention and control.

6:44-5.4 Teachers

Training of local [PFS] teachers shall be conducted at appropriate locations around the State by [State Civil Defense Education] Bureau of Emergency Preparedness Education staff members and other approved individuals who have completed the prescribed course at the [Office of Civil Defense] DCPA Staff College, Battle Creek, Michigan. [The course for local teachers shall be for a period not less than 15 clock hours. No compensation will be made for teachers attending this course.]

6:44-5.5 Supervision

(a) The [Civil Defense Education Coordinator] Bureau Director will [observe] insure the quality of [instruction] program operations and course content.

(b) The [Civil Defense Education Coordinator] Bureau Director will make the latest information on [national civil defense policies and operations] DCPA educational policies and programs available to [RAMONT, and PFS instructors.] program monitors, curriculum coordinators, and school administrators.

[(c) The Civil Defense Education Coordinator will encourage instructors to participate in civil defense activities to maintain close liaison with local civil defense officials.]

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle [M. Bureau of Grants Management Services]
Division of Field Services

Chapter 79. [Office] Bureau of Food Program Administration

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. REVISED POLICIES FOR FREE AND REDUCED-PRICE MEALS

6:79-1.1	Introduction
6:79-1.2	Eligibility
6:79-1.3	Application
[6:79-1.4	Appeal] Review and Evaluation (original text from 6:79-1.7)
[6:79-1.5	Anonymity]
[6:79-1.6	Public announcement]
[6:79-1.7]	Review and Evaluation (original text transferred to 6:79-1.4)

SUBCHAPTER 1. REVISED POLICIES FOR FREE AND REDUCED-PRICE MEALS

6:79-1.1 Introduction

(a) In accordance with Federal regulation, the [Office] Bureau of Food Program Administration [has revised] establishes Statewide eligibility standards for free and reduced-price meals. [Effective September 1, 1971] These standards [will be] are employed by all New Jersey school districts which participate in the National School Lunch Program and the School Breakfast Program.

[(b) This introduction and following regulations outline the procedures to be used in all school districts for eligibility determination, application, appeal, preserving the anonymity of low-income students, and public announcement of the revised policies.]

[c] (b) [As in previous years] Free and reduced price meals must be provided to children unable to pay the full price of the meal. [Under the new Federal regulations, a reduced-price lunch means a lunch sold for not more than 20 cents but less than the full price of the lunch.]

[d] (c) In order to facilitate the work of the local districts, the [Office] Bureau of Food Program Administration has developed a policy which will be used by all local school districts participating in the Child Nutrition Programs. A copy of the policy is [attached] available in the Bureau of Food Program Administration's office. It must be signed and returned to the [Office] Bureau of

Draft for "T&E" Discussion Only - 12/19

Food Program Administration not later than [September 30, 1971] the end of the second calendar month for which any reimbursement can be claimed for meals served under the National School Lunch Program and School Breakfast Program. For schools beginning in September, the deadline date is September 30. Districts are encouraged to sign and return the policy as quickly as possible. [In future years districts will be required to complete the policy by September 15.] [As in previous years] This signed policy will become a part of the school district's School Feeding Agreement with the State Department of Education.

6:79-1.2

Eligibility

[(a) All children from families that receive public assistance from Aid to Families with Dependent Children and the Food Stamp Program will be eligible for a free meal.]

[(b) In addition, for those families not receiving any form of public assistance, two minimum family size-income scales have been prepared for use in New Jersey and are shown in Appendices II, III, and IV. A school district may elect to use only one scale for all needy children. In such cases, the school district must use the attached reduced-price scale as the income criteria for free meals. Districts wishing to use higher income scales must submit their scales to the Department for prior approval.]

Children are determined eligible for free and reduced price-meals on the basis of family size and income as announced annually by the Department of Education.

6:79-1.3

Application

(a) The application form [as provided for in Section 1.10 of this Chapter -- personalized with the district's name and address -- is to be used by all school districts. It] is a simple statement of family income, family size, [participation in public assistance programs] and other hardship reasons for eligibility. A copy of the application form and the notice to parents is available in Spanish, on request, for use in those districts with a number of Spanish-speaking parents. A copy of the application form actually used in the district must be submitted with the policy statement.

(b) Upon receipt of the completed application by the school, the child's eligibility for a free or reduced-price meal must be determined from the information submitted on the form. The child [must] may begin to eat as soon as the determination has been made. If the school has reason to challenge the information given, the child must continue to receive the free or reduced-price meal until this information is found to be incorrect by an established appeal procedure.

In cases where parents will not or cannot apply for free meals for their children, the school may authorize free or reduced-price meals for the children on the basis of a recommendation of the teacher, nurse, or other school official. As a matter of record, the school should complete application forms for such children to document these cases of known or suspected need.

6:79-1.4 Appeal

Delete

6:79-1.5 Anonymity

Delete

6:79-1.6 Public announcement

[6:79-1.7] 6:79-1.4 Review and evaluation

(a) Your implementation of the free and reduced-price meal policy will be reviewed and evaluated through the Administrative Review process of the [Office] Bureau of Food Program Administration.

(b) No change.

(c) School districts may not alter or amend standards set forth in their approved policy statement without advance approval from the [Office] Bureau of Food Program Administration, Department of Education.

APPENDIX I Delete

APPENDIX II Delete

APPENDIX III Delete

APPENDIX IV Delete

APPENDIX V Delete

APPENDIX VI Delete

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY ADMINISTRATIVE CODE

Title 6

Education

Subtitle Division of Field Services

Chapter Instructional Technology

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. INSTRUCTIONAL TECHNOLOGY

- 6: -1.1 INTRODUCTION
- 6: -1.2 MEDIA SPECIALIST
- 6: -1.3 PLANS
- 6: -1.4 FUNDING

SUBCHAPTER 2. SCHOOL MEDIA PROGRAMS

- 6: -2.1 PROGRAM AND SERVICES

- 6: -1.1 Introduction

The State Board of Education shall establish minimum standards for media centers and ensure that facilities shall be provided. Such standards shall include specific requirements affecting the implementation of the educational program as defined by the State Board, (e.g., minimum room sizes, maximum pupil capacities for instructional spaces and minimum standards for furniture and equipment).

- 6: -1.2 Media Specialist

The State Board of Education shall have the authority and full responsibility for mandating that a media specialist shall be hired for each media center based on a set of standards as established by the State Board.

The media specialist will provide instructional support in the general area of communications technology. This expertise will extend into the applications and utilization of the appropriate equipment, and the corresponding materials. Specific responsibilities shall include administering the program; acquisition, scheduling or assigning, and general maintenance of equipment; acquisition or development of the materials; and working with the individual teacher on improving the general utilization of the systems and facilities.

He will administer the entire media center development and utilization program and will serve as a specialist in instructional support providing expertise in the selection and utilization of the materials needed for independent study.

Draft for T&E Discussion Only - 12/19/73

6: -1.3 Plans

Each school district shall submit a plan for the utilization of its media center and all its components of technology--to include an inservice training program.

Each school district shall submit a plan to the Commissioner of Education for its policies on:

- (1) Educational television and Cable T.V.
- (2) Computers/Computer Assisted Instruction
- (3) Production of instructional materials
- (4) Management by objectives
- (5) Organization of groups and allocation of space and time
- (6) Selection and use of instructional media

Each school district shall annually submit for the ensuing year a proposal, on or before November 15, for the implementation of these goals. Such proposals shall be subject to the approval of the State Board of Education and the Commissioner of Education.

6: -1.4 Funding

Within the limits of available state funds, the State Board of Education and the Commissioner of Education shall provide matching funds to local districts.

6: -2.1 Program and services

The media center's program, collections, and environment shall provide learning opportunities for large and small groups and for individual students.

NEW JERSEY STATUTES ANNOTATED

Title 18A

Recommended Revisions

You're viewing an archived copy from the New Jersey State Library.

NEW JERSEY STATUTES ANNOTATED

Title 18A

Education

CHAPTER 4. State Department of Education

18A:4 ARTICLE 2. STATE BOARD OF EDUCATION

18A:4-10. General supervision of public education except higher education vested in state board

The general supervision and control of public education in this state, except higher education, and of the state department of education shall be vested in the state board, which shall formulate plans and make recommendations for the unified, continuous and efficient development of public education, other than higher education, of people of all ages within the state. The state board of education in developing Title 6 of the Administrative Code will define the state's educational obligation intended by the phrase "thorough and efficient."

18A:4-10.1 Authority for establishing minimum facility standards vested in state board

The State Board of Education shall have the authority and full responsibility for establishing minimum standards for public educational facilities and public and private child care centers to ensure that thorough and efficient facilities shall be provided. Such standards shall include specific requirements affecting the health and safety of pupils, and the implementation of a thorough and efficient educational program as defined by the State Board, (e.g. minimum room sizes, maximum pupil capacities for instructional spaces and minimum standards for furniture and equipment).

18A:4-10.2 Authority for mandating periodic studies of existing school facilities

The State Board shall have the authority and responsibility for mandating periodic studies of existing public and non-public school facilities including estimates of need for use in the development and updating of State Department of Education and local school district master plans for educational facilities.

18A:4-10.3

Mandate to establish standards for dormitory-type facilities

The State Board of Education shall establish minimum educational, health, safety and capacity standards for the provision of dormitory-type facilities which are owned, operated or used by a public school district. Such standards shall be used for evaluating the health, safety and sanitary facilities provided in dormitory-type facilities used by a public school district.

TITLE 18A:46

SPECIAL EDUCATION

Recommended Revisions

1. 18A:46-6 should be modified so as to mandate special education services and programs to children age 3. Senate Bill 8 Beadleston now before the Legislature accomplishes this in an indirect manner (under Rules and Regulations). The Branch presently feels that a direct mandate is appropriate at the present time.

2. Consideration should be given to the elimination of the category of "Neither Educable Nor Trainable" from Title 18A:46-8(c)-

A third category to be established
as a substitute-

Mentally Retarded (Day Training
Eligible) or (Subtrainable)

Educational programs shall be provided under the auspices of the public schools (as is true in Pennsylvania) or

Educational programs shall be provided by the Department of Institutions and Agencies

STATE DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION

PROPOSED 18A REPEALS AND AMENDMENTS

- Section I. County-Wide Programs of Vocational Education and State-Wide Access to Tuition-Free Vocational Education
- Section II. County Career Education Coordinating Councils and County Career Education Coordinators
- Section III. Cooperative Vocational Education
- Section IV. Area Vocational/Technical Schools
- Section V. Repeal of Special-Class Legislation Providing Annual Appropriations for "Schools of Industrial Education."

SECTION I. COUNTY-WIDE PROGRAMS OF VOCATIONAL EDUCATION AND STATE-WIDE ACCESS TO TUITION-FREE VOCATIONAL EDUCATION

This section proposes amendments to 18A to accomplish the following objectives:

- (1) to require the establishment, maintenance and operation of a county system of vocational education wherever needed in the state,
- (2) to require that attendance at such schools shall be tuition-free for all residents of the county, and
- (3) to ensure that tuition-free access to vocational education and occupational training shall be available to all residents of the state.

In order to accomplish these objectives, the following changes are proposed in the New Jersey Statutes:

<u>Repeal Proposed</u>	<u>Amendment Proposed</u>
18A:54-11	18A:54-7.
-11.1	-12.
-13.	-15.
-14.	18A:38-15.
-15.	
-23.	

The proposed amendments are as follows:

18A:54-7. [Receiving pupils from other districts] Tuition policy and rates

All such boards of education shall provide that attendance through high school shall be tuition free for all residents of the district or constituent districts.

All such boards of education shall receive pupils from other districts so far as their facilities will permit and shall be entitled to collect and receive from any sending district [for the tuition [of] for such pupils. [a sum not exceeding] Tuition charges for any such pupils from school districts in which the desired vocational training is not available shall be paid by the respective resident districts. All such tuition costs shall not exceed the actual cost per pupil, as determined according to rules prescribed by the commissioner and approved by the board.

18A:54-12. Establishment [by board of chosen freeholders] on recommendation of the State Board

When it has been determined by resolution of the state board that a need exists in any county for county vocational schools, the state board shall transmit a copy of the resolution to the board of chosen freeholders of the county. Upon receiving the copy, the board of chosen freeholders shall [vote on the question whether such schools shall be established in the county in accordance with the recommendation. If the board of chosen freeholders by a majority vote favors the establishment of such schools in the

county, such schools shall be forthwith established and maintained in the county and] move expeditiously toward the establishment of a county board of vocational education by appropriate notice to the county officials whose duty it will be to appoint the members of the board as set forth in this chapter (18A:54-16.). The county board of vocational education and the county board of school estimate shall organize promptly in accordance with the provisions of this chapter. These boards and the board of chosen freeholders shall, in accordance with their respective responsibilities as provided in this chapter, ensure the funding, maintenance and operation of the county vocational school within four years after the date of approval of the state board resolution that mandated the establishment of the county vocational school. Any extension of time shall be with the advice and consent of the state board of education. The schools thus established shall be known as the "vocational schools in the county of" (here insert the name of the county in which the schools are located).

18A:54-15. Tuition [rates; maximum cost per pupil] Policy and Rates

In the event of such establishment of any county vocational school, [in such second class county, the board of chosen freeholders of the county in which said school shall be established shall be entitled to collect and receive from the sending districts in which the pupils attending the vocational school reside, for the tuition of such pupils,] attendance shall be tuition-free for residents of the county in which the school is located. The board of chosen freeholders of the county in which said school has been or shall be established shall be entitled to collect and receive from any sending districts outside the county, for the tuition of such nonresident pupils, a sum not exceeding the actual cost per pupil as determined according to rules prescribed by the commissioner and approved by the state board. Such tuition shall be established in advance of the school year by the board of chosen freeholders, and shall be at the same rate per pupil to each sending district, and shall be paid quarterly by the board of education of each sending district. High school pupils from outside the county whose resident school districts or counties do not provide the desired vocational training, shall have their tuition costs paid by their respective resident districts.

This tuition policy shall be effective in all counties of New Jersey, beginning with the school year 1975-76 and thereafter, regardless of the prior or subsequent date of establishment of the county vocational school, or the manner in which the school was established.

18A:38-15. Attendance at special high school courses of study in another district

Any board of education not furnishing instruction in a particular high school course of study, which any pupil resident in the district and who has completed the elementary course of

study provided therein may desire to pursue, may, in its discretion, pay the tuition of such pupil for instruction in such course of study in a high school of another district, except that for vocational and occupational training courses not available in the district or the county vocational school, the board of education of the local school district in which the pupil is resident shall pay all tuition costs properly assessed in accordance with State Board Rules.

This amendment shall be effective beginning with the 1975-76 school year and thereafter.

Section II. COUNTY CAREER EDUCATION COORDINATING COUNCILS AND
COUNTY CAREER EDUCATION COORDINATORS

This section proposes amendments to 18A to give legal status to county career education coordinating councils and county career education coordinators.

CHAPTER 54B

COUNTY CAREER EDUCATION COORDINATING COUNCILS AND COUNTY CAREER
EDUCATION COORDINATORS

18A:54B-1. Establishment of county career education coordinating
councils

Under the authority and direction of the commissioner, there shall be organized and established in each county of the state a body to be known as the county career education council of the county in which it is established. The basic function of each such council shall be to provide a mechanism for coordinating the efforts of various agencies concerned with career development and vocational education. It shall give particular attention to assisting in the coordination of efforts of local, regional and county boards of education and the state department of education in the promotion, development and evaluation of programs of career education in general and particularly the component of vocational education.

18A:54B-2. County career education coordinators

County career education coordinators, each to serve in one or more counties of the state, may be appointed by the commissioner whenever he deems it advisable to do so. Each such coordinator so appointed shall be an employee of the state department of education and may be assigned to the office of the county superintendent of schools of any county in which he or she has been assigned to function.

The function of each such county career education coordinator shall be to work cooperatively with local educational agencies and with county career education coordinating councils in the promotion, development and evaluation of a county-wide system of career development and vocational education programs extending from the kindergarten through adult education.

18A:54B-3. Membership of the county career education coordinating council

Each county career education coordinating council organized in accordance with the provisions of this chapter shall have a membership including but not limited to the following:

1. County superintendent of schools
2. County career education coordinator
3. Chief school administrator of the county area vocational/technical school
4. A representative of the local comprehensive area vocational/technical school (s)
5. A representative of the county community college, and
6. A representative from the county superintendents' roundtable.

18A:54B-4. Authority of the career education coordinating council

In accordance with guidelines prescribed by the commissioner and approved by the state board, each career education coordinating council shall:

1. Prepare and annually update a county plan for career development and vocational education.
2. Recommend to the commissioner how state and federal funds available through the division of vocational education for career development and vocational education may be apportioned and distributed to local education agencies.
3. Perform such other functions as are compatible with the provisions of this chapter and the state board guidelines pertaining thereto.

Section III. COOPERATIVE VOCATIONAL EDUCATION

This section proposes amendments to 18A to give legal status to programs of cooperative vocational education.

CHAPTER 54
VOCATIONAL SCHOOLS

18A:54-3.1 Cooperative vocational education

In order to provide vocational students with access to the advantages to be derived from the alternation of study in school with job experience in an occupational field, programs of cooperative vocational education are hereby authorized. Such programs shall be offered with the approval of the commissioner, and shall be administered by the local education agency with the participation of public or private employers.

Arrangements for the development and maintenance of programs of cooperative vocational education shall include, but not be limited to the following:

1. The local educational agency shall make written application to the commissioner for authorization to conduct a program of cooperative vocational education.
2. School instruction and job experiences must be planned and supervised so that each contributes to the student's education and employability.
3. Participating pupils shall not be exploited. They shall receive compensation in conformity with state and federal laws and regulations. They shall not displace regular workers. They shall not be subjected to safety hazards.
4. On-the-job instruction shall be given by qualified regular employees of the establishments. Such instruction shall be under the general direction and supervision of properly certificated educational coordinators assigned by the participating schools, subject to the authority of the state department of education.
5. Each cooperative vocational education offering shall be conducted in accordance with the state plan for vocational education and with a written training agreement between the local education agency and each employer. A copy of each shall be submitted to the state for filing with the local application.

The commissioner with the approval of the state board shall prescribe rules and regulations for the establishment and operation of programs of cooperative vocational education.

Section IV. AREA VOCATIONAL/TECHNICAL SCHOOLS

This section proposes amendments to 18A to give legal status to area vocational/technical schools.

CHAPTER 54
VOCATIONAL SCHOOLS

ARTICLE 4. AREA VOCATIONAL/TECHNICAL SCHOOLS (AVTS)

18A:54-37. Definitions and Requirements

1. For the purposes of this act, the term "area vocational/technical school" shall mean any public school or public institution, controlled and operated by a district, regional or county board of education or by the state board of education that has been approved by the state board as an "area vocational/technical school", and which is in compliance with state board rules and regulations and the provisions of the State Plan for Vocational Education pertaining to such schools.
2. An area vocational/technical school shall be available to all residents of the state or an area of the state designated and approved by the state board. Such availability shall be in accordance with the provisions of the state statutes pertaining generally to vocational schools.
3. Post secondary programs of area vocational/technical schools shall admit as regular students persons who have completed high school and persons who have left high school.
4. Boards of area vocational/technical schools shall have the authority, in accordance with rules adopted pursuant to this chapter, to award associate degrees to graduates of post secondary curricula of at least two years of full-time study or the equivalent in part-time study.
5. State board designation as an "area vocational/technical school" (AVTS) shall be prerequisite to qualifying as a recipient of any state or federal funds appropriated specifically for the construction, remodeling or purchase of area vocational school facilities. Such state board designation shall be within the discretion of the state board.

18A:54-38. Rules regarding area vocational/technical schools

Area vocational/technical schools shall observe the applicable rules and regulations pertaining generally to district, regional and county vocational schools. The commissioner, with the approval of the state board shall prescribe such additional rules and regulations relative to the designation and operation of area vocational/technical schools as may be necessary.

18A:58-36. State appropriation for construction of area vocational school facilities

The state board, in addition to its other budget requests concerning state aid for vocational education, shall formulate annual budget requests for state support for the construction of area vocational school facilities. Within the limit of funds appropriated to the state board for such purposes, and in accordance with rules and regulations prescribed by the state board, the board of education of [a county vocational school system or the board of education of any school district] any area vocational/technical school (AVTS) as defined in 18A:54-37 may apply to the state board and receive state support for the construction of area vocational education facilities in amounts not to exceed one fourth of the cost of said construction. The funds appropriated for this purpose shall be combined with that portion of funds received from the federal government under the vocational education act of 1963 (77 Stat. 403, Public Law 88-210) [required by said act to be used] and subsequent amendments, allocated for construction of area vocational education school facilities.

Section V. REPEAL OF SPECIAL-CLASS LEGISLATION PROVIDING ANNUAL APPROPRIATIONS FOR "SCHOOLS OF INDUSTRIAL EDUCATION"

(This section proposes that 18A:64E-8 be repealed.)

The effect of the statute as it currently exists is to provide an unjustifiable monetary advantage in the amount of \$30,000 annually to each of only three institutions in the state: Hoboken School of Industrial Education, Newark College of Engineering, and Mercer County College. Thus, repeal would mean a saving of \$90,000 annually to the state. It would also mean the elimination of legislation that no longer has whatever reason for existence it may once have had.

Since all three institutions have access to the same resources available generally to similar institutions throughout the state, funds accruing from 18A:64E-8 must be regarded an unnecessary and unwise duplication of funding.

NEW JERSEY STATUTES

Title 18A

Education

Subtitle 3. General Provisions Relating to Education

Chapter 6. Provisions Relating to Educational Institutions and System

Article 3. State Board of Examiners

18A:6-38. Powers and duties of the board; issuance and revocation of certificates; rules and regulations. The board shall issue [appropriate certificates to teach or administer, direct or supervise the teaching, instruction or educational guidance of, or to render or administer, direct or supervise the rendering of nursing service to,] such certificates as it deems appropriate for the education and supporting services of all pupils in public schools operated by boards of education and such other certificates as it shall be authorized to issue by law based upon certified scholastic records or upon examinations, or both, and may revoke the same under rules and regulations prescribed by the state board. A fee of not less than \$20.00 shall be charged for the issuance of each such certificate as prescribed by such rules and regulations.

LAWS OF NEW JERSEY - TITLE 18A
EDUCATION, OF THE NEW JERSEY STATUTES

[Chapter 48. PUBLIC EVENING SCHOOLS

18:48-1 Establishment; number and duration of sessions (delete)

18A:48-2 Expenses; how paid.] (delete)

[Chapter 49. EVENING SCHOOLS FOR FOREIGN-BORN RESIDENTS

18A:49-1. Establishment; courses of study.

18A:49-2. Rules; teachers.

18A:49-3. State aid.

18A:49-4. Apportionment of appropriations.

18A:49-5. Custody of moneys.

18A:49-6. Report to commissioner.

18A:49-7. Appointment of persons to assist state board.

18A:49-8. Payment of expenses.] (delete)

Chapter 50 Adult Continuing, and Community Education

18A:50-1

Allows boards of education to maintain community/adult education programs

Maintenance of program. The board of education of any school district may maintain a program of community/adult education and utilize buildings, equipment, and other school facilities of the district for such purpose. The board shall determine the courses, which are to be offered, subject to the approval of the commissioner, with the consent of the state board

18A:50-2

Establishes regulations for collecting tuition for community/adult education

Tuition. The board of education of any district offering community/adult education courses shall be entitled to charge and collect from persons taking such courses, whether residing within or without the district, for tuition a sum not exceeding the actual cost per pupil as determined according to rules prescribed by the commissioner and approved by the state board.

18A:50-3

Establishes State Board rules for the apportionment of state and federal funds for community/adult education

Apportionment of federal funds and state moneys for community/adult education. Moneys allotted to this state by the federal government which are to be devoted to the object set forth in this chapter, together with moneys and apportionments made available under this chapter, shall be apportioned by the commissioner under rules approved by the state board. State funds will be provided based on the educational plan submitted by a district to meet the educational needs of its adult population for:

- 1- basic skills
- 2- equiv. secondary school completion
- 3- English language proficiency
- 4- citizenship skills
- 5- special needs

18A:50-4

Apportionment of funds for district administrators for community/adult education programs

A District employing an administrator of adult/community education; apportionment of funds for. There shall be apportioned and paid by the state annually to each school district employing an administrator of community/adult education an amount not to exceed 2/3 of the administrator's salary provided that in no case shall payment by the state exceed \$15,000. In the case of

18A:50-4 (cont.)

Apportionment of funds for district administrators for community/adult education programs

districts employing a part-time administrator the salary of such administrator shall be proportionate to the ratio such part-time employment bears to full-time employment, such applicable ratio to be established in each instance by the commissioner.

18A:50-5

State Board regulations managing activities of community/adult administrators

Rules and regulations by state board. The state board shall prescribe rules and regulations for the proper control and management of the office and activities of the administrator of community/adult education, for the certification of persons to hold such position, for saving from harm those supervisors and directors employed on July 1, 1964, and for encouraging a close working relationship between the office of the administrator of community/adult education, the public adult education program and the adult education program sponsored by other community agencies, with particular attention to adult retraining programs and their related federal programs.

18A:50-6

Allows boards of education and eligible education agencies to establish programs for high school equivalency

High school programs of education for adults; application for funds. School districts and eligible education agencies may apply to the Commissioner of Education for funds to be used toward the establishment and operation of classes and programs of education for adults and out-of-school young adults designed to provide such persons with the equivalent of a high school education.

These programs for adults and out-of-school young adults shall include such curricular content appropriate to the high school curriculum as to give the adult an opportunity to attain a level of educational achievement comparable to high school graduation and prepare him to secure the high school equivalency certificate as can be obtained through the Bureau of Adult, Continuing, Community Education, New Jersey State Department of Education.

18A:50-7

Establishment and approval of courses of study

Establishment; courses of study. The board of education of any school district may establish and maintain a public evening school or evening schools for the instruction of foreign-born residents of the district over 14 years of age, in the English language and in the form of government and the laws of this state and of the United States. The course of study in each of

18A:50-7 (cont.)
Establishment and approval of courses
of study

such schools and any changes therein shall be submitted to and approved by the Commissioner of Education.

18A:50-8
Teacher certification

Rules; teachers. The state board shall prescribe rules for the proper control and management of such schools, for the inspection thereof, for the issuance of certificates to teach therein, and for carrying into effect the purposes of this chapter. Every teacher employed in such a school shall hold a teacher's certificate.

18A:50-9
State aid for evening school

State aid. When in any school district there shall have been raised for such purposes, by appropriation and taxation, or by subscription, or both, a sum which in the judgment of the state board shall be sufficient for the maintenance in the district of such an evening school or schools, wherein the course of study or any changes therein shall have been approved by the commissioner of education there shall be paid to the custodian of school moneys of the district toward the maintenance of such evening school or schools, on the order of the commissioner, an amount equal to that raised, but not exceeding the sum of \$10,000.00 in any one year. The amount shall be paid by the state treasurer on the warrant of the assistant commissioner, Division of Research, Planning, and Evaluation/Field Services.

18A:50-10
Regulations for managing tuition for
community/adult education

Donation and tuition fees; disposition. All income derived from donations and from tuition fees charged for furnishing community/adult education courses shall be applied by the board of education receiving the same exclusively for carrying out a program of community/adult education.

18A:50-11
Regulations for managing all funds for
community/adult education

Custodian of moneys; accounting and disbursement. The custodian of school moneys of each school district shall be the legal custodian of all funds allocated by the board of education and received from tuition fees or from any other source for the purpose of carrying out a program of community/adult education. He shall keep a separate account thereof and shall disburse the moneys on orders signed by the president and secretary of the board of education.

18A:50-12

Regulations for managing surplus funds from community/adult education programs

Surplus of moneys; disposition. Any surplus arising from the excess of receipts from donations, tuition fees or from any source other than local taxation over the actual cost of the maintenance and operation of the community/adult education program in any school year shall not lapse into the general current expense balance of the district, but shall remain in the separate account to be utilized exclusively for carrying out a program of adult education during the next ensuing school year. In the event that the community/adult education program in any district shall be discontinued for two consecutive school years, any funds remaining in the separate account shall lapse into the general current expense account of the district.

18A:50-13

Provision for the jointure of districts to maintain community/adult education programs

Joint adult education programs; agreement, etc. The boards of education of two or more school districts may provide jointly by agreement for maintaining a program of community/adult education and utilizing buildings, equipment and other school facilities of the participating boards for such purposes. Such agreement shall be adopted by resolution of each of the participating boards of education and shall set forth the courses which are to be offered, subject to the approval of the department; the tuition, if any, to be charged to residents of the participating districts and to persons received from other districts; provided that such tuition shall not exceed the actual cost per pupil; the personnel to be employed to administer the program; and other matters deemed necessary to carry out the purposes of the agreement.

18A:50-14

Provision for assigning the employer in jointures

Administrators of community/adult education; designation of employer. Where two or more boards of education have provided jointly by agreement for the employment of a supervisor of adult education to serve the participating districts, the agreement shall designate the board of education of one of such districts as the employer and the one to receive the state aid herein provided. Such aid shall be calculated and paid in the manner provided in section 18A:50-3.

18A:50-15

Establishment of county councils
and regulations for state grants

County Community Adult Education
Advisory Committees; Establishment, etc.
There may be created within each county a
county community/adult education advisory
committee for the purpose of coordinating
the efforts of agencies operating community/
adult education programs throughout the
county. Grants may be made to the county
community/adult education advisory com-
mittees through the Office of the County
Superintendent for projects in county-wide
needs assessment and research activities.
Grants shall be determined according to
rules prescribed by the commissioner and
approved by the State Board of Education.

18A:50-16

Determination of annual appropriation
by Commissioner of Education of funds
for community/adult education programs

Appropriations; estimating and
budgeting. On or before November 15 of each
year, the commissioner shall estimate the
amount necessary to be appropriated to carry
out the provisions of this chapter for the
succeeding school year, and shall determine
for budget purposes the amounts estimated
so to be payable to each of the districts for
such succeeding school year.

On or before September 15 of the suc-
ceeding school year, the commissioner shall
make his final determination of the payments
to be made under this chapter for said school
year. The sums so payable shall be paid to
the districts at the same time and in the
manner as other state aid under section
18A:58-15.

If such payments to any district should
exceed the amount to which such district is
entitled, such excess shall be deducted by
the commissioner from succeeding state aid
payments to said district.

TITLE 18A. EDUCATION

Subtitle 6. Conduct of Schools

PART 4. SPECIAL SCHOOLS, CLASSES AND FACILITIES

ARTICLE 6. TRANSPORTATION

18A:58-7 Each district shall also be paid 75% of the cost to the district of transportation of pupils to a school when the necessity for such transportation and the cost and method thereof have been approved by the [county superintendent of the county in which the district paying the cost of such transportation is situate] Commissioner of Education.

In projecting our thinking to the possibility of 100% reimbursement for pupil transportation, the concept could be accomplished by substituting 100% in the 75% noted above.

TITLE 18A. EDUCATION

Subtitle 6. Conduct of Schools

PART 4. SPECIAL SCHOOLS, CLASSES AND FACILITIES

ARTICLE 6. TRANSPORTATION OF PUPILS

18A:46-23 The board of education shall furnish daily transportation within the state to all children found under this chapter to be handicapped who shall qualify therefor pursuant to law and it shall furnish such transportation for a lesser distance also to any handicapped child, if it finds upon the advice of the examiner, his handicap to be such as to make such transportation necessary or advisable.

The school district shall be entitled to state aid for such daily transportation in the amount of 75% of the cost to the district of furnishing such transportation to a program approved under this chapter in New Jersey when the necessity for such transportation and the cost and method thereof have been approved by the [county superintendent of the county in which the district paying the cost of such transportation is situated] Commissioner of Education.

In projecting our thinking to the possibility of 100% reimbursement for pupil transportation, the concept could be accomplished by substituting 100% in the 75% noted above.

18A:58-7 Each district shall also be paid 75% of the cost to the district of transportation of pupils to a school when the necessity for such transportation and the cost and method thereof have been approved by the [county superintendent of the county in which the district paying the cost of such transportation is situate] Commissioner of Education.

In projecting our thinking to the possibility of 100% reimbursement for pupil transportation, the concept could be accomplished by substituting 100% in the 75% noted above.

RECOMMENDED REVISIONS IN
NEW JERSEY STATUTES ANNOTATED

Title 18A

Education

CHAPTER 13 Regional School Districts

18A:13 ARTICLE 1. APPLICATION OF CHAPTER; GOVERNMENT
OF REGIONAL DISTRICTS

No Change.

18A:13 ARTICLE 2. TYPES OF REGIONAL DISTRICTS

No Change.

18A:13 ARTICLE 3. CONSTITUENT MUNICIPALITIES AS
CONSTITUENT DISTRICTS

No Change.

18A:13 ARTICLE 4. SUPERVISION OF REGIONAL DISTRICTS

No Change.

18A:13 ARTICLE 5. CONDUCT OF ELECTIONS AND MAJORITY

No Change.

18A:13 ARTICLE 6. BODY CORPORATE AND CORPORATE TITLE

No Change.

18A:13 ARTICLE 7. BOARDS OF EDUCATION

No Change.

18A:13 ARTICLE 8. SPECIAL POWERS

No Change.

18A:13 ARTICLE 9. APPROPRIATIONS

No Change.

18A:13 ARTICLE 10. BONDS AND NOTES OF REGIONAL DISTRICTS

No Change.

18A:13-26. Authorization; issuance; maturities, sales and
lien of bonds

No Change.

Draft for "T&E" Discussion Only - 12/19

18A:13-27. Newly created regional districts; issuance of temporary bonds or notes for current expenses; submission to voters, etc.

No Change.

18A:13-28. Authorization of bonds upon formation of regional districts.

No Change.

18A:13-29. Issuance of bonds of constituent district by all purpose regional district

No Change.

18A:13-30. Issuance of bonds for acquisition of lands to include buildings, equipment, etc.

No Change.

18A:13-31. Authority to purchase and sell property of constituent district

State Board must approve the disposition of all property by a local board of education

Whenever at an election held to create or enlarge a regional district and at that or a subsequent election a resolution for the purchase of real or personal property or both from one or more of the constituent districts of such regional district and the issuance of bonds of the newly created or enlarged regional district shall be legally adopted and approved by referendum as part of the proposal to create or enlarge such regional district, the board or boards of education of said constituent district or districts shall have power, after approval by the State Board of Education, to sell and convey said property if it is no longer useful to such district at the price and on the terms designated in the resolution, and the board of education of the regional district as created or enlarged, when organized, shall have power to purchase the same accordingly at private sale, and to issue and sell such bonds with such maturities, and in such manner as is prescribed by law.

18A:13-32. Application of proceeds of sale of property

No Change.

18A:13 ARTICLE 11. ADOPTION OF ADDITIONAL PURPOSES

No Change.

18A:13 ARTICLE 12. FORMATION: NEWLY FORMED AND ENLARGED REGIONAL DISTRICTS

No Change. - 22 -

Draft for "T & E" Discussion Only-12/19

NEW JERSEY STATUTES ANNOTATED

Title 18A

Education

CHAPTER 18 Contracts; Plans and Specifications, etc.

18A:18 ARTICLE 1. CONTRACTS; JOINT CONTRACTS; AUTHORIZATION,
ETC.

No Change.

18A:18 ARTICLE 2. PLANS AND SPECIFICATIONS

18A:18-2. Plans and specifications; preparation and approval

All plans and specifications for the erection, improvement, demolition, alteration or repair of public [school houses] educational facilities or other facilities owned or operated by a public school district shall be drawn by and prepared by a New Jersey licensed architect or engineer [or] under the supervision of the business manager, if there be a business manager of the district, but if there be no business manager of the district, they may be [drawn by or] prepared under the supervision of an appropriate officer employed by the board to whom such power shall have been delegated by the board.

No contract for the erection, alteration, repair or demolition of any building or any part thereof by any board of education of any school district shall be entered into until the plans and specifications therefor have been submitted to, and approved by, the State Board and no change in any such plans or specifications, so approved, shall be made unless the same shall have been submitted to, and approved by, the State Board. A copy of all plans and specifications, and all changes therein, so approved, shall be filed forthwith with the State Board.

18A:18-2.1 Boards of education defined

No Change.

18A:18-2.2 Facilities for physically handicapped in new public buildings

No Change.

18A:18-3. Separate plans for various types of work

No Change.

Draft for "T&E" Discussion Only - 12/19

- 18A:18-4. Buildings, construction, etc; advertisement for bids, contracts
- 18A:18-4.1 Superintendence of advertisements for bids and of letting of contracts
- No Change.
- 18A:18 ARTICLE 3. ADVERTISEMENTS; BIDS; AWARDS; EXCEPTIONS
- No Change.
- 18A:18 ARTICLE 4. QUALIFICATIONS OF BIDDERS
- 18A:18-8. Definitions
- No Change.
- 18A:18-9. Classification of bidders by state board; requisite to bidding
- No Change.
- 18A:18-10. Application for classification; fee
- No Change.
- 18A:18-11. Classification by classes; notice to applicants
- No Change.
- 18A:18-12. Appeal from determination as to classification; hearings, etc.; change; approval by state board
- No Change.
- 18A:18-13. Rejection of bids; proposed change in classification as affecting bids; review and reconsideration of classification
- No Change.
- 18A:18-14. Bidders not submitting statements within six months ineligible to bid; affidavit of no change in status to accompany bid; reports as to performance, etc.
- No Change.
- 18A:18-15. False statements, etc., and penalties
- No Change.
- 18A:18-16. Forfeiture of deposit, etc., for false, etc. statements.
- No Change.

Draft for "T&E" Discussion Only - 12/19

- 18A:18-17. Rules and regulations by State Board
No Change.
- 18A:18-18. No action for damages for action by officials
No Change.
- 18A:18 ARTICLE 5. ADVERTISEMENT AND FORM OF BIDS;
AWARDING OF CONTRACTS
- 18A:18-19. Advertisement for proposals; how made
No Change.
- 18A:18-20. Bids to conform to specifications; awards
No Change.
- 18A:18-21. Award of contracts when bids, etc., are equal
No Change.
- 18A:18 ARTICLE 6. FILING OF CONTRACT COPIES
No Change.
- 18A:18 ARTICLE 7. REPAIR OF SCHOOL BUILDINGS
No Change.
- 18A:18 ARTICLE 8. INSPECTION CONDEMNATION AND REJECTION
No Change.
- 18A:18 ARTICLE 9. MUNICIPAL PERMITS NOT REQUIRED
- 18A:18-25 No municipal permit required for school buildings
[required] and related facilities.

No board of education of any school district shall be required to secure the approval of its plans and specifications for the erection or alteration of any school building [or vocational school building] and related facilities or any part thereof by the municipality therein; this shall include all aspects of school site location and development. Nor shall any board of education or any board of education of a county vocational school or any contractor doing work in connection with school buildings or county vocational school buildings be required to secure [a building] any permit from the municipality or authorization from any local, county or regional agency. All jurisdiction for capital programs shall rest with the State Board of Education.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY STATUTES ANNOTATED

Title 18A

Education

CHAPTER 20 Property of School Districts

- 18A:20 ARTICLE 1. TITLE TO DISTRICT PROPERTY
- No Change.
- 18A:20 ARTICLE 2. ACQUISITION AND DISPOSITION OF PROPERTY
- A. IN GENERAL
- 18A:20-2. Purchase and sale of property in general
- No Change
- 18A:20-2.1 Transfer of title of painting or work of art
 to municipality; public display
- No Change.
- 18A:20-3. Acquisition of outstanding interest in real property
- No Change.
- 18A:20-4. Acceptance and use of gifts
- No Change.
- 18A:20-4.1 Type II districts; acquisition of property without
 authorization of voters
- No Change.
- 18A:20-4.2 Acquisition of property for school purposes;
 authority required
- No Change.

Draft for "T&E" Discussion Only - 12/19

18A:20-4.3 Construction, alteration or repair work upon premises to be leased to board of education; public work

No Change.

18A:20-4.4 Contract provision for payment of prevailing wage rate; necessity

No Change.

18A:20-4.5 Contractor's or subcontractor's failure to pay prevailing wage; determination and effect

No Change.

18A:20-5 Disposition of property and title of purchaser

The board of education of any district by a recorded roll call majority vote of its full membership and approval by the State Board of Education may dispose, by sale or otherwise, in the manner prescribed in this chapter, of any lands or any rights or interest therein, owned by it, which cease to be suitable or convenient for the use for which they were acquired or which are no longer needed for school purposes, whether acquired by purchase or through condemnation proceedings and the purchaser thereof shall acquire title thereto free from any use or purpose for which it may have been acquired by the board.

18A:20-6. Sale at public sale; exceptions

No Change.

18A:20-7. Sales at fixed minimum prices

No Change.

18A:20-8. Exchange of lands

No Change.

18A:20-8.1 Transfer of land for vocational school purposes

The board of education of any school district or regional school district may, by resolution and approval by the State Board of Education, transfer land to the board of education of a county vocational school district for the purpose of constructing a vocational school on such land.

18A:20-9. Transfer of real estate, no longer used, to municipality, volunteer fire company, rescue squad or veterans' organization

No Change.

- 18A:20-9.1 *Conveyance of certain sewer lines to a municipality*
No Change.
- 18A:20-10. *Lands conveyed on condition*
No Change.
- 18A:20-11. *Property devised in trust*
No Change.
- 18A:20-12. *Proceedings to sell; when authorized*
No Change.
- 18A:20-13. *Sale of real estate charged with private bequest*
No Change.
- 18A:20-14. *Sale; when ordered*
No Change.
- 18A:20-15. *Conveyance; title of purchaser*
No Change.
- 18A:20-16. *Investment of proceeds under direction*
of superior court
No Change .
- 18A:20 *B. PUBLIC PLAYGROUNDS AND RECREATION PLACES*
No Change.
- 18A:20 *ARTICLE 3. USE AND PRESERVATION OF*
DISTRICT PROPERTY
No Change.

NEW JERSEY STATUTES ANNOTATED

Title 18A

Education

Chapter 22 Budgets and Appropriations

- 18A:22 ARTICLE 1. BOARDS OF SCHOOL ESTIMATE

 No Change.
- 18A:22 ARTICLE 2. BUDGETS

 No Change.
- 18A:22 ARTICLE 3. APPROPRIATIONS

 A. TYPE I DISTRICTS

 No Change.
- 18A:22-26. B. TYPE II DISTRICTS

 Type II districts with board of school estimate;
 determination; certification and raising of
 appropriations

 No Change.
- 18A:22-27. Type II districts with boards of school estimate;
 estimate by board of education; certification of
 estimate

 No Change.
- 18A:22-28. Public hearing; notice

 No Change.
- 18A:22-29. Public hearing; holding

 No Change.
- 18A:22-30. Determination and certification of amount of
 money necessary to be raised

 No Change.
- 18A:22-31. Determination of amounts by board of school estimate

 No Change.

- 18A:22-32. *Type II districts without board of school estimate; determination and certification of appropriation*
No Change.
- 18A:22-33. *Submission of budget and authorization of tax*
No Change.
- 18A:22-34. *Appropriations; how assessed, levied and raised*
No Change.
- 18A:22-35. *Resumption of school year appropriations*
No Change.
- 18A:22-36. *Resubmission at special election of budget or items thereof rejected at annual election*
No Change.
- 18A:22-37. *Determination by municipal governing body where items rejected at second election*
No Change.
- 18A:22-38. *Failure of municipal governing body or bodies to certify; commissioner to act; amount included in tax levy*
No Change.
- 18A:22-39 *Type II districts without board of school estimate; submission of capital projects*

[Whenever the undertaking of any capital project or projects to be paid for from a special district tax or from the proceeds of an issue or issue of bonds is submitted to the voters of a type II district at an annual or special school election for their approval or disapproval, the board shall frame the question or questions to be submitted so that each project is submitted in a separate question, or all or any number of them are submitted in one question, which shall state the project or projects so submitted and the amounts to be raised for each of the projects so separately submitted or for each or for all of the projects so jointly submitted as the case may be, but any proposal for the purchase of land shall be sufficient to authorize the taking and condemning of such land.]

Whenever any capital project, or projects, is deemed necessary for providing a thorough and efficient educational program it will require a two-thirds vote of the full board of education of the school district for submission to the State Department of Education. When the Commissioner of Education approves the need and is satisfied that the method of meeting the need is acceptable, the local board of education may proceed with the project or projects as prescribed.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY STATUTES ANNOTATED

Title 18A

Education

CHAPTER 24 Loans and Bonds and Other Obligations

18A:24 ARTICLE 1. DEFINITIONS AND GENERAL PROVISIONS

No Change.

18A:24 ARTICLE 2. BORROWING ON NOTES OR TEMPORARY BONDS

No Change.

18A:24 ARTICLE 3. PURPOSES AND MATURITIES OF BONDS

18A:24-5. Purposes and maturities for which bonds may be issued

The projects for which bonds may be issued under this chapter and the periods of maturity thereof, shall be as follows:

- a. The acquisition or construction of public educational facilities or other buildings for any lawful purposes and the improvement of the sites thereof, with or without the original furniture, equipment and apparatus required therefor, if such buildings be of -
 1. Type A - frame construction - that is, a building or structure of which the [structural members, exterior walls, or a portion thereof, are constructed of wood, or other combustible material, or a building sheathed with com-

- bustible material and partially or entirely covered with four inches or less masonry or other noncombustible material, at maturities of or within 20 years;] exterior walls, bearing walls, partitions, floor and roof construction are constructed wholly or partly of wood stud and joist assemblies with a minimum nominal dimension of two (2) inches, or of other approved combustible materials; with fire stopping at all vertical and horizontal draft openings, at maturities of or within 20 years;
2. Type B - [noncombustible construction - that is, a building or structure of which the outer walls, columns, piers, beams, lintels, girders and interior bearing partitions are of noncombustible materials (laminated wood beams, columns or trusses of not less than six inches by ten inches nominal dimensions shall be permitted) at maturities of or within 30 years;] exterior masonry wall construction - that is, a building or structure in which the exterior, fire and party walls are constructed of masonry or other approved noncombustible materials, of the required fireresistance and structural properties; and the floors, roofs, and interior framing are wholly or partly of wood or of metal or other approved construction; the fire and party walls are ground supported; except that girders and their supports carrying walls of masonry shall be protected to afford the same degree of fireresistance of the walls supported thereon; and all structural elements have the required fireresistance rating specified, at maturities of or within 25 years;
3. Type C - noncombustible construction - that is, a building or structure of which the walls, partitions, structural elements, floors, ceilings and roofs, and the exitways are constructed of approved noncombustible materials meeting the required fireresistance rating specified, at maturities of or within 30 years;
4. Type [C] D - fireresistive construction - that is a building or structure of which [all structural members including walls, partitions, columns, piers, beams, lintels, girders, trusses

and floors are of noncombustible materials, and in which the floors, stair towers and all places of assembly are built entirely of noncombustible materials, and in which no woodwork, supporting material or other combustible material is used in any of the partitions, floorings or ceilings; but this definition shall include a building in which there is used, elsewhere than in the stair towers and corridors, wooden floorings and sleepers laid directly on top of a fireresistive floor, or having wooden doors, window sash, wooden jambs, frames, casing or trim in other than stair towers, corridors and exit passages, or wooden rafters] the walls, partitions, structural elements, floors, ceilings and roofs, and the exitways are constructed and protected with approved noncombustible materials to afford the fireresistance specified, at maturities of or within 40 years.

- b. The reconstruction, remodeling, alteration, enlargement, or additions to or major repair of buildings for any lawful purposes and the improvement of the sites thereof, with or without the furniture, equipment and apparatus required therefore, if the original building or buildings are of -
1. Type A construction - at maturities of or within 15 years;
 2. Type B construction - at maturities of or within 20 years;
 3. Type C construction - at maturities of or within [30] 25 years;
 4. Type D construction - at maturities of or within 30 years.
- c. The acquisition by purchase or condemnation of lands for school purposes and the grading, draining and landscaping or the improvement in any like manner thereof, at maturities of or within 40 years;
- d. The purchase of furniture, equipment and apparatus for any building used or to be used for school purposes, or any major renewal of furniture, equipment and apparatus for such use, except such as may be included in an issue of bonds for the purposes described in subsections a. and b. of this section, at maturities of or within 10 years.

Draft for "T&E" Discussion Only - 12/19

When bonds are issued for more than one of such projects, they shall mature within such a period not exceeding the average of the different periods hereinbefore assigned to the several projects for which they are to be issued, as shall be determined by the governing body of the municipality, but which the bonds are to be issued or the board of education of the district, by taking into consideration the amount of bonds to be issued on account of each, and such determination shall be conclusive in any action or proceeding involving the validity of the bonds.

- 18A:24-6. Bonds payable in installments
No Change.
- 18A:24-7. Change of maturities; application to local
finance board
No Change.
- 18A:24-8. Change of maturities; approval or disapproval
by local finance board
- 18A:24-9 Issuance of bonds in accordance with maturities
approved by local finance board
No Change.
- 18A:24-9.1 Inclusion of redemption provisions in temporary
loan notes or bonds and school bonds
No Change
- 18A:24 ARTICLE 4. AUTHORIZATION OF BONDS
A. AUTHORIZATION IN GENERAL

Draft for "T&E" Discussion Only - 12/19

18A:24-10. School bonds, when deemed to be authorized

School bonds are deemed to be authorized by the fact, and at the time, that

a. an ordinance is finally adopted by the governing body of a municipality comprised within a type I district, or

b. a proposal is finally adopted by resolution by the board of education of a type II district having a board of school estimate, or

c. a proposal is adopted by resolution by the board of education, and is also adopted by the legal voters, of any other type II district, including a regional district,

authorizing the issuance of such bonds by the municipality or the district, as the case may be, as provided in this article, except that if such issuance of bonds is not permissible under this article without the adoption of a proposition confirming such ordinance, or a proposal authorizing the issuance of such bonds, by the qualified voters of the municipality comprised within the type I district or the qualified voters of the districts, as the case may be, then by the fact, and at the time, such proposition or proposal is so adopted by the voters or approved by the commissioner.

18A:24-11. Type I districts; authorization of bonds, appropriations and borrowings; procedure to be followed

No Change.

18A:24-12. Type II districts; authorization of bonds

School bonds shall be authorized and may be issued:

a. by a type II district having a board of school estimate whenever the board of school estimate shall fix and determine the amount of money necessary to be raised for any capital project or projects and shall certify said amount pursuant to section 18A:22-30, the board of education may, by resolution, authorize the issuance of bonds to an amount not exceeding the amount so certified for such purpose or purposes; or

b. by a type II district not having a board of school estimate pursuant to a proposal adopted by resolution by the board of education of the district in a principal sum determined therein and upon approval of the proposal contained in such resolution by the commissioner, or by the

Draft for "T&E" Discussion Only -12/19

legally qualified voters of the district, upon its submission to them for their approval or rejection at an annual school election, held after the date of the adoption of said resolution by the board of education, or at a special school election held for that purpose,

but no such bonds shall be authorized or issued if the principal sum thereof shall exceed the limitations prescribed in section 18A:24-19 except upon compliance with the provisions of this article applicable thereto.

18A:24-13. Combining issues of bonds

No Change.

18A:24-14.,

18A:24-15. Blank

No Change.

B. SUPPLEMENTARY DEBT STATEMENTS AND
SCHOOL DEBT STATEMENTS

18A:24-16. Supplemental and school debt statements;
necessity for and contents

No Change.

18A:24-17. Supplemental and school debt statements; pre-
paration and filing

No Change.

18A:24-18. Presumption of correctness of statements

No Change.

C. LIMITATIONS OF PRINCIPAL AMOUNT OF BONDS

18A:24-19. Limitations on amount of bonds authorized

No Change.

18A:24-20. Authorization of bonds in excess of limits
prescribed in section 18A:24-19; exception
of type I districts

No Change.

18A:24-21. Manner of authorization of bonds in excess of
certain limitations

No Change.

18A:24-22. Form of ordinance, proposition for confirmation
of ordinance or proposal for issuance of bonds
under sections 18A:24-20 and 18A:24-21

No Change.

- 18A:24-23. Authorization of bonds in excess of limitations prescribed by sections 18A:24-19, 18A:24-20 and 18A:24-21
No Change.
- 18A:24-24. Form of ordinance, proposition for confirmation of ordinance or proposal for issuance of bonds under section 18A:24-23
No Change
- 18A:24-25. Submission to commissioner and local finance board; limiting conditions
No Change.
- 18A:24-26. Approval or disapproval by commissioner
No Change.
- 18A:24-27. Approval or disapproval by local finance board
No Change.
- 18A:24-27.1 Authorization to commissioner to certify required grade levels of instruction
No Change.
- 18A:24-28. Charter limitations on indebtedness inapplicable
No Change.
- 18A:24-28.1 Certain bonds, etc., issued to June 22, 1964 saved
No Change.
- D. SUBMISSION TO VOTERS: ELECTIONS
No Change.
- E. ATTORNEY GENERAL: APPROVAL OF PROCEEDINGS
No Change.
- 18A:24 ARTICLE 5. FORM AND EXECUTION OF BONDS
No Change.
- 18A:24 ARTICLE 6. SALE OF BONDS
No Change.
- 18A:24 ARTICLE 7. PROCEEDS OF BONDS
- 18A:24-47. Payment to custodian; application
No Change.

Draft for "T&E" Discussion Only - 12/19

18A:24-48. Application of proceeds to new purpose; in districts having boards of school estimate; certification by boards of education

No Change.

18A:24-49. Application of proceeds to new purpose in type I district; determination by board of school estimate

The board of school estimate of a type I school district, upon receipt of such statement, with the approval of the commissioner, shall fix and determine the amount of such proceeds necessary for such other purpose or purposes and shall certify the same to the board of education of the district and to the governing body of the municipality comprising the district, whereupon such proceeds, to the amount so fixed and determined by the board of school estimate, may be used for such other purpose or purposes.

18A:24-50. New purpose; determination by board of school estimate in type II districts

The board of education of a type II school district having a board of school estimate shall, upon certification of such statement, fix a date, place and time for the holding of a public hearing by the board of school estimate with respect to the amount of such proceeds to be used for such other purpose or purposes, which date shall be fixed and notice thereof published and which hearing by the board of school estimate shall be held in the manner provided in sections 18A:22-28 and 18A:22-29 with respect to the amount of money to be raised by the issuance of bonds, fix and determine the amount of such proceeds to be used for such other purpose or purposes and shall certify the same to the board of education of the district and to the governing body of each municipality comprised within the district, whereupon, with the approval of the commissioner, such proceeds to the amount so fixed and determined by the board of school estimate, may be used for such other purpose or purposes.

18A:24-51. New purpose; submission to voters in type II districts having no boards of school estimate

If the board of education shall determine, by resolution that all or any part of the proceeds of school bonds, issued for a type II school district not having a board

of school estimate, on hand one year or longer after the time of issuance or sale of such bonds, are not necessary for the purpose or purposes for which the bonds were issued and that such proceeds are required for any other purpose or purposes which bonds could be issued pursuant to this chapter, said board shall frame a question to be submitted to the legal voters of the district which shall state such other purpose or purposes, the amount of such proceeds to be expended for such other purpose or purposes and the source of such proceeds and such question shall be submitted to the legal voters of the district at an annual or special school election held not more than six years after the time of issuance or sale of such bonds, which election shall be called and held, and the result thereof ascertained, recorded and made known in the manner provided with respect to authorization of the issuance of school bonds of the district, but if any of such bonds mature beyond the period prescribed by section 18A:24-5 with respect to such other purpose or purposes (computed from the date of such annual or special election), such question shall not be submitted to the legal voters unless prior thereto the commissioner shall endorse, upon a certified copy thereof, his consent to the submission thereof as prescribed in this article. If such question be not approved at referendum, the commissioner may authorize the new purpose, or purposes, and the amount of such proceeds to be expended.

- 18A:24-52. Approval of submission by commissioner
No Change.
- 18A:24-53. Approval by voters
No Change.
- 18A:24-54. Transfer of proceeds to capital outlay or debt service account
No Change.
- 18A:24 ARTICLE 8. CONTRACTS IN ANTICIPATION OF SALE OF BONDS
No Change.
- 18A:24 ARTICLE 9. LIEN AND PAYMENT OF BONDS AND NOTES
No Change.
- 18A:24 ARTICLE 10. RENEWAL AND REFUNDING OF BONDS
No Change.
- 18A:24 ARTICLE 11. BONDS AUTHORIZED AND UNISSUED
No Change.

Draft for "T&E" Discussion Only - 12/19

18A:24 ARTICLE 12. BONDS AUTHORIZED PRIOR TO EFFECTIVE
DATE OF TITLE

No Change.

18A:24 ARTICLE 13. LIMITATION ON ACTION RELATING
TO BOND ISSUES, ETC.

No Change.

18A:24 ARTICLE 14. ISSUANCE OF BONDS, OPTIONAL METHOD (NEW)

No Change.

NEW JERSEY STATUTES ANNOTATED

Title 18A

Education

CHAPTER 33 Facilities in General

18A:33-1. District to furnish suitable facilities;
adoption of courses of study

No Change.

18A:33-2. Penalty for failure to provide proper facilities

No Change.

18A:33-2.1 Closing high school; contracting with another
district; referendum

No board of education of a school district providing high school education in its own high school shall propose to close its high school and to contract with another district or districts to provide high school education for pupils of the district, unless and until a public question as to whether or not the board may enter into such a contract or contracts shall be submitted to and approved by the Commissioner of Education and by a majority of the voters of the district voting thereon at an annual or special school election.

18A:33-3. Cafeterias for pupils

No Change.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY STATUTES ANNOTATED

TITLE 18A

Education

CHAPTER 41 Evacuation [Fire] Drills and
Fire Protection

18A:41-1. Evacuation [fire] Drills

18A:41-1

Every principal of a [school of two or more rooms, or of a school of one room, when located above the first story of a building] public and non-public educational facility and all other facilities housing ten or more persons for educational instruction shall have at least two [fire] evacuation drills each month within the [school] hours of occupancy and shall require all teachers and instructors of such educational facilities [all schools, whether occupying buildings of one or more stories,] to keep all doors and exits of their respective rooms and buildings unlocked from within during the [school hours] hours of occupancy. Where [school] educational buildings have been provided with fire escapes, they shall be used by a part or all of the pupils performing every [fire] evacuation drill.

18A:41-2. Fire and smoke doors closed

18A:41-2

Every principal and [janitor] custodian of a [school building] public and non-public educational facility having furnace room, hallway, [or] stair tower, fire [or smoke] doors shall keep them closed during the time the building is occupied by teachers, instructors and [pupils] students. Smoke doors in hallways and stair towers may be held open by electro-magnetic devices when:

- a. The devices are integrated with the automatic fire detection system; and
- b. Smoke detectors are part of the fire detection system and are located in accordance with the requirements for automatic fire detection systems.

18A:41-3. Violations; misdemeanors

No Change.

18A:41-4. Posting copies of chapter

18A:41-4

The Commissioner shall prepare and have printed in proper form copies of this chapter and cause them to be posted in each [school building] public and non-public educational facility.

18A:41-5.

Fire Reporting

Every principal of a public and non-public educational facility shall immediately notify the local fire department upon the occurrence of each fire or threat of danger necessitating emergency evacuation, of the facility. A written report shall be submitted to the Commissioner of Education through the local superintendent of schools within forty-eight hours of such an occurrence and a copy filed with the County Superintendent of Schools.

Draft for "T&E" Discussion Only - 12/19

NEW JERSEY STATUTES ANNOTATED

Title 18A

Education

CHAPTER 44 Nursery and Kindergarten Schools
or Departments

18A:44-1 Establishment of nursery schools or departments;
eligibility for admission

The board of education of any district may with the consent of the State board of education establish a nursery school or a nursery department in any school under its control, and shall admit to such nursery school or department any child who is under the age at which children are admitted to other schools or classes in such district.

18A:44-2 Establishment of kindergarten; eligibility for
admission

The board of education of any district may with the consent of the State board of education establish a kindergarten school or kindergarten department in any school under its control, and may admit to such kindergarten school or department any child over the age of four and under the age of five and shall admit to such kindergarten school or department any child over the age of five and under the age of six years who is a resident of the district.

18A:44-3 Nursery school and kindergarten school teachers;
special certificates

No Change.

18A:44-4 Expenses; how paid

No Change.

NEW JERSEY STATUTES ANNOTATED

TITLE 18A

Education

CHAPTER 58 State School Aid

18A:58. ARTICLE 1. STATE SCHOOL AID LAW (1954)

No Change.

18A:58 ARTICLE 2. SCHOOL BUILDING AID LAW

18A:58-20. Short title

No Change.

18A:58-21. Definitions

No Change.

18A:58-22. Aid authorized

No Change.

18A:58-23. Capital foundation program

No change

18A:58-24. Local share

No Change.

18A:58-25. Capital reserve funds

No Change.

18A:58-26. Withdrawal from reserve funds

No Change.

18A:58-27. Debt service for school purposes

No Change.

18A:58-27.1 Building aid allowance

No Change.

Draft for "T&E" Discussion Only - 12/19

- 18A:58-27.2 Aid for master planning
The State shall fund the cost of master planning for districts up to seventy-five percent of the validated cost for development of the study but not to exceed a maximum established by the State Board.
- 18A:58-28. Blank
No Change.
- 18A:58-29. Determination of capital aid
No Change.
- 18A:58-30. Payment of capital aid
No Change
- 18A:58-31. Reports and rules
- 18A:58-31(a) No Change.
- 18A:58-31(b) No Change.
- 18A:58-31(c) The State Board shall establish expenditure limits for maintenance of school facilities.
- 18A:58-32. New school districts
No Change.
- 18A:58-33. Building aid allowance for the school year 1956-1957 saved
No Change.
- 18A:58-33.1 State aid and state building aid for school year 1966-1967 saved
No Change.

- 18A:58-33.2 *Application for additional state building aid; investigation*
No Change.
- 18A:58-33.3 *Additional state school building aid; maximum amount*
No Change.
- 18A:58-33.4 *Approval of additional aid and proposal authority; bonds by state treasurer and local finance board; bonds entitled to benefits of this act*
No Change.
- 18A:58-33.5 *Inclusion in annual budget; payment of debt service on bonds*
No Change.
- 18A:58 *ARTICLE 3. FUNDS OTHERWISE AVAILABLE*
No Change.

Major Change to Public School Safety Law

18A:17-42 Synopsis

The safety and welfare of public school students is a matter of prime concern; that unlawful intruders have threatened students in the past; that such attacks might have been prevented if public school law enforcement officers are stationed in schools.

18A:17-43 Synopsis

The commissioner may authorize school boards to employ one or more public school law enforcement officers upon application of board of education and approval of the county superintendent.

Proposed Amendment

18A:17-43 Subparagraph (c)

(c) All public school law enforcement officers shall participate in training programs provided by local boards of education and approved by the commissioner.

ARTICLE 8. PUBLIC SCHOOL SAFETY LAW

Cross References

Entry of educational facilities to commit indictable offense, see 2A:149A-1

18A:17-42. Preamble; purpose of article

The legislature finds that the safety and welfare of the public school students of this state while attending sessions of the public schools is a matter of prime concern to the citizens of this state; that, in several isolated instances throughout this state unlawful intruders into the public schools have subjected public school students and their teachers to physical and verbal attacks during sessions of the public schools and on the property of said public schools; that such attacks might have been prevented and similar attacks will be prevented, if public school law enforcement officers are stationed in said schools; and that state aid to local boards is necessary to help such boards bear the cost of employing and stationing public school law enforcement officers.

Historical Note

Source: C.18:5-67.2 (L.1967, c.181, 2).

Library References

Schools and School Districts C.J.S. Schools and School Districts 493,496.
169.

18A:17-43. Employment of law enforcement officers

(a) The commissioner may, in accordance with rules and regulations promulgated pursuant to this article and upon a finding of need therefor, authorize any board of education to employ, subject to the provisions of Title 11, Civil Service,¹ of the Revised Statutes, one or more public school law enforcement officers, and to station such public school law enforcement officers in public schools of this state during hours when said public schools are normally in session or are occupied by public school students or their teachers.

(b) No such public school law enforcement officer shall be employed, except upon the application of a board of education and with the approval of the county superintendent.
1 Section 11:1-1 et seq.

(c) All public school law enforcement officers shall participate in training programs provided by local boards of education and approved by the commissioner.

Draft for "T&E" Discussion Only - 12/19

CURRENT LEGISLATION

TITLE 18A
18A:58-7.1

[Each school district or authorized agency participating in the National School Lunch Program shall be reimbursed for each Type A Lunch as defined within an approved contract with the Department of Education at a rate not to exceed the maximum amount permissible under Federal regulations for the general-cash-for-food assistance phase of the program. Whenever the Federal funds available to the Department of Education are less than the maximum amount permissible under Federal regulations, the State may provide, within the limitations of available State funds, will equal the maximum amount permissible under Federal regulations for the general-cash-for-food assistance phase of the program.]

PROPOSED LEGISLATION

1. Each school district shall make school lunch or breakfast available to all children enrolled in the district. Such meals shall meet minimum nutritional standards established by the Department of Education. Free and reduced price meals shall be offered to all children qualifying under Statewide eligibility criteria.

PROPOSED LEGISLATION

2. Within the limits of available State funds the State may provide each school food authority a reimbursement for each Type A Lunch as defined within an approved contract with the New Jersey Department of Education at a rate not to exceed 75% of the per meal reimbursement provided under Federal Regulations for the general cash-for-food assistance phase of the program.

3. Each School Food Authority participating in the School Breakfast Program and providing breakfasts as defined with an approved contract with the New Jersey Department of Education free or at a reduced price to eligible students shall be reimbursed at a rate not to exceed fifty percent of the total rate of reimbursement per each breakfast served free or at a reduced price from Federal funds.

4. Within the limits of available State funds, the State may provide each School Food Authority a reimbursement for each breakfast as defined within an approved contract with the New Jersey Department of Education at a rate not to exceed twenty-five percent of the per meal amount provided by Federal funds.

CHAPTER 51

[AUDIOVISUAL EDUCATION AIDS]
EDUCATIONAL TECHNOLOGY

ARTICLE 1. IN GENERAL

Sec.

- 18A:51-1. County educational [audiovisual aids] technology media centers authorized.
- 18A:51-2. County educational [audiovisual aids] technology media commission.
- 18A:51-7. Assessments for maintenance of [audiovisual aids] technology media center.
- 18A:51-9. Statement to be forwarded to commissioner; state aid to [audiovisual aids] technology media centers.
- 18A:51-11. Single county educational [audiovisual aids] technology media center in county.
- 18A:51-12. Withdrawal of districts from, and dissolution of, educational [audiovisual aids] technology media center.

ARTICLE 1. IN GENERAL

- 18A:51-1. County educational [audiovisual aids] technology media centers authorized

The boards of education of two or more school districts in any county may by resolution adopted by a majority vote of all of the members of each such board, determine to establish a "county educational [audiovisual aids] technology media center".

- 18A:51-2. County educational [audiovisual aids] technology media commission

The supervision, management and control of such center shall be vested in a county educational [audiovisual aids] technology media center commission which shall consist of seven members who shall serve without compensation.

- 18A:51-5. Organization of commission; officers; rules and bonds

Each county educational [audiovisual aids] technology media commission shall organize by the election of a chairman and a vice chairman from its own membership and shall adopt rules for the establishment and maintenance of said center.

- 18A:51-6. Powers and duties of commission

The commission shall provide, maintain and furnish educational [audiovisual aids] media to public schools of the participating school districts and shall provide such facilities, and may incur such expenses as it may deem necessary for said purpose, but shall not make expenditures or commitments in any year in excess of the funds available for that year.

18A:51-7. Assessments for maintenance of [audiovisual aids] technology media center

The commission shall assess against the participating school districts a sum which, together with any anticipated state aid and private donations shall be required for the establishment and maintenance of the county educational [audiovisual aids] technology media center during the first year and for the maintenance and operation of the same,

18A:51-9. Statement to be forwarded to commissioner; state aid to [audiovisual aids] technology media centers

Each county educational [audiovisual aids] technology media commission shall forward to the commissioner, on or before September 1 of each year, a statement of its organization and its proposed program of operation for the next ensuing school year, together with an estimate of the amount of state aid and a plan for expanded services, calculated as hereinafter provided, to which it will be entitled for that school year and it shall certify, on or before the next June 30, the amount raised by assessments and private donations for the purposes of such [audiovisual aids] media for the said school year and if the amount so raised by assessments or private donations or both for any one school year, for the establishment and maintenance or for the maintenance of such [aids] media center shall be not less than the sum of [\$500.00] \$1,000.00, and if the commissioner shall approve such organization and program he shall thereupon certify to the director of budget and accounting in the department of the treasury that there shall be paid to the custodian of moneys of the commission an amount equal to the amount so raised by assessments and private donations out of any funds appropriated by law for said purposes, which amount shall be paid on the warrant of said director drawn on the state treasurer in favor of the custodian of moneys of the commission except that the amount so to be paid by the state to any such commission shall not exceed the sum of [\$5,000] \$10,000 in any one year nor shall it exceed the sum expended by the commission for education [audiovisual aids] technology media purchased by it in any year after the first five annual payments have been made. If the sum appropriated by the state for state aid to county educational [audiovisual aids] media in any one year shall be less than the total amounts so certified by the commissioner, each commission shall be entitled to be paid its proportionate share of the total amount so appropriated.

18A:51-11. Single county educational [audiovisual aids] technology media center in county

Not more than one county educational [audiovisual aids] technology media center shall be established in any one county and if any board of education of any school district within the county shall, subsequent to the establishment of a county educational [audiovisual aids] technology media center within the county,

18A:51-12. Withdrawal of districts from, and dissolution of, [audiovisual aids] technology media center

Draft for "T&E" Discussion Only - 12/19

Explanatory Statements

and

Cost Estimates

Estimated Costs for Implementation of Approval
Process (Recommended N.J.A.C. 6:27)

The purpose of this estimate is to show that the recommended approval process, critical to defining "thorough and efficient," is feasible from both a financial and manpower standpoint. The estimated state cost of \$1.5 million equals approximately \$1 per student per year. Over one-third of that cost is represented by present staff. Therefore, the additional money needed is less than \$1 million in a state budget of approximately \$2.5 billion for education.

The district/school approval process recommended by Curriculum and Instruction (proposed N.J.A.C. 6:27) involves wide Department participation and assigns major responsibility to the county office. The cost projection below is subject to change as responsibilities of county and state offices are clarified, code modifications are reviewed and amended, and further study refines cost estimates.

These costs reflect only the approval process and not the educational improvement costs generated by the approval process:

a. Number of district, elementary, secondary school approvals per year	306
b. Number of present staff available (partial assignment) for a. above	100
c. Estimated number of additional professional staff needed	40
d. Estimated annual cost for a. above includes salaries, travel, printing, in-service training, and consultants	\$1,500,000 *
e. Additional funds needed	\$950,000

*includes present staff costs estimated at \$550,000

TOWARD "THOROUGH AND EFFICIENT" VOCATIONAL EDUCATION IN NEW JERSEY

In 1962, New Jersey ranked 50th among the states in provisions for and enrollment of students in Vocational Education. During the last ten years, New Jersey outranked all states in the percentage of growth in enrollments in Vocational Education. At the present time, approximately 141,000 students are enrolled in vocational education, grades 9 to 12. This represents 29% of the current enrollment of students in grades 9 to 12. Given the options, students are electing vocational preparation in ever increasing numbers. In most situations, vocational courses are over-subscribed. For thousands of students, vocational preparation has become a thorough and efficient mechanism for attaining goals---without closing the doors to college attendance. Vocational programs that have been satisfying and rewarding to some must be made available to all students. To deny students access to enrollment in vocational preparation is discriminatory and perpetuates unequal opportunity and denial of career goal attainment. Currently, restricted access to vocational preparation affects directly thousands of students in the "general" curriculum of the secondary schools. While the system graduates these students, they are neither prepared for college entrance nor for employment.

For those students in the "general" curriculum, the system is neither "thorough" nor "efficient". It is this group primarily that must be the target of our attention in the immediate future. It is, therefore, proposed that at least 60% of the current 9 to 12 secondary school population is interested in and could benefit from vocational preparation assuring that group of a salable skill upon graduation from high school, and not precluding college attendance. This means that the number of students in vocational programs in the secondary schools must be doubled by 1980 so that approximately 60% of the students enrolled are in some program of vocational preparation.

In order to accomplish the above, there is need to nullify some existing legislation and propose new legislation for vocational education in the public schools. In addition, a careful review of the administrative code will necessitate revisions thereof in order for the State Board and the Department of Education to propose a delivery and assessment system assuring vocational preparation as an option for all students.

ANTICIPATED COST OF IMPLEMENTING
"THOROUGH AND EFFICIENT"
VOCATIONAL EDUCATION IN NEW JERSEY

Currently, approximately 30% of the secondary students (9-12) are enrolled in vocational-technical education programs. Since 60% of high school students do not pursue higher education, the goal of the Division of Vocational Education is to provide the capability for offering vocational-technical education to at least 60% of the secondary enrollment.

In order to increase the awareness of students' potential career opportunities through a comprehensive program (e.g., Technology for Children and Introduction to Vocations), an expansion of the current involvement of grades K through 8 is also included.

The achievement of the 60% capability goal for secondary students and expansion of the elementary school programs would require an approximate doubling of the current effort.

The attached table summarizes cost projections for increasing the current level of secondary vocational enrollment from 141,000 in 1973/74 to 282,000 by 1984. Included in the summary is the projected increase from 64,800 students in grades K through 8 to 129,600 by 1984. It must be understood that in order to accommodate the projected increases, capital construction/renovation would be required, which is also included in the summary.

NEW JERSEY DEPARTMENT OF EDUCATION
 DIVISION OF VOCATIONAL EDUCATION
 ESTIMATED ADDITIONAL ANNUAL COST OF DOUBLING VOCATIONAL EDUCATION ENROLLMENTS BY 1984

TOTAL PROJECTED
 INCREASED VOC.
 COST PER YEAR

ELEMENTARY

<u>PROGRAM</u>	<u>GRADE</u>	<u>1973/74 ENROLLMENT</u>	<u>1984 PROJECTED VOC. ENROLLMENT</u>	<u>PROJ. INCREASED PROGRAM ENROLLMENT PER YEAR</u>	<u>TOTAL PER PUPIL COST PER YEAR*</u>	
Technology For Children	K-6	35,000 Teachers @ \$560 = \$19,600,000 (for 10 years)				\$ 1,960,000
Introduction to Vocations	7	32,100	64,200	3,210	\$ 75	240,750
	8	32,700	65,400	3,270	100	327,000
Totals (K-8)		64,800				\$ 2,527,750

SECONDARY

<u>PROGRAM</u>	<u>GRADE</u>	<u>1973/74 VOC. ENROLLMENT</u>	<u>1984 PROJECTED VOC. ENROLLMENT</u>	<u>PROJ. INCREASED VOC. ENROLLMENT PER YEAR</u>	<u>TOTAL PER PUPIL VOCATIONAL COST PER YEAR*</u>	
Vocational/Technical	9	37,100	76,200	3,710	\$ 700	\$ 2,597,000
	10	36,000	72,000	3,600	700	2,520,000
	11	34,900	69,800	3,490	700	2,443,000
	12	33,000	66,000	3,300	700	2,310,000
Totals (9-12)**		141,000				\$ 9,870,000
Total Increased Operating Cost Per Year (K-12)						\$ 12,397,750***

FACILITIES (EXCLUDING CONSIDERATION FOR AMORTIZATION AND INFLATION)

Vocational/Technical Capital Construction	Average Cost Per Pupil: \$ 3,000	
	x141,000 Pupils	
	\$423,000,000 ÷ 10 Years	\$ 42,300,000

SUMMARIZATION OF COSTS (PER YEAR)

Operating Costs Elementary	\$ 2,527,750
Operating Costs Secondary	9,870,000
Capital Construction/Renovations	42,300,000
Grand Total (Increased Operating and Capital Costs)	\$ 54,697,750

* Cost in addition to normal per pupil cost

** 141,000/470,000 (Total 1973/74 Secondary Enrollment) = 30% Current Vocational Enrollment

*** Based on 1974 Costs - Subsequent years should include at least an annual 5% increase to cover cost escalation

DIVISION OF RESEARCH, PLANNING AND EVALUATION/FIELD SERVICES

Proposed Changes to 18A and NJAC

A thorough and efficient system of education will provide an individualized program designed to allow each person the opportunity to achieve maximum self-actualization throughout his/her lifetime.

We live under dynamic socio-economic conditions characterized by rapid technological change and pressure on individuals to develop new skills, a proliferation of information and knowledge, an increasing rate of mobility, a population approaching 50% who haven't completed high school, a need to assimilate groups with varying ethnic and racial backgrounds, and an economy which seems to be fostering more leisure time. Each of these conditions suggests educational programs for our adult populations. Age should not serve as a discriminatory barrier.

Census data reveal that over 2,300,000 adults over the age of 16 have less than a high school diploma or its equivalent. To this figure is added over 20,000 high school dropouts annually and the 23,000 non-citizens entering the United States each year. Over 7,000,000 adults over the age of sixty presently reside in New Jersey. These figures represent populations in need of educational services and programs designed to allow individuals to take part in our society as successful, contributing citizens. (Refer to Tables I, II, III, IV)

Finally, a more comprehensive educational program encompassing the adult population more closely reaches the goals prescribed in the Laws of New Jersey. (18A:4-10)

"General supervision of public education except higher education vested in state board. The general supervision and control of public education in this state, except higher education, and of the state department of education shall be vested in the state board, which shall formulate plans and make recommendations for the unified, continuous and efficient development of public education, other than higher education, of people of all ages within the state."

Draft for "T&E" Discussion Only-12/19

TABLE I
Number of Adults, 25 Years or Older Completing
Specified Years of Schooling

<u>COUNTY</u>	<u>NONE</u>	<u>GRADE SCHOOL</u>			<u>HIGH SCHOOL</u>
		<u>1-4</u>	<u>5-7</u>	<u>8</u>	<u>1-3</u>
Atlantic	2,089	3,964	14,024	16,190	22,799
Bergen	7,127	9,974	38,796	65,326	89,897
Burlington	1,298	2,932	12,652	16,124	30,243
Camden	3,203	7,824	27,727	31,457	57,716
Cape May	847	1,247	4,245	6,045	8,156
Cumberland	1,252	3,568	10,136	9,830	15,328
Essex	11,663	22,889	59,079	69,355	107,337
Gloucester	990	2,537	10,006	11,622	21,548
Hudson	9,153	18,447	55,489	66,352	82,536
Hunterdon	307	781	3,102	5,890	6,963
Mercer	2,328	6,498	20,200	18,861	33,186
Middlesex	4,692	8,131	30,183	38,007	59,021
Monmouth	3,090	5,206	17,913	27,797	45,103
Morris	1,733	3,198	12,193	20,271	31,654
Ocean	1,561	2,892	11,810	19,555	26,484
Passaic	7,028	11,514	33,989	41,769	54,332
Salem	467	1,547	4,430	4,647	7,301
Somerset	1,337	2,441	8,461	11,900	16,137
Sussex	228	548	3,577	5,434	8,332
Union	5,343	8,991	29,189	38,303	56,963
Warren	511	1,107	4,889	6,677	8,407
TOTAL	66,307	126,236	412,090	531,422	789,443

Excerpted from the United States Census, 1970.

TABLE II Draft for "T&E" Discussion Only-12/19
 *Drop-Out Information by County

<u>COUNTY</u>	<u>BLACK</u>	<u>SPANISH SURNAME</u>	<u>TOTAL</u>
Atlantic	252	29	668
Bergen	88	52	1,548
Burlington	73	6	738
Camden	186	52	1,218
Cape May	52	0	494
Cumberland	235	130	926
Essex	1,238	143	2,242
Gloucester	117	6	608
Hudson	425	607	1,926
Hunterdon	2	1	195
Mercer	555	44	1,081
Middlesex	162	137	1,573
Monmouth	298	76	1,568
Morris	23	22	668
Ocean	55	27	768
Passaic	402	233	1,482
Salem	90	4	244
Somerset	25	3	361
Sussex	0	0	211
Union	461	159	1,371
Warren	2	0	222
TOTALS	4,741	1,731	20,112

* N.J. Dept. of Education, Office of Management Information, Branch of Statistics

Draft for "T&E" Discussion Only - 12/14

TABLE III

DIVISION OF FIELD SERVICES

ENROLLMENT TOTALS IN MAJOR CURRICULUM AREAS
AS REPORTED ON 1972-73 ANNUAL REPORT
BUREAU OF ADULT, CONTINUING, COMMUNITY EDUCATION

Year Ending June 30, 1973

<u>County</u>	<u>Gen. Adult</u>	<u>Citizenship</u>	<u>Sec. & H.S.E.</u>	<u>Voc. Tech.</u>	<u>Adult Basic Ed.</u>	<u>County Totals</u>
Atlantic	981	114	707	1,400	132	3,334
Bergen	34,856	1,658	2,139	15,427	1,154	55,234
Burlington	7,636	323	3,523	3,588	6,545	21,615
Camden	12,086	291	2,271	7,619	764	23,031
Cape May	548	53	155	1,058	66	1,880
Cumberland	6,245	106	1,450	2,632	568	1,101
Essex	21,512	2,966	4,441	11,804	3,838	44,561
Gloucester	3,345	52	390	2,747	187	6,721
Hudson	1,997	2,571	1,084	2,631	566	8,849
Hunterdon	6,488	0	410	1,978	373	9,249
Mercer	8,563	302	1,193	3,398	810	14,266
Middlesex	22,360	656	3,812	11,524	1,456	39,803
Monmouth	7,171	53	922	5,026	223	13,395
Morris	12,788	217	1,083	5,383	63	19,534
Ocean	10,163	160	819	2,181	311	13,634
Passaic	6,846	534	1,852	6,272	594	16,093
Salem	919	19	177	412	95	1,622
Somerset	8,055	292	622	5,605	301	14,875
Sussex	582	28	105	942	0	1,657
Union	19,628	1,069	1,468	8,565	1,111	31,841
Warren	425	11	176	660	107	1,379
	193,194	11,475	28,799	100,852	19,264	376,604

POPULATION PROFILE OF NEW JERSEY OLDER ADULTS
 Age 60 and over*

AREA	CENSUS ALL AGES	AGE 60 & 61	AGE 62 - 64	AGE 65 - 74	AGE 75 and OVER	NO. of PERSONS OVER 60	% OVER 60
<u>NEW JERSEY</u>							
TOTAL	7 168 164	136 379	177 666	439 869	257 120	1 011 034	14%
Male.....	3 467 373	64 791	82 932	108 408	96 881	433 012	6%
Female.....	3 700 791	71 588	94 734	251 461	160 239	578 022	8%
<u>ATLANTIC COUNTY</u>							
TOTAL	175 043	3 956	5 760	17 893	10 425	38 034	22%
Male.....	81 731	1 724	2 457	7 476	4 197	15 854	9.5%
Female.....	93 312	2 232	3 303	10 417	6 228	22 180	12.5%
<u>BERGEN COUNTY</u>							
TOTAL	898 012	18 922	23 910	53 513	31 203	127 558	14%
Male.....	432 166	9 246	11 590	22 687	11 314	54 837	6%
Female.....	465 846	9 676	12 330	30 826	19 889	72 721	8%
<u>BURLINGTON COUNTY</u>							
TOTAL	323 132	3 740	4 833	11 570	7 709	27 852	8.6%
Male.....	170 714	1 827	2 275	4 946	2 834	11 882	3.6%
Female.....	152 418	1 913	2 558	6 624	4 875	15 970	5%
<u>CAMDEN COUNTY</u>							
TOTAL	456 291	8 304	10 634	26 054	15 107	60 099	13%
Male.....	219 283	3 918	4 864	10 935	5 665	25 382	5.5%
Female.....	237 008	4 386	5 770	15 119	9 442	34 717	7.5%

*Data Abstracted from 1970 Census of Population - Advance Report #32
 U. S. Dept. of Commerce/Bureau of the Census

BUREAU OF ADULT, CONTINUING, COMMUNITY EDUCATION

Fiscal Note

Program	Projected Cost Increases	Benefits
Directors of Adult, Continuing, Community Education (50)	1,200,000	Reflects increase in reimburse- ment and possible new positions
High School Equivalency	300,000	Reflects cost due to elimination of all fees in equivalency
Evening School for Foreign Born	200,000	Reflects increase in reimburse- ments to local districts
Adult Basic Education	1,500,000	Represents funds presently pro- vided through federal sources and increases generated through more comprehensive programs
Literacy	1,000,000	Provides funds for curriculum development, teacher training, and more comprehensive programs
County Community/Adult Education Committees	210,000	Provides for county advisory committees
Administrative Costs	50,000	Provides for two professionals and one secretary to manage increased bureau activity
	----- 3,460,000	

EXPLANATION OF TRANSPORTATION SUPERVISOR CERTIFICATION

(6:21-7.4)

EXPLANATION OF TRANSPORTATION SUPERVISOR CERTIFICATION

(6:21-7.4)

As safety is the major thrust of our total endeavor, it would be unreasonable to expect untrained personnel to conduct programs of instruction for school bus drivers without having the fundamental techniques required of the position.

FISCAL COST OF IMPLEMENTING 6:21-7.4

Certification of transportation supervisors would be accomplished through our County Colleges and the Bureau of Pupil Transportation at no cost to the State of New Jersey

EXPLANATION OF DRIVER TRAINING PROGRAMS

(6:21-11.7)

In order to implement the Federal Standard 17, as approved by the State Board of Education and the Commissioner of Education, it will be necessary to mandate driver training programs for all drivers transporting pupils under the jurisdiction of the local board of education.

The State of New Jersey has approximately 3500 full time and 500 substitute drivers in their district operating systems. Calculating \$3.00 per hour for the mandated four hour program would constitute a total cost of \$480,000. The local districts would be asked to fund 25% or \$120,000 of this amount under the present State reimbursement formula. The balance of \$360,000 would have to be paid from State funds.

Drivers employed by contract operators, of which we have approximately 6500 full time and 500 substitute drivers, can be expected to cost approximately \$840,000 annually for the four hour instruction program. The State would absorb, under the present reimbursement formula, \$630,000 and the district to absorb the remaining \$210,000.

Fiscal Cost of Implementing 6:21-11.7

	<u>State Reimbursement</u>	<u>District Cost</u>	<u>Total</u>
District Drivers	\$ 360,000	\$ 120,000	\$ 480,000
Contract Drivers	\$ 630,000	\$ 210,000	\$ 840,000
Salaries of Staff:			
3 Driver Training Specialists @ \$14,000			<u>\$ 42,000</u>
		GRAND TOTAL	<u><u>\$1,362,000</u></u>

EXPLANATION OF PUPIL SAFETY PROGRAMS 6:21-18.1

Analysis of school bus related accidents over the years, has established that many of our fatalities and injuries involving school age children have been caused by the lack of understanding of basic safety concepts. The pupil has little knowledge of the operation of school buses and motor vehicles coupled with a lack of concern with the behavioral patterns necessary for pupil safety.

FISCAL COST OF IMPLEMENTING 6:21-18.1

It would be necessary to add four Transportation Specialists at an average salary of \$14,000 each, for a total of \$56,000 to implement this program in addition to the Assistant Transportation Coordinator requested in the State budget.

EXPLANATION OF CHANGE OF PUPIL TRANSPORTATION RESPONSIBILITY

(18A:58-7, 18A:46-23 and 6:21-7.1)

The Bureau of Pupil Transportation could provide greater efficiency in the operation of the pupil transportation system if the Commissioner of Education was to be the final approval authority for state reimbursement of transportation funds to the local districts.

At the present time, such authority is delegated to the county superintendents of schools even though the fiscal analysis and final state aid figures are compiled, audited and analyzed by the Office of Pupil Transportation.

As the majority of all controversies and questions concerning pupil transportation costs, efficiency of operations, employee job descriptions, limit of capital costs, safety programs for drivers and pupils, school bus body and chassis specifications, etc. are established by the Office of Pupil Transportation, it would certainly provide a greater degree of effectiveness to establish a direct line of control and communication rather than a referral system. Many times it is advantageous to answer questions with a background of state wide knowledge rather than the restricted county side approach.

Draft for "T&E" Discussion Only - 12/19

There is no attempt in this suggestion to delimit the knowledge and authority of the county superintendent of schools but rather to ease his numerous duties concerned with fiscal affairs. In fact, it would be feasible both from the economic and efficiency standpoint to provide certified county or regional coordinators of pupil transportation to operate from the office of the county superintendent of schools. The county superintendent could still remain the approving authority for State reports, inspection procedures, review of transportation methods and routes.

FISCAL COST OF IMPLEMENTING 18A:58-7, 18A:46-23 and 6:21-7.1

As the program is now established, the Bureau of Pupil Transportation has always provided the final evaluation and direct cost analysis for the County Superintendent's approval. The new procedure would simply allow the Commissioner of Education to have the final decision on all procedures with no additional cost to the State of New Jersey.

Draft for "T&E" Discussion Only - 12/19

Bureau of Facility Planning
Division of Field Services

General Statement Regarding Recommended Changes in New Jersey
Educational Requirements to Assist in Producing a Thorough
and Efficient Environment for Learning

In their entirety these recommendations will be concerned with improving eight major areas of concern. These are:

- 1- Establishes Minimum Required Facilities for School Buildings;*
- 2- Establishes Standards for Each of These Specialized Areas;*
- 3- Eliminates Referenda Approval for Capital Programs;*
- 4- Requires Facilities Provisions for:
(a) Pre-K programs,
(b) Adult and Continuing education programs,
(c) Community use needs;*
- 5- Provides for Periodic Evaluation of School Facilities;*
- 6- Mandates Educational Master Planning for Facilities;*
- 7- Requires State Board Approval for Disposing of Any Educational Facilities of a School District;*
- 8- Places Complete Control of Public School Facilities Under State Board of Education.*

The minor changes throughout the document are primarily to clarify the intent of certain requirements or to mandate items that have been previously recommended by the Department as desirable.

GENERAL STATEMENT

BUREAU OF EMERGENCY PREPAREDNESS EDUCATION

In considering the optimum emergency preparedness program, the Bureau should be authorized to pursue the following goals:

1. Establish a minimum of eight (8) hours of survival and safety instruction in one grade level for all public and private schools.
2. Assist in developing comprehensive school emergency plans for each school in the State.
3. Provide guidance for state-wide and systematic programs of training for public school law enforcement officers.
4. Establish a School Emergency Center. The center gathers, analyzes and disseminates information and offers professional consultative services to requesting schools regarding: programs for vandalism prevention; school safety and security systems; application procedures for categorical educational grants to reduce crime in schools; energy crises; student unrest and other school emergencies.

The need for such activities is supported by the Federal Government under legislation entitled the Federal Civil Defense Act of 1950 (Public Law 81-290) and the pending Safe School Act, a bill to amend the Elementary and Secondary Act of 1965 to assist school districts to carry out locally approved school security plans to reduce crime against children, employees, and facilities of their schools.

The recently adopted State Board of Education Resolution urging school emergency planning and survival education should facilitate the Bureau's mission.

PUBLIC SCHOOL SAFETY:
MAJOR REVISIONS IN ADMINISTRATIVE CODE

	<u>ADDITION/NEW</u>	<u>DELETION/OLD</u>
1.	Educational Programs for Grades K - 12	Adult Programs Radiological Monitoring Shelter Management
	Comments:	
<hr/>		
2.	Comprehensive Emergency School Plans	Nuclear Attack Plans, Only
	Comments:	
<hr/>		
3.	Public School Law Enforcement Training Programs/Guidelines	-
	Comments:	
<hr/>		
4.	School Security Resource Center	-
	Comments:	
<hr/>		
5.	Name - Emergency Preparedness Education	Civil Defense Education
	Comments:	
<hr/>		

LIAISON REQUIRED

1. School Emergency Planning Guidebooks

- A. Governor's Office
- B. State Board of Education
- C. Commissioner's Office
- D. Acting Director CD-DC
- E. Office of Equal Educational Opportunity

2. Public School Law Enforcement Training

- A. Legislature (18A:17-42,43)
- B. Commissioner's Office
- C. Deputy Commissioner's Office
- D. Division of Administration & Finance
- E. State Police
- F. Bureau of Adult & Continuing Education
- G. Bureau of Teacher Education & Academic Credentials
- H. International & National Associations of
School Security Directors

3. School Security Resource Center

- A. Commissioner's Office
- B. Division of Controversies & Disputes (School law)
- C. Division of Research, Planning & Evaluation (Dissemination)
- D. Bureau of Facility Planning (Physical Security)
- E. Existing out of state centers

- (1) Academy for Educational Development, New York
- (2) National Crime Prevention Institute, Kentucky
- (3) Task Force on Vandalism Prevention, California
- (4) Others

FOOD SERVICE PROGRAM: INTRODUCTION

Today in New Jersey there exists a situation in which children, who are eligible to receive the benefits of Child Nutrition Programs, are being denied these benefits. It is our opinion that the benefits derived from these programs should be made available to all New Jersey school children as an integral part of a thorough and efficient public education. To exclude this aspect of education from any definition of a thorough and efficient system of public education will continue the state of unequal and, in some cases, inadequate educational opportunities.

In effect present practices discriminate against pupils in schools that are not providing food services. This is especially distressing since the Federal Government has authorized open-ended reimbursement policies which guarantee compensation for eligible meals served to children.

There is a great deal of evidence to support the proposition that proper nutrition plays an integral part in the development of an individual with respect to health, well-being, and success as a learner.

COST

This plan would be dependent upon the resources of the National Child Nutrition Programs.

State Budget Estimate

Meal Reimbursements	\$ 15,000,000
Staff	300,000
Research	103,000
Training	68,000
Miscellaneous (Travel, etc.)	<u>42,500</u>
TOTAL	\$ 15,513,500

