

State of New Jersey
Department of Education
175 West State Street
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July 7, 1960

M E M O R A N D U M

TO: Secretaries of Boards of Education
County Superintendents of Schools
Local Superintendents of Schools
Department Members

FROM: Joseph E. Clayton

SUBJECT: Rules and Regulations of the State Board of Education

Recent revisions and new rules adopted by the State Board of Education are enclosed as follows:

- (1) New rule pertaining to approved summer high schools.
- (2) New rule providing for the determination of payments of State aid to libraries.
- (3) Revision of the present rule pertaining to the employment of a person or persons appointed to coach, teach or train individual pupils or school teams for athletic competitions.
- (4) Revision in the rule on Page 18 of the handbook containing rules and regulations pertaining to pupil transportation.
- (5) New rules and regulations for the approval of programs for purposes of reimbursement to local districts for special educational services for emotionally and socially maladjusted pupils.
- (6) Revisions in "Schoolhouse Planning and Construction, A Guide."

Joseph E. Clayton
Deputy Commissioner of Education

JEC:C:m
Enclosures: 6

RULES AND REGULATIONS OF STATE BOARD OF EDUCATION

DIVISION OF CURRICULUM AND INSTRUCTION

Adopted May 4, 1960

The State Board of Education at its meeting held on May 4, 1960, adopted the following new rule pertaining to approved summer high schools:

Credit for work taken in 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.

RULES AND REGULATIONS OF STATE BOARD OF EDUCATION

STANDARDS FOR STATE AID TO LIBRARIES
(Pursuant to R. S. 18:24A-1 et seq.)

Adopted May 4, 1960

The State Board of Education at its meeting held on May 4, 1960, adopted the following new rule providing for the determination of payments of State Aid to libraries pursuant to R. S. 18:24A-1 et seq:

In the event that the total amount appropriated for distribution on October 1 of any fiscal year is less than the sum necessary to carry out in full the provisions of the law, the amount of minimum aids, equalization aid, emergency aid and county establishment grants to be allocated to each qualifying municipality and county shall be reduced by the same ratio as the total amount appropriated bears to the total amount necessary to carry out in full the provisions of the law.

RULES AND REGULATIONS OF STATE BOARD OF EDUCATION

DIVISION OF CURRICULUM AND INSTRUCTION

Revision approved on June 1, 1960

The State Board of Education at its meeting held on June 1, 1960, approved the revision of the present rule of the Board pertaining to the employment of a person or persons appointed to coach, teach or train individual pupils, or school teams for athletic competitions to read as follows:

Every person appointed subsequent to June 1, 1960,* to coach, teach, or train individual pupils or school teams for interschool athletic competition shall be a certificated member of a school faculty in that same school district and shall be employed full-time during the regular school day when classes are in session. He shall be officially designated by the district board of education for the duties for which he is to be held responsible.

* New material is underlined.

RULES AND REGULATIONS OF STATE BOARD OF EDUCATION

TRANSPORTATION, SCHOOL

Revision approved June 22, 1960

The State Board of Education at its meeting held on June 22, 1960, adopted the revision of sub-sections 1, 2 and 3, Paragraph E of Rule No. 1492, pertaining to Buses Approved by Board of Public Utility Commissioners (page 18 of the Handbook containing Rules and Regulations Pertaining to Pupil Transportation) to read as follows:

1. The letters shall be arranged as follows:

SCHOOL BUS
STOP
WHEN LOADING - UNLOADING

2. The color of all lettering shall be jet black, except the word STOP, which shall be a fluorescent red with 1/16" borders in black for the purpose of contrast.

Note: The fluorescent red paint should be covered by a clear sealer for protection and maximum fade resistance.

3. The size of the letters shall be as follows:

WORDS	HEIGHT	WIDTH	STROKE
SCHOOL BUS	<u>7"</u>	2"	<u>7/8"</u>
STOP	<u>8 1/2"</u>	<u>5"</u>	<u>1 1/2"</u>
WHEN LOADING - UNLOADING	<u>1 1/2"</u>	<u>3/4"</u>	<u>1/4"</u>

RULES AND REGULATIONS OF STATE BOARD OF EDUCATION

**SPECIAL EDUCATIONAL SERVICES FOR
EMOTIONALLY AND SOCIALLY MALADJUSTED PUPILS**

**Rules and Regulations for the Approval of
Programs for Purposes of Reimbursement
to Local Districts, Pursuant to N. J. S. A.
18:14-71.36 to .48.**

Adopted June 22, 1960

SECTION I

INITIAL APPROVAL FOR PURPOSES OF REIMBURSEMENT - PERSONNEL

Boards of Education making their initial application for program approval for purposes of reimbursement under this act shall submit evidence that they have:

- A. Employed one or more certified school psychologists on a definite time schedule and not on a fee-per-case basis and the time so scheduled equalled or exceeded the ratio of one full-time psychologist per 8,000 pupils in average daily enrollment.
- B. Provided additional service on a scheduled time basis from one or more of the professional areas of psychiatry, school psychology and school social work which equalled or exceeded a ratio of one full-time person for each 8,000 pupils in average daily enrollment. When at least one person in the enumerated professional areas is employed as a regular member of the school staff under the administrative direction of the superintendent of schools, a district may include for the purpose of meeting this requirement services obtained on a time basis from the staff of a mental health clinic which has been approved by the Commissioner of Education for the purposes of this act.

SECTION II

SUBSEQUENT APPROVAL FOR REIMBURSEMENT

After the initial approval year, the board of education shall show that it has increased approved educational service time given to emotionally and socially maladjusted pupils from the areas of psychiatry, school psychology, school social work and remedial education by at least 20 per cent over that provided in the preceding year.

Failure to provide this amount of additional service in any year between the time the program of the board of education is initially approved for reimbursement and the time the district reaches the minimal service standards for continued annual approval described below will result in the withholding of approval of the program for reimbursement for that year unless an exception is specifically granted by the Commissioner of Education.

SECTION III

MINIMAL SERVICE STANDARDS FOR CONTINUED ANNUAL REIMBURSEMENT APPROVAL

When the board of education meets the following standards it may be approved annually for purposes of reimbursement without increasing service time:

- A. Services for emotionally and socially maladjusted pupils shall be provided by personnel in at least three of the four areas of psychiatry, school psychology, school social work and approved remedial instruction on a definite time schedule rather than a fee-per-case basis and persons

employed in these areas shall be available for work within the physical confines of the local board's facilities and under the administrative direction of the superintendent of schools.

- B. Services for emotionally and socially maladjusted pupils from the four areas of psychiatry, school psychology, school social work and approved remedial instruction shall be provided by persons employed by the board of education unless an exception is specifically granted by the Commissioner of Education.
- C. The total time regularly provided and scheduled from the four professional areas enumerated under "B" above shall not have been less than the equivalent of one full-time person per 4,000 pupils in average daily enrollment.

SECTION IV

PROGRAM STANDARDS

The program of the board of education shall meet the following service standards:

- A. The program shall be designed to improve the emotional and social adjustment of pupils.
- B. When children, needing the special services for emotionally and socially maladjusted pupils, remain in the regular class schedule,

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there shall be a definite educational plan approved by the team functioning within the purposes of this act.

- C. When changes from the regular or usual class placement or educational procedures are effected with emotionally and socially maladjusted pupils, such as part-time instruction, individual or home instruction, permanent expulsion, special scheduling or a combination of these means such special schedules and procedures are based upon team consultation and made by approved personnel described under Personnel of these rules and regulations.
- D. Case and staff records pertaining to this program shall be maintained and made available to designated representatives of the Commissioner of Education for study for purposes of program approval.

SECTION V

REIMBURSEMENT COMPUTATION RULES

When the program of a board of education is approved for reimbursement purposes, the following rules shall apply:

- A. Only that portion of salaries paid for the performance of duties within areas of specialization covered by appropriate certification or approval shall be considered for purposes of reimbursement under this act.

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- B. Only the time of certified school psychologists in excess of one full-time psychologist per 8,000 pupils in average daily enrollment or equivalent ratio will be counted for purposes of approval for reimbursement under this act.
- C. With the exception of "B" above, the district shall be entitled to include for reimbursement computation as provided in the act the salaries and fees paid by the board of education to approved psychiatrists, school psychologists, school social workers, approved remedial instruction specialists and approved mental health clinics.
- D. The salaries of approved psychiatrists, school psychologists and school social workers and approved remedial instructors who are serving in an administrative or supervisory capacity may be included for reimbursement computation purposes provided they carry as a major responsibility the administration and supervision of pupil services which fall within the scope of this act.
- E. Salaries of certified teachers of the emotionally and socially maladjusted may be included for purposes of computing reimbursement under this act but sums in this category shall not exceed one-fifth of the total sum on which reimbursement is computed and provided further that the assignment of all

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pupils to such teachers is made only as a result of recommendations by a team on which is represented at least three of the four areas of approved psychiatry, school psychology, school social work and approved remedial instruction.

A board of education may apply for reimbursement as set forth in N. J. S. A 18:14-71.36 to .48 on tuition or transportation costs paid on behalf of emotionally or socially maladjusted pupils when the receiving district program has been approved according to the rules and regulations adopted by the State Board of Education and the sending district has obtained approval of the representatives of the Commissioner of Education as to placement of the pupil.

RULES AND REGULATIONS OF STATE BOARD OF EDUCATION

SCHOOLHOUSE PLANNING AND CONSTRUCTION, A GUIDE*

Revisions Approved June 22, 1960

1. Page 32, Item B. Changed to read, "Rooms Above and Below Grade. 1. In no case shall an auditorium, assembly room, gymnasium, cafeteria or any space subject to occupancy by 200 or more persons be so situated that an occupant of its main floor, using main exits, must descend or ascend more than 8'0" to reach the outside grade."
2. Page 34, Item E, 2, d. Changed to read, "One unit of exit width for each 100 persons based on 7.5 square feet of floor area for auditoriums, 9 square feet for gymnasiums if they are used for assembly or auditorium purposes (other than required by 9.e below), 10 square feet for cafeterias, and 30 square feet gross area for libraries."
3. Page 34, Item E, 4. Changed to read, "Instructional rooms having direct entrance only through an assembly room, stage, gymnasium, cafeteria, all-purpose room or a room of similar function, shall be provided with exterior exit doors."
4. Page 35, Item 5. Changed to read, "At least one available stairway or exit shall be within 120 feet, as measured along the line of travel, of each door of all rooms used by pupils."
5. Page 35, Item 6, a. Changed to read, "Every room or other space with a capacity of over 100 persons or over 2,000 square feet in area shall have at least two exitways, as remote from each other as practicable."
6. Page 35, Item 6, e. Changed to read, "Capacities shall be based on 7.5 square feet gross per person for auditoriums, 9 square feet for gymnasiums and all-purpose rooms, 10 square feet for cafeterias and 30 square feet gross area for libraries; but the number of exits shall not be less than required under sections E. 2d and 2e above."
7. Page 36, Item F, Doors, 1. Changed by the following addition to read, "All pupil interior exit doors from auditoriums, gymnasiums, all-purpose rooms, cafeterias and any other space having a capacity of 200 or more persons shall not be capable of being locked unless hardware of the anti-panic type is used."
8. Page 36, Item F, Doors, 3. Changed to read, "Locks on all doors of rooms used by pupils, except where anti-panic hardware is required, shall be of the knob operated type only permitting egress from the room at all times."

* All changes and/or additions are underlined.

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9. Page 36, Item F, Doors, 5. Changed to read by adding, "Such doors shall not be less than 30 inches wide. Door hold-back devices of any type shall not be permitted." (This has reference to smoke screen doors.)
10. Page 37, Item F, Doors, 8. Changed to read, "Heater rooms shall be shut off from the interior of a building by hinged type Class 'B' fire door equipped with self-closing hardware. Such door shall swing into the heater room."
11. Page 37, Item F, Doors, 9. Changed to read, "Doors shall be provided at the stage, fan room, head of basement stairs and openings to permanent stairs of attic and roof spaces and shall be kalamein, hollow metal or Class 'B' wood doors."
12. Page 37, Item F, Doors, 10. A new item to read, "All fire doors and smoke screen doors shall be clearly labeled, 'Fire Door--Keep Closed' or 'Smoke Door--Keep Closed'."
13. Page 37, Item F, Doors, 11. A new item which is copied from the Statutes, "Every principal and janitor of a school having a furnace room, hallway, or stair tower, fire or smoke doors shall keep them closed during the time the building is occupied by teachers and pupils. R.S. 18:14-107."

"Any principal, teacher or janitor failing to comply with the provisions of sections 18:14-106 and 18:14-107 of this title shall be guilty of a misdemeanor, and shall be punishable by a fine not to exceed one hundred dollars for each offense. R.S. 18:14-108."

(These excerpts from the Statutes are placed here to call attention to them.)
14. Page 37, Item G, Stairways, 2. Changed to read, "At least one available stairway or exit shall be within 120 feet, as measured along the line of travel, from the exit door of any instructional room."
15. Page 37, Item G, Stairways, 2. Changed to read by adding, "When four unit stairs are used, not less than three separate stair towers shall be provided."
16. Page 37, Item G, Stairways, 9. Changed to read, "Treads shall have a non-slip surface of not less than 3 inches."
17. Page 38, Item G, Stairways, 10. Changed to read, "Stairways shall continue with no decrease in width along the direction of exit travel."
18. Page 38, Item G, Stairways, 13. Changed to read, "Handrails shall be provided upon both sides of the stairs. Inside handrails shall be continuous from the top of the stairs to the bottom. Balustrades at sides and top of stairs shall not be less than four feet high."

19. Page 38, Item G, Stairways, 14. Changed to read, "When the width of a flight of stairs exceeds 84 inches and has more than three risers, an intermediate handrail, continuous between landings and securely supported, with no projection, shall be provided."
20. Page 38, Item G, Stairways, 15. First sentence changed to read, "All stairways and smoke screen partitions shall be built of non-combustible materials."
21. Page 38, Item H, Ramps. Changed to read, "No ramp for pupil use, including auditorium floors, shall exceed a one-foot rise for each ten feet of run."
22. Page 47, Table I. Changed to read, "Study halls, lecture rooms, art rooms, offices, libraries, shops, laboratories and secondary school cafeterias. 30 foot candles."
23. Page 47, Table I. Sixth line changed to read, "Auditoriums (when not used for study), elementary school cafeterias, locker rooms, wash rooms, corridors containing lockers, stairways, 10 foot candles."
24. Page 57. Delete the sentence at the top of the page which reads, "The requirements that are given below supersede and replace those which are contained in the 1956 edition of Schoolhouse Planning and Construction, A Guide."
25. Page 60, Item 1. Changed to read, "The net glass area in all instructional rooms, except gymnasiums, shops and music rooms, shall be not less than 10 per cent of the gross floor area."
26. Page 61, Item 2, e. Changed to read, "There shall be a vision strip of transparent glass, clear or tinted, extending not less than a distance equal to 75 per cent of the length of the exterior wall with a minimum vertical height of 24 inches in all instructional rooms, except shops, music rooms and gymnasiums. The glazing material for this strip shall provide not less than 60 per cent light transmission."
27. Page 61, Item 3. Changed to read, "Main window stools shall be not more than 36 inches above the floor in all instructional rooms except shops, gymnasiums, music rooms, libraries and other special areas."
28. Page 62. Delete the sentence after Item 3, which reads, "For other electrical requirements, see Schoolhouse Planning and Construction, A Guide, and substitute the following: 4. "All electrical installations and equipment shall be in accordance with the National Electrical Code as amended (NFBU No. 70) or the Standard Building Code of New Jersey, Parts, C. D. G. Electrical, as amended."

29. Page 65, Item B, Air Exhaust, 1. Second sentence changed to read, "Such ventilation may be through wardrobes, lockers, or individual room vents, but in no case shall the exhaust ventilation be direct to the corridor."
30. Page 66, Item B, Air Exhaust, 4. Changed to read, "Mechanical exhaust ventilation shall be installed in gymnasiums, all-purpose rooms, combined gymnasium-auditoriums and auditoriums sufficient to provide a total of not less than eight air changes per hour in warm weather."
31. Page 68, a new Item D, 4, to read, "All heater rooms shall be provided with an exterior window or skylight to serve as a release in the event of an explosion."
32. Page 69, a new Item A, 4, to read, "Any water pump capable of diverting more than 100,000 gallons of water per day for any purpose shall comply with Chapter 375, P.L. 1947, as amended."
33. Page 70, Item B, Toilet Facilities, 2. Changed to read, "No general pupil toilet room shall contain less than two each of the respective fixtures required."
34. Page 70, Item B, Toilet Facilities, 6. Changed to read, "Entrances to toilet and locker rooms shall be screened to prevent visibility into the room."
35. Page 70, Item B, Toilet Facilities, 11. ~~Changed by adding~~ "The temperature of hot water going to all shower heads shall be thermostatically controlled by a central mixing valve or valves and so located as to be easily supervised."
36. Page 75, a new Item 5a to read, "All corridor lockers shall be constructed of non-combustible material."
37. Page 75, a new Item 5b to read, "Incinerators and trash chutes when installed shall be in the furnace or heater room, or in other similar rooms and shall be in accordance with the standards of the National Board of Fire Underwriters, NFBU No. 82, as amended. They shall be designed in accordance with the latest regulations of the New Jersey Department of Health."
38. Page 75, a new Item 5c to read, "Powered grounds equipment, automobiles and other internal combustion type engines shall be stored in a separate building of non-combustible construction or in rooms the floors, walls and ceiling of which have a fire resistance rating of not less than one hour. This room shall be shut off from the interior of the building by a Class "B" hinge type door equipped with self-closing hardware."
39. Page 75, a new Item 5d to read, "Where air ducts or pipes penetrate heater room walls, the construction around the pipes or ducts shall be such as to prevent fire or smoke spread through or around the openings. At points where heating and ventilating ducts or flues penetrate heater room walls, they shall be equipped with heat-actuated non-combustible fire dampers."

40. Page 75, Item 6, a. Fire Escapes. Last sentence in the paragraph is changed to read, "Treads and platforms shall have gratings of the reticulated or rectangular mesh type with bearing bars not more than 3/4 inch on centers and crossbars not more than 4 inches on centers."
41. Page 76, Item 6, b. Changed to read, "Entrance platforms shall be not more than five inches below the adjoining floor."
42. Page 76, Item 6, a new h, a to read, "Exit doors leading to fire escapes shall be not less than 2 feet 6 inches wide and equipped with bar-type anti-panic hardware."
43. Page 77, Item 7, Fire Alarms, a, changed to read, "Every new school building and every addition to a school building shall be equipped with an underwriters approved electrical, closed circuit, supervised fire alarm system."
44. Page 77, Item 7, a new b, to read, "New fire alarm systems in building additions shall be connected to the system in the existing building so that all stations throughout the entire school plant will actuate all alarms."
45. Page 77, a new Item 7, c, to read, "Fire alarm stations shall be painted red in color and be clearly marked: 'Fire Alarm'."
46. Page 77, a new Item 7, d, to read, "Stations shall be located in the heater room, kitchen area, assembly rooms, auditorium stage, main office, and near principal exits in corridors so that it will not be necessary to travel more than 120 feet from the door of any room to reach a station on the same floor."
47. Page 77, a new Item 7, e, to read, "Fire alarm signals shall have an auditory sound distinct from other signals within the building and shall be so located that persons in all areas of the building including high noise areas shall be able to hear the signal. The recall signal shall be so coded as to be distinct from the alarm signal."
48. Page 77, Item 8, Fire Extinguishers, a. Changed to read, "Fire extinguishers shall be of a type listed by the Underwriters' Laboratories, Inc. A 2 1/2 gallon water type or a Class 'A' type extinguisher of equivalent size shall be provided in all corridors. The location of fire extinguishers shall be indicated on the plans and such equipment shall be a part of the basic contracts."
49. Page 77, Item 8, b. Changed to read, "Extinguishers shall be housed in a special cabinet or recess wall rack readily accessible at all times and so distributed that one 2 1/2 gallon water type extinguisher or equivalent shall be not more than 100 feet travel distance from any point, and so that there will be not less than one for each 5,000 square feet of floor area or fraction thereof. In trade schools and shops the travel distance shall not exceed 50 feet and the number be not less than one for every 2,500 square feet of floor area."

50. Page 77, Item 8, c. Changed to read, "For locations where fire may occur in flammable liquids, gases, greases or electrical equipment, including, but not restricted to shops, chemistry, and physics laboratories, home-making rooms, kitchens and garages, at least one 5-pound dry chemical type shall be provided in addition to those required in 8, b, above. At least one 15-pound CO₂ or Class 'B' Underwriters' listed dry chemical type extinguisher shall be provided for heater rooms. A fire blanket shall be provided in home economics rooms."
51. Page 81, Item 3. Changed to read, "An emergency cut-off switch for all fuel firing systems shall be provided, conveniently located and clearly distinguishable."
52. Page 82, Item A. Changed to read, "Corridor lockers shall be recessed, ventilated and of non-combustible materials."

NOTE: The material contained herein represents only the changes and/or additions to the Rules and Regulations of the State Board of Education. Any recommendations to be added to the publication SCHOOLHOUSE PLANNING AND CONSTRUCTION, A GUIDE will be forwarded by the Bureau of School Building Services.