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From
THE COMMISSIONER OF EDUCATION
175 WEST STATE STREET
Trenton, New Jersey

(F.D. 18a-10M-11 - 16 - 51)

RULES NOT ASSIGNED TO ANY
PARTICULR DIVISION



State of New Jersey
DEPARTMENT OF EDUCATION
175 WEST STATE STREET
TRENTON 8, N. J.

July 1, 1955

Honorable Robert B. Meyner
Governor of New Jersey
State House
Trenton, New Jersey

Dear Governor Meyner:

I am sending to you herewith a complete set of the Rules and Regulations of the New Jersey State Board of Education. The enclosed resolution shows that the State Board of Education on June 24, 1955, repealed all of the existing rules and regulations and adopted the rules and regulations as presented to you today. A complete set is being filed also with the Secretary of State.

Very sincerely yours,

F. H. Kaebinger
Commissioner of Education
Secretary, State Board of Education

RESOLUTION ADOPTED BY STATE BOARD OF EDUCATION ON

June 24, 1955

RESOLVED: That all rules and regulations heretofore adopted by the State Board of Education are hereby repealed.

RESOLVED: That the State Board of Education, pursuant to R.S. 18: 2-4 and other applicable statutes, hereby approves and adopts as rules and regulations for the State Department of Education the entire set of proposed rules and regulations submitted to the Board this date by the Commissioner of Education, a copy of which is hereby directed to be filed with these minutes.

RESOLVED: That one complete set of said new rules and regulations be filed with the Secretary of State forthwith, as constituting all of the rules and regulations of this Board now in effect.

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CONTENTS

1. County Superintendents and Superintendents
2. Evening Schools for Foreign-born Residents
3. School for the Deaf
4. Procedure in Local School Districts
5. Full-time Employment
6. Qualifying Academic Certificate

COUNTY SUPPS. AND SUPPS.

July 12, 1955

Thompson
242-0

Miss Groh:

Through an oversight on my part, I neglected to append the enclosed sheet to the report of Dr. Raubinger which was sent over earlier today. I will appreciate it very much if you will please attach this sheet to the report.

Sincerely yours,

Olga M. Mackay
Secretary to the Commissioner

qualifications required for membership in a board of education to fill enough vacancies to bring the number of members of the board of education to a quorum. The persons so appointed shall hold office until their successors are elected in the manner provided by law. In the event that, after the members so appointed have qualified, there is a vacancy in the offices of president and vice-president of the board of education, the county superintendent shall forthwith call a meeting of the board, to be held within five days thereafter, for the purpose of electing a president and vice-president. If the board shall fail at such meeting to elect a president and vice-president, the county superintendent shall forthwith fill such vacancy or vacancies from among the members. Each officer so appointed shall serve until his office has been filled by election by the board of education pursuant to R.S. 18:7-53; and if such office has not been so filled within thirty days from the date of the respective vacancy as provided in R.S. 18:7-53, the officer appointed by the county superintendent shall continue to fill the vacancy for the unexpired term.

*Amendment to Rule of State Board of Education adopted by Board on July 1, 1955.

July 12, 1955

Thompson
SAB-2

Miss Groh:

Through an oversight on my part, I neglected to append the enclosed sheet to the report of Dr. Raubinger which was sent over earlier today. I will appreciate it very much if you will please attach this sheet to the report.

Sincerely yours,

Olga M. Mackay
Secretary to the Commissioner

G-542

State of New Jersey
Department of Education
Division of Adult Education
175 West State Street
Trenton 8

M E M O R A N D U M

TO: County Superintendents; School Superintendents; High School Principals;
Directors, Teachers, and Advisory Committee Members of Community Adult
Programs; and other interested Lay Leaders

FROM: The Division of Adult Education of the State Department of Education
and
The New Jersey Association for Adult Education

SUBJECT: Agenda for the January, 1954, Series of Adult Education Workshops

DUTIES OF THE COUNTY SUPERINTENDENT*

Whenever in any school district incorporated under the provisions of Chapter 7 of the School Law the number of vacancies in the board of education is such that there is less than a majority of the total number of members of such board, and by reason thereof such board is without a quorum and unable to transact business, the county superintendent of schools of the county in which such school district is situate shall appoint persons who possess the qualifications required for membership in a board of education to fill enough vacancies to bring the number of members of the board of education to a quorum. The persons so appointed shall hold office until their successors are elected in the manner provided by law. In the event that, after the members so appointed have qualified, there is a vacancy in the offices of president and vice-president of the board of education, the county superintendent shall forthwith call a meeting of the board, to be held within five days thereafter, for the purpose of electing a president and vice-president. If the board shall fail at such meeting to elect a president and vice-president, the county superintendent shall forthwith fill such vacancy or vacancies from among the members. Each officer so appointed shall serve until his office has been filled by election by the board of education pursuant to R.S. 18:7-53; and if such office has not been so filled within thirty days from the date of the respective vacancy as provided in R.S. 18:7-53, the officer appointed by the county superintendent shall continue to fill the vacancy for the unexpired term.

*Amendment to Rule of State Board of Education adopted by Board on July 1, 1955.



Thompson

State of New Jersey
DEPARTMENT OF EDUCATION
175 WEST STATE STREET
TRENTON 8

STATE BOARD OF EDUCATION

OFFICE OF THE SECRETARY

July 7, 1955

Honorable Robert B. Meyner
Governor of New Jersey
State House
Trenton, New Jersey

Dear Governor Meyner:

There is sent to you herewith a copy of an amendment to the Rules of the State Board of Education governing the Duties of the County Superintendent prescribed pursuant to N.J.S.A. 18:4-7C which was adopted by the Board at a regular meeting held on July 1, 1955.

This amendment is to be inserted in the folder entitled "County Superintendents and Superintendents" sent to you last Friday.

Very sincerely yours,

Fred Laubinger
Secretary

COMMONWEALTH OF MASSACHUSETTS
SECRETARY OF THE COMMONWEALTH

DUTIES OF THE COUNTY SUPERINTENDENT*

Whenever in any school district incorporated under the provisions of Chapter 7 of the School Law the number of vacancies in the board of education is such that there is less than a majority of the total number of members of such board, and by reason thereof such board is without a quorum and unable to transact business, the county superintendent of schools of the county in which such school district is situate shall appoint persons who possess the qualifications required for membership in a board of education to fill enough vacancies to bring the number of members of the board of education to a quorum. The persons so appointed shall hold office until their successors are elected in the manner provided by law. In the event that, after the members so appointed have qualified, there is a vacancy in the offices of president and vice-president of the board of education, the county superintendent shall forthwith call a meeting of the board, to be held within five days thereafter, for the purpose of electing a president and vice-president. If the board shall fail at such meeting to elect a president and vice-president, the county superintendent shall forthwith fill such vacancy or vacancies from among the members. Each officer so appointed shall serve until his office has been filled by election by the board of education pursuant to R.S. 18:7-53; and if such office has not been so filled within thirty days from the date of the respective vacancy as provided in R.S. 18:7-53, the officer appointed by the county superintendent shall continue to fill the vacancy for the unexpired term.

*Amendment to Rule of State Board of Education adopted by Board on July 1, 1955.

A-1150

~~REVISION OF RULES OF THE STATE BOARD OF EDUCATION~~

~~EFFECTIVE JANUARY 1, 1951~~

DUTIES OF THE COUNTY SUPERINTENDENT Prescribed Pursuant to N.J.S.A. 18:4-7c

The County Superintendent and Boards of Education

~~XXX~~. The county superintendent shall meet each board of education in his county as often as necessary or advisable.

~~XXX~~. Whenever in any school district incorporated under the provisions of Chapter 7 of the School Law the number of vacancies in the board of education is such that there is less than a majority of the total number of members of such board, and by reason thereof such board is without a quorum and unable to transact business, the county superintendent of schools of the county in which such school district is situate shall appoint persons who possess the qualifications required for membership in a board of education to fill enough vacancies to bring the number of members of the board of education to a quorum. The persons so appointed shall hold office until their successors are elected in the manner provided by law.

~~XXX~~. Whenever a new school district shall be created and there are no persons living therein who have resided in the territory comprised in said district three years, the county superintendent of schools of the county in which such district is situate shall appoint as members of the board of education for such district nine persons who possess the other qualifications for membership in a board of education. The persons so appointed shall hold office until their successors are elected in the manner provided by law.

~~XXX~~. The county superintendent shall take measures necessary to the enforcement of the State Law requiring boards of education to employ only those teachers who are properly certificated for the positions held. The county superintendent shall notify the local board of education and the Commissioner of Education immediately when he learns of a teacher holding a position in violation of the State certification laws and regulations.

The County Superintendent and the Schools

~~XXX~~. Each county superintendent of schools shall visit the schools under his jurisdiction as often as may be necessary. He shall render such supervisory service as he may deem desirable with respect to problems of school administration and supervision, school and classroom organization and management, methods and materials of instruction, curricula, programs of guidance, in-service training of teachers, appraisal of educational results, the appropriateness and adequacy of school sites, building and equipment, and shall insofar as possible make his office a service bureau for the school in his county.

~~XXX~~. Each county superintendent in his annual report to the Commissioner of Education shall specifically report as to whether the provisions of the School Law relating to the reading of the Bible and the law relating to the daily salute to the Flag have been complied with in the various districts therein. He shall annually, and at such other times as he may deem advisable, direct the attention of the boards of education therein to the necessity of complying with the provisions of said sections.

~~XXX~~. The county superintendent shall advise and make recommendations for the development of suitable building facilities and the installation of proper equipment in the school districts under his jurisdiction. He shall submit such recommendations from time to time to the Commissioner of Education. The Commissioner, in his discretion, may refer any such matters to such Assistant Commissioners as he may designate.

The County Superintendent and School Law Decisions

~~XXX~~. The county superintendent shall ascertain whether the judgments and orders of the Commissioner of Education and the State Board of Education in controversies arising under the School Laws of the State or under the rules and regulations prescribed by the State Board of Education are obeyed, and shall inform the Commissioner of Education fully concerning the action taken by the parties with respect to such judgments and orders.

~~XXX~~. The county superintendent shall preserve carefully all reports of school officers and teachers, and at the close of his official term shall deliver to his successor all records, books, documents, papers, and property belonging to the office.

The County Superintendent and Teachers' Institutes Prescribed Pursuant to
N.J.S.A. 18:2-4c and 18:4-7c

~~XXI~~. The Commissioner of Education may authorize the county superintendents to hold institutes in such counties of the State as he shall deem advisable.

~~XXV~~. The county superintendent shall make all necessary local arrangements for the county institute. He shall report to every board of education the attendance of teachers at said institute.

~~XXVI~~. No public school shall be in session, nor shall be deemed to be in session, during the period the institute for the county is being held, unless excused by the Commissioner of Education.

~~XXX~~. Each teacher shall attend the annual institute held for the county in which he is teaching, and no deduction shall be made from the salary of any teacher for the time he is in attendance upon said institute, but no teacher shall be paid for time not in actual attendance at said institute except upon presentation of a written excuse from the county superintendent.

SUPERINTENDENTS

Rules for the Approval of a Superintendency Pursuant to N.J.S.A. 18:7-70
Conditions Necessary for Approval

Any superintendency hereafter approved shall meet the following conditions:

- ~~XXVIII~~ 1. The district or districts shall have a staff of at least twenty-five full-time teachers.
- ~~X~~ 2. The Superintendent shall hold an appropriate certificate prescribed by the State Board of Education.
- ~~3~~ 3. The salary shall be not less than six thousand dollars \$6,000.00 per annum.
- ~~4~~ 4. The county superintendent shall certify the necessity for the appointment and the Commissioner of Education shall approve it. This certification to the Commissioner of Education by the county superintendent of schools shall be accompanied by an application for such approval from the employing board or boards of education.

the
Duties of a Superintendent of Schools Prescribed Pursuant to
N.J.S.A. 18:6-38 and 18:7-70

~~XXIX~~. In the performance of his duties, the superintendent shall visit the schools under his jurisdiction and shall examine into their condition and progress. He shall be responsible for the supervision of instruction and for advising the principals and teachers in procedures, methods, and materials of instruction and he shall be responsible for the discipline and conduct of the schools. He shall exercise such educational and administrative leadership, supervision and guidance as may be necessary for producing best possible educational conditions and outcomes.

~~XXXI~~. He shall appoint such clerks as may be authorized by the board or boards of education. Pursuant to N.J.S.A. 18:6-38 and 18:7-70.2

~~XX~~. He shall nominate to the board or boards of education such assistant superintendents as shall be authorized by the board or boards of education. N.J.S.A. 18:6-40 and 18:7-70.3

~~XXXI~~. It shall also be his duty to recommend and prepare for the board or boards of education lists of textbooks and reference and library books, materials of instruction, instructional equipment, and school supplies, for approval by the board or boards of education, but it is not the duty of the superintendent to purchase or distribute them.

~~XXX~~. He shall ascertain if teachers are properly certificated and shall report to the board or boards of education teachers who are not properly certificated.

~~XXX~~. He shall make reports on the schools under his supervision to his board or boards of education, and, when so required, to the county superintendent, to the Commissioner of Education, and the State Board of Education.

EVENING SCHOOLS FOR FOREIGN-
BORN RESIDENTS

RULES GOVERNING EVENING SCHOOLS FOR FOREIGN-BORN RESIDENTS
(Pursuant to N.J.S.A. 18: 15-96 to 103)

MANAGEMENT

These classes shall be separate and distinct from other evening school classes. They may be held in the same building with other classes, but they must be maintained in separate rooms. Classes maintained under the provisions of Sections 18:15 (96 to 103) of the New Jersey Revised Statutes must be held in the evening. Courses of study may be organized on the unit plan and must be approved by the State Board of Education.

COURSES OF STUDY

The subjects taught in evening schools for foreign-born residents shall include those specified in the statutes referred to, namely:

- a. The English language
- b. Local and State government and laws of New Jersey
- c. The form of government and laws of the United States
- d. Problems in American Democracy

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.

SCHOOL FOR THE DEAF

RULES GOVERNING NEW JERSEY
SCHOOL FOR THE DEAF

Pursuant to 18: 16-2

Admission to the New Jersey School for the Deaf shall be restricted to deaf children not over twenty-one years of age whose parents or guardians are legal residents of New Jersey.

Application for admission shall be filed in writing on behalf of a proposed pupil by the parent, guardian, or friend of the applicant on a form provided by the school, which form shall be approved by the State Board of Education.

Eligibility for admission shall be determined by the superintendent and staff of the school.

When the resources of a proposed pupil, or his parent or guardian, are sufficient therefor, his parent or guardian shall be required to pay the cost of maintenance and care of such pupil, or such part thereof as the State Board of Education shall deem just and equitable.

All moneys received for or on account of the cost and maintenance of pupils shall be entered in a special account and a report of such moneys and of the number of pupils making such payments and of those making no payments shall be made to the Board at least annually before the close of the school for the summer vacation.

The superintendent may dismiss students whose conduct is deemed detrimental to the school or whose work is unsatisfactory.

Appropriate certificates and diplomas shall be awarded upon the completion of approved courses of study.

Any child whose parents or guardians are legal residents of New Jersey shall be eligible to attend clinics maintained by the School for the Deaf.

Teachers employed at the School for the Deaf shall hold Certificate A issued by the Conference of Executives of American School for the Deaf.

The superintendent with the approval of the Commissioner of Education, shall appoint such field workers as are deemed necessary, or he may designate a teacher or officer of the school to perform such duties. Such officers shall have full authority, in addition to their other assignments, to enforce the school attendance laws of New Jersey.

The superintendent shall file with the Commissioner of Education the list of students proposed for admission, whenever students are admitted together with the names and residences of parents or guardians of such pupils. ~~The committee shall make a report to the Board covering such proposed admissions.~~ The Commissioner of Education shall make a report to the Board covering such proposed admissions.

The superintendent shall file monthly with the Commissioner of Education a report covering attendance of pupils, the activities of the superintendent, and such other matters as the ~~committee~~ may require from time to time.

Commissioner of Education

PROCEDURE IN LOCAL SCHOOL DISTRICTS

REGULATIONS GOVERNING PROCEDURE IN LOCAL SCHOOL DISTRICTS

Board of Education -- Call of Special Meetings

(Pursuant to N.J.S.A. 18: 2-4b and implementing
N.J.S.A. 18: 5-47)

In every school district of the State it shall be the duty of the secretary or district clerk of the board of education to call a special meeting of the board whenever he is requested by the president of the board to do so or whenever there shall be presented to such secretary or district clerk a petition signed by a majority of the whole number of members of the board of education requesting the calling of such special meeting.

BOARD OF SCHOOL ESTIMATE

(Pursuant to N.J.S.A. 18: 2-4b and implementing
N.J.S.A. 18: 6-48, 18: 6-50, 18: 6-56 and 18: 6-60)

In any district operating under Chapter 6 of the School Law, the mayor of the municipality comprising the school district shall be the presiding officer of the board of school estimate, and, in the event of the absence of the mayor at any meeting of the board of school estimate, the members thereof present at such meeting shall proceed to elect a presiding officer pro tem.

It shall be the duty of the mayor to call a meeting of the board of school estimate for the purpose of considering the request of the board of education for an appropriation within five days after there shall have been delivered to each member of the board of school estimate an itemized statement of the amount of money estimated to be necessary for the current expenses of and for repairing and furnishing the public schools of the district for the ensuing school year, and the amount of money estimated to be necessary for the purchase of any land or for the erection of any new building or an addition to a building and the equipment for any buildings.

FULL TIME EMPLOYMENT RULE

RULE GOVERNING FULL-TIME EMPLOYMENT
(Pursuant to N.J.S.A. 18:13.1 to .11)

The period of time in each day required for full-time employment shall be the number of hours prescribed by the local board of education, but which shall not be less than four clock hours.

QUALIFYING ACADEMIC CERTIFICATE

PURSUANT TO N.J.S.A. 18:21-1 et seq.

Applicants for the Qualifying Academic Certificate shall submit to the Commissioner official transcripts as evidence of the completion of the preliminary education required for the issuance of the certificate.

Each application shall be accompanied by a certified check or money order made out to the Commissioner of Education.

Requirements for the following qualifying academic certificates shall be:

1. LAW

- (a) Four years of approved high school education, or the equivalent.
- (b) At least three years of liberal arts academic education leading to a Bachelor's degree, completed in a college or university approved by an accrediting association.

2. MEDICINE

- (a) Applicants who graduated from medical school prior to July 4, 1903, shall submit satisfactory evidence of at least five years of continuous and reputable medical practice.
- (b) Applicants who matriculated in medicine after July 4, 1903 and prior to March 25, 1912, shall present four years of approved high school education, or the equivalent, completed before beginning the second year of medical study.
- (c) Applicants who matriculated in medical school between March 25, 1912 and July 1, 1916, shall present evidence of the completion of four years of approved high school education, or the equivalent, completed before entering the medical school.
- (d) Applicants who matriculated in medical school from July 1, 1916, to July 1, 1917, shall submit college matriculation and completion of one year of college education before entering medical school. This one year must be in the arts and science field and include:
 - (1) Biology
 - (2) Physics
 - (3) Chemistry
 - (4) Modern Foreign Language (French, German, Italian or Spanish)
 - (5) English
- (e) Applicants who matriculated in medical school subsequent to July 1, 1917, shall submit evidence of at least two years of arts and science college education, including the following subjects:
 - (1) English composition and literature - 6 semester hours
 - (2) Modern Foreign Language - 6 to 12 " "
(French, German, Italian or Spanish)
 - (3) Chemistry - 12 " "
(At least 8 semester hours shall be in general inorganic chemistry, including 4 semester hours in organic chemistry)

- (4) Physics - 8 Semester hours
- (5) Biology - 8 " "
- (6) Other nonscience subjects to complete two years of college education.

3. DENTISTRY

- (a) Four years of approved high school education, or the equivalent.
- (b) At least two years of pre dental education completed in a liberal arts college approved by the State school agency of the state in which the college is located, or an accrediting association as the case may be. The above requirement shall include the following subjects:

- (1) English - at least 6 semester hours
 - (2) Biology - " " 6 " "
 - (3) PHYSICS - " " " " "
 - (4) Inorganic Chemistry - " " " " "
 - (5) Organic Chemistry - " " 3 " "
- (one term)

4. CHIROPODY

- (a) Four years of approved high school education, or the equivalent.
- (b) Applicants graduating from chiropody schools after January 1, 1955, shall be required to submit evidence of the satisfactory completion of one year of arts and science college education, which shall include:
 - (1) English
 - (2) Modern Foreign Language - (French, German, Italian or Spanish)
 - (3) Chemistry
 - (4) Physics
 - (5) Biology

5. PHARMACY

Four years of approved high school education, or the equivalent.

6. CERTIFIED PUBLIC ACCOUNTANT

- (a) Four years of approved high school education, or the equivalent.
- (b) Four years of college education with a Bachelor's Degree, completed in a college approved by the school state agency of the state in which the college is located, or an accrediting association, as the case may be. The college education shall include:
 - (1) Accounting (including courses in municipal and governmental accounting) - 30 semester hours
 - (2) Finance - 8 " "
 - (3) Law - 8 " "
 - (4) Economics - 6 " "
 - (5) Other professional subjects - 8 " "
 - (6) Liberal Arts subjects - 60 " "

7. CHIROPRACTIC

- (a) Four years of approved high school education, or the equivalent.

- (b) Applicants graduating from an approved chiropractic school after December 31, 1957, must have successfully completed prior to commencing his studies in the chiropractic school at least one year's study in a school of arts and sciences accredited by the State Department of Education.
- (c) Applicants graduating from an approved chiropractic school after December 31, 1958, must have successfully completed prior to commencing his studies in the chiropractic school at least two years' study in a school of arts and sciences accredited by the State Department of Education. The preprofessional college education shall include:
 - (1) English
 - (2) Modern Foreign Language - (French, German, Italian or Spanish)
 - (3) Chemistry
 - (4) Physics
 - (5) Biology

8. Nursing

Four years of approved high school education, or the equivalent.

9. OPTOMETRY

Four years of approved high school education, or the equivalent.

10. HIGH SCHOOL EQUIVALENCY

Completion of a minimum of 16 units of credit in subjects including:

- (a) Four years of English
- (b) American History
- (c) One other history subject