

M-1345

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
175 WEST STATE ST.
TRENTON 8, N. J.

DIVISION OF CURRICULUM & INSTRUCTION

Rules of the State Board of Education
Adopted June 24, 1955

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Part A
Rules Concerning Secondary Education
Pursuant to NJSA 18:2-4b, 18:2-4h and 18:15-5

1. APPROVAL OF HIGH SCHOOLS

High schools which meet the standards set by the State Board of Education shall be classified as "Approved High Schools." A list of these schools shall be kept on file in the office of the Commissioner of Education.

I. APPROVAL PERIOD

1. 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.

2. In a district maintaining more than one high school, approval of each school shall be granted separately.

3. The maximum approval period of a high school shall be five years. Conditional approval may be granted for a shorter period of time.

4. During the period of approval any proposed changes in curriculum, in standards, or in the grades embraced in the organization of the school shall be subject to the approval of the State Board of Education.

5. 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.

II. CLASSIFICATION OF SCHOOLS

1. The following grade groupings shall be used to classify secondary schools which possess the other characteristics of school organization:

Grades 7 to 9 inclusive, junior high school
Grades 10 to 12 inclusive, senior high school
Grades 7 to 12 inclusive, six-year high school
Grades 9 to 12 inclusive, four-year high school

2. Partial high schools shall not be eligible for approval.

III. CURRICULUM

1. The curriculum shall comply with statutory requirements and shall be that which has been adopted by the local board of education and approved by the

State Board of Education.

2. A copy of the program of studies together with the regulations governing its administration as formulated locally and approved by the State Department of Education shall be kept on file in the principal's office of each high school. It shall indicate the subjects taught, the required and elective subjects, the number of class periods per week and the number of credits for each. It shall indicate the minimum number of credits required for graduation.

3. The subject offerings shall be sufficiently varied to provide for the educational needs of normal youth of high school age living in the community which the school is intended to serve.

4. The educational program shall be designed to stimulate each pupil to achieve the highest level of attainment of which he is capable.

5. The school shall maintain a program for the promotion of character and citizenship, and for the development of mental and physical vigor.

6. Guidance service shall be provided to assist each pupil and his parents to make suitable choice in the use of all available educational resources of the school.

7. The school shall maintain a plan for curriculum development and for the advancement of instructional efficiency.

IV. GRADUATION

A. Subject to approval of the State Board of Education

1. Each four-year high school shall establish a minimum set number of credits to be required for graduation, to be not less than 76 credits nor more than 84 (15 $\frac{1}{5}$ to 16 $\frac{4}{5}$ units).

2. Each senior high school shall establish a minimum set number which shall be not less than 57 credits nor more than 63 credits (11 $\frac{2}{5}$ - 12 $\frac{3}{5}$ units) to be completed in grades 10 to 12 inclusive.

3. 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. Each junior high school shall establish a statement of policy governing 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 (R. S. 18: 14-82).

High school diploma credit may be allowed for music study under private instruction. The privilege of granting such credit shall be subject to regulations prepared by the Commissioner of Education. Applications for approval of the plan for use in high schools shall be considered as received.

V. PROFESSIONAL STAFF

1. TEACHERS. The high school shall have an adequate number of teachers properly certificated for their respective assignments.

2. PRINCIPAL. The primary responsibility of the principal shall be the supervision and administration of the school. Except for teaching assignments he shall devote full time to the supervision and administration of the school.

a. If he teaches any classes his daily teaching assignment shall be limited as follows:

| <u>School Enrollment</u> | <u>Maximum Number of Teaching Periods</u> |
|--------------------------|---|
| Under 400 | 2 |
| 400-500 | 1 |
| Over 500 | 0 |

b. When the high school enrollment does not exceed 300 pupils, the superintendent of the school district may also serve as high school principal provided that he does no teaching and provided that at least one-half of his time is given to administration and supervision of the high school.

- c. Regardless of enrollment in a regional high school the principal of a regional high school may also serve as superintendent of the regional district provided he devotes his full time to administration and supervision. When there is more than one high school in a regional district, there shall be a principal for each school; one principal may be designated as superintendent or there may be a superintendent who serves in this capacity alone.

VI. TEACHING LOAD

1. The number and variety of assignments of the teacher and the number of pupils assigned to the teacher shall be sufficiently limited to enable the teacher to make adequate preparation for his responsibilities.

2. Class sizes shall be sufficiently limited in numbers to provide opportunity for a reasonable amount of attention by the teacher to the individual needs of the pupils.

VII. INSTRUCTIONAL EQUIPMENT

The equipment for teaching all subjects offered shall be adequate for efficient instruction. The library facilities shall be adequate.

VIII. CLERICAL STAFF

Sufficient clerical staff shall be provided to eliminate as far as possible the time and effort required from the professional staff for routine clerical work.

IX. PUPIL RECORDS

Adequate records shall be kept for the guidance and counselling of pupils presently in school. Records which are to be preserved when the pupil is no longer in the school shall show clearly the subjects taken, the mark received and the credits awarded. All records shall be safe-guarded.

X. SCHOOL EFFICIENCY

The school shall maintain a plan for the measurement of its own effective-

ness through the use of such measures as standardized tests, observational records, the study of dropout rates, the follow-up of graduates and early school-leavers, and other evaluation procedures.

XI. BUILDING AND SITE

1. The building shall be adequate, shall afford suitable accommodations for study, class and laboratory work, library services, health and physical education, guidance and counselling, shop and homemaking instruction, administration and all other school services recognized in the approval of the school.

2. All buildings shall be kept clean, sanitary, and in good repair. The walks and outside steps shall be promptly cleared of snow and ice. The school grounds shall be kept clean and well-ordered.

3. The toilet rooms shall be well-ventilated and supplied with warm water, soap and towels. Toilet paper shall be available in each stall.

XII. DEFINITIONS

1. Class Period

No class period shall be less than forty minutes in length, exclusive of time allowed for passing.

2. School Year

A school year shall consist of not less than one hundred and eighty school days.

3. Units and Credits

a. A unit represents approximately one-fourth of a year's work in the high school and shall consist of a minimum of four hundred minutes of directed learning each week of the school year, of which not less than two hundred minutes a week shall be in a class in the high school under the direction of a properly certificated teacher. In New Jersey, a unit shall be evaluated as five high school credits.

b. Courses which because of the limitation of class time or because of the absence of home study do not constitute a whole

unit shall be evaluated fractionally in the ratio which the time spent on them bears to the time assigned to a whole unit.

2. APPROVAL OF PRIVATE SECONDARY SCHOOLS

I. A private secondary school located in New Jersey may, upon the request of its governing authority, be registered by the State Board of Education 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.

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

III. 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 by-laws 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 school each day, the beginning and closing of each class period, time allowed for passing between each class, 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 and electives, the number of class periods per week for each subject and the credit value of each.
12. The number of credits required for graduation.
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: a) a list of the encyclopedias, dictionaries and other major reference books; b) the amount of expenditure for new books during each of the most recent three years; c) a list of the newspapers and magazines regularly received.
17. The approximate value of equipment for (a) Biology (b) Physics (c) Chemistry and (d) General Science.

3. APPROVAL OF EVENING HIGH SCHOOLS

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I. The rules for the approval of high schools shall apply in general to evening high schools.

II. No pupil who enrolls for diploma credit may be less than fourteen years of age.

4. RULES FOR APPROVED SECONDARY SCHOOL SUMMER SESSIONS

OPERATION. The rules for the approval of full-time secondary schools except as otherwise provided shall apply to secondary summer sessions. No summer secondary session may be approved unless it 1) is operated by a board of education without charge to the pupils living within that district, or 2) is operated as an integral part of the program of an approved private secondary school. Application for approval shall be made yearly.

TEACHER QUALIFICATION. Teachers in approved secondary summer sessions conducted by boards of education shall possess certificates valid for secondary school work in subjects taught. Teachers in the summer session of an approved private school shall be members of the regular staff of that school or of some other approved secondary school. 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.

ADMISSION OF PUPILS. The assignment of 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) in advanced work shall be regarded as a maximum. In review work, two major subjects shall be regarded as a maximum.

CREDIT.

(a) Advanced Work. To receive advanced credit for a subject not previously taken in high school, the pupil shall receive class instruction

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in summer session equivalent to an amount not less than the minimum customarily required in high school; namely, 3600 minutes class instruction for $2\frac{1}{2}$ high school credits ($\frac{1}{2}$ unit), or 7200 minutes for 5 high school credits (1 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.

- (b) Review Subjects. In subjects which are given for review or for other purposes not including advanced credit, a subject meriting a full year's credit (1 unit) shall be organized to provide at least 3600 minutes of classroom instruction in addition to home or study-hall assignments. One semester courses ($\frac{1}{2}$ unit) shall provide a proportionate amount of classroom instruction.

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.

- (c) 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, c.g. Algebra I, English III, Spanish I, etc.
- (d) 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.

5. CREDIT FOR EDUCATIONAL EXPERIENCES
IN THE ARMED FORCES OF THE UNITED STATES

Allowable Credit. 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 experiences of military and maritime service personnel while in the armed forces of the United States.

(a) Successfully completed basic training in the Army, Navy, Coast Guard, Merchant Marine, or other special military services including auxiliary services for women.

(b) 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.

(c) Courses of instruction which are a part of the training given to members of the armed forces for specialized and technical service.

(d) General growth from informal educational experience in the services as indicated by the General Educational Development Tests of the Armed Forces Institute.

Conditions.

(1) 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.

(2) 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.

(3) 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.

(4) The maximum credit for basic training shall be 10 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."

(5) The off-duty courses referred to in (b) 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.

(6) The guide for the evaluation of the courses of specialized instruction referred to in (c) above shall be the "Guide to the Evaluation of Educational Experiences in the Armed Forces," published by the American Council on Education.

(7) Credit for general educational growth, referred to in (d) 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 re-

turning veteran at such grade levels in these fields as the evidence warrants. The student 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.

6. CORRESPONDENCE COURSES IN APPROVED SECONDARY SCHOOLS

Correspondence school courses of a vocational nature may be used in secondary schools subject to the following conditions:

1. This action shall permit only the use of correspondence school courses of a vocational nature which cannot be economically offered in the regular program of studies.
2. Students shall be admitted to such courses only upon recommendation of the principal of the school. Only pupils of the tenth, eleventh, and twelfth grades are eligible.
3. Not more than 15 credit points (3 units) of such courses shall be credited toward the high school diploma. Not more than one such course shall be taken at one time by any student.
4. The courses utilized under this plan shall be limited to those which the student may use for credit toward the high school diploma.
5. The students taking these courses shall meet daily for one period under the supervision of a teacher regularly assigned to this duty; this teacher shall devote the period to guiding, advising, and assisting in the instruction as needed.
6. All expenses of these courses shall be paid by the school district.
7. This action shall not be considered a blanket approval for such courses in all schools. Applications for approval of the plan for use in high schools will be considered as received.

PART B

CHILD CARE CENTERS

STANDARDS FOR THE ISSUANCE OF A CERTIFICATE OF APPROVAL FOR
A CHILD CARE CENTER PURSUANT TO N.J.S.A. 18:20 A-1 to 10

Procedure for Operating Centers

1. A person or persons planning to open a center for a group of six or more children from the age of two and under the age of five years, in which any tuition, fee, board, or other form of compensation for the care of the children is charged, shall apply to the State Department of Education for an Application for Certificate of Approval.

2. Every private group, coming under the provisions of N.J.S.A. 18:20 A-1 to 10, shall apply for and obtain from the Commissioner of Education, a Certificate of Approval before opening.

3. The application form shall be completely filled in and filed with the Commissioner of Education, accompanied by a money order or a certified check for fifteen dollars made payable to "Commissioner of Education" (Chapter 116, P. L. 1954). In the event the certificate is denied this fee shall be returned.

4. A visit shall be made by a representative of the State Department of Education and a report made to the Commissioner of Education.

5a. The housing shall meet local building, sanitation, and fire codes.

5b. The local health and fire departments shall certify that there is no hazard to the health and safety of the children. Stairs, furnace, hot water heater, bathroom, kitchen, exits, fire extinguishers, plumbing and the electrical facilities shall have been found to be safe and there shall be no other undue hazards.

6. A Certificate of Approval shall be issued to any child care center that qualifies under the standards. This Certificate of Approval shall be in force for a period of three years, unless revoked for good cause.

7. The Certificate of Approval shall state the maximum number of children for which approval is granted.

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8. The Certificate of Approval shall be renewed every three years, subject always to the approval standards.

9. Any changes in the location of the nursery, the building, enrollment, or staff after a Certificate of Approval is issued, shall be reported to the State Department of Education within thirty days.

Personnel

1. There shall be a minimum of two adults for any total school group.
2. The children shall not be left unattended at any time.

Qualification of Staff

1. The person responsible for setting the educational policies and program shall be a qualified nursery school teacher as here and after prescribed.

2. Each adult person connected with a child care center shall present to the center an annual written statement from a qualified physician certifying his physical health, including freedom from tuberculosis determined by physical and chest X-ray examinations.

Director

1. The director shall be qualified by professional knowledge, training and experience in the fields of education, child psychology, social group work or social case work.

2. If he teaches, he shall meet the qualifications hereinafter prescribed for the head teacher and in addition should have administrative ability and be able to work effectively with people.

Head Teacher - The head teacher shall be the person responsible for the school program.

1. With a college degree, the head teacher shall

a. have graduated from a four year established college or teacher training

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institution.

b. have had fifteen hours of credit in courses in Early Childhood Education in college or in addition to college work. These credits shall be in child psychology, growth and development, and nursery school curriculum.

c. have had at least two years' teaching experience in an approved nursery school as a teacher.

2. Without a college degree, the head teacher shall

a. have had five years experience as a teacher in an approved nursery school.

b. take courses in Early Childhood Education and related fields in accredited schools, amounting to thirty credit hours, if three hours credit is given for each course, or twenty credit hours if two hours credit is given for each course. He shall complete at least six credits a year until the required number of credits is completed.

Teacher

1. A teacher shall

a. have been graduated from four year high school or secondary school.

b. have had one year's teaching experience as an assistant or as a student teacher in an approved nursery school.

c. shall have had fifteen hours in nursery school curriculum and child development.

or

2. A teacher shall be a person qualified to teach in a public elementary school, provided he has completed at least one curriculum course in early childhood education.

Assistant Teacher

1. He shall be a high school or secondary school graduate, or a parent.

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The Program

Health Care

1. Each child shall be inspected before he enters the group and before the mother or attendant leaves. The inspection shall be done by a nurse or a teacher who has been instructed in the inspection procedures by a physician or nurse.

2. Each child shall have a complete physical examination by a physician before admission. Re-examination shall be made at least every six months thereafter. If a child is under the regular care of a pediatrician, the physical examination shall have been made within the last five months before admission.

3. The school shall provide a form upon which the physician can submit a record of the child's health history, immunization data, and the findings of the last medical examination.

4. A child having a physical or mental handicap which requires special care or continued close supervision shall be enrolled only with the approval of the physician.

5. Simple first aid equipment shall be readily accessible and a person trained to give first aid available. A doctor shall be readily available at all times.

6. Any child who has been absent because of illness shall be readmitted only with a certificate from the family physician, the school physician, or the local Department of Health.

7. A hot lunch shall be served, if the program runs through the noon meal.

Meals shall be nutritionally adequate. An adequate lunch shall include at least

- a. one-half pint of plain whole milk as a beverage
- b. one ounce of protein (lean meat, poultry, fish or cheese).

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- c. one-half cup of vegetables or fruit or both.
- d. one portion of bread.
- e. one teaspoon of butter or margarine.

Physical Facilities

Kitchen and sleeping facilities shall be provided for a full day program. All programs shall include play rooms, isolation room, coat room or lockers, storage space, lavatories, and toilets. Any preschool unit shall include outdoor space.

Housing

The nursery school unit shall be located on the first floor for all child care centers approved after September 1, 1955, and, if possible, should have a south and east exposure. The rooms shall be well ventilated, dry, warm, pleasant, and sunny.

For rooms located above the first floor, there shall be such safety precautions as guards on windows and handrails for stairways. Such rooms shall have more than one functioning unit.

Basement rooms shall not be used unless specially approved, except when used during short periods as necessary play space in inclement weather. Ventilation and lighting shall be adequate. The floor and walls shall be free from dampness and odors.

Rooms used as family living quarters shall not be included, unless specially approved.

Two unobstructed exits shall be provided from all floors and basement areas used by the children, as a safety precaution. These exits shall be easily accessible to the rooms and to the out of doors. Outside exit doors shall open outward.

Walls and floors shall be finished in such a manner that they may be cleaned frequently.

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Fireplaces, open-face heaters, stoves, hot radiators, electrical outlets, and hazardous windows, in rooms used by children, shall be adequately protected by screens or guards.

Stairs shall be easy and safe for children's use with a handrail that children can easily reach.

A temperature of 68-72 degrees shall be maintained throughout the day at a point two or three feet from the floor when the outdoor temperature is below 68 degrees.

The water shall be of a safe, sanitary quality obtained from a water system which has been approved by the Board of Health.

Play Rooms

To provide for varied activities, the play room shall allow a minimum of thirty square feet of floor space per child based on the enrollment, exclusive of bathroom, lockers, kitchen, office and storage.

Low open shelves shall be provided for unit blocks, transportation toys and other materials with enough adjacent space in which to build.

Furniture shall be child size and sturdy.

Cots: For the half day program each child shall have his own rug.

For the all day program, children shall have individual cots, sheets, and blankets. Beds used by members of the household shall not be used by the children. Cots and bedding shall be kept clean and in a sanitary condition.

Toilet Facilities

At least one toilet and washbowl with low mirror for every ten children is recommended. These facilities shall be kept in a sanitary condition. A supply of hot and cold water shall be provided. Location of these facilities shall, at least in part be on the same floor as the main play room.

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If towels, washcloths, and combs are used, they shall be individually marked and hung up.

Isolation Room

Suitable arrangements shall be made for the isolation of a child in the event of illness until such time as he can be taken home.

The isolation room shall be furnished with articles that can be thoroughly cleaned and with bedding that can be boiled or aired in the sunshine.

Kitchen

When children remain for lunch, a separate unit shall be provided for the kitchen. This shall be equipped with stove, refrigerator, sink, dishes and cooking utensils, adequate to prepare and serve the noon meal as well as midmorning and afternoon snacks.

Closed cupboards shall be provided for the storage of dishes and cooking equipment.

All dishes and utensils used for serving or preparing food shall be sanitized. Towels shall be boiled daily if used.

No common drinking utensil shall be permitted except it be thoroughly cleansed before being used by another person.

Kitchens shall be screened from May 1 to November 1 and effective methods used as a protection against insects and rodents.

Garbage shall be kept in closed containers, removed from the building daily, and garbage cans washed frequently.

Outdoor Space

A minimum of 100 square feet per child of outdoor space shall be provided and shall be adequately fenced or otherwise protected from hazards from traffic and driveways.

Equipment and Materials

The equipment shall be safe, with no sharp edges, points or splinters, easily cared for and suitable. It shall provide for different types of activities and serve particular needs and interests of the age groups.

Transportation of Children to and from Child Care Centers Pursuant to N.J.S.A. 18:20 A-1 to 10

The following regulations shall apply to any vehicle owned or hired by child care centers to transport children to and from child care centers. They shall not apply to any vehicle which by law is subject to the inspection of the Public Utility Inspection.

1. Load

The vehicles used in the transportation of children to and from child care centers shall not be overcrowded. No standees shall be allowed. Every child shall have a seat equipped with a back. In determining the maximum seating capacity of a vehicle, 12 inches of seat length shall be allowed for each child and 15 inches for each of the adults.

2. Requirements for Drivers

Any person responsible for the transportation of children to and from child care centers shall make certain that the person to whom the responsibility of transportation is delegated shall meet the following requirements as a driver.

- (a) A person to be eligible for employment as a regular or substitute driver shall be a reliable person of good moral character and not less than 21 years of age.
- (b) All drivers shall be protected by liability insurance.
- (c) The driver shall not leave the car without first stopping the motor, removing the key and setting the brakes.
- (d) At no time shall children be unattended in the car.

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(e) There shall be an adequate number of adults to insure the safety of the children in every situation. When more than six children are transported in one car, there shall be a second adult in addition to the driver.

3. Railroad Crossings and Highway Intersections

Every car transportating children to and from a child care center shall make a complete stop at railroad crossings and all highway intersections protected by "stop" signs, or red blinkers, and the driver shall exercise utmost care before proceeding. Cars approaching AMBER blinkers shall slow to five miles per hour.

4. Driving

Before making turns, legal warning shall be given and utmost caution exercised.

5. Speed Limit

No vehicle while transporting nursery age children to and from child care centers shall be driven at a speed in excess of thirty-five miles per hour. The driver shall at all times comply with motor vehicle traffic regulations.

6. Inspections

All owners of vehicles transporting children to and from child care centers shall have their semiannual motor vehicle inspections done under the supervision of the county superintendent of schools who will notify them of inspection dates.

7. Doors

All doors shall be closed and locked before the car is put in motion and kept closed until the car has completely stopped to take on or to discharge children.

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8. Loading and Unloading

Nursery children shall be loaded and unloaded on the curb side of the street.

When loading children, the driver shall make certain that each child gets safely into the car and that the door of the car is then closed and locked. When unloading, the driver shall make sure that each child gets out safely and that a responsible person is there to take charge of the child.

9. Cleanliness

The vehicle shall be thoroughly clean at all times.

10. Records

It shall be the duty of the school providing transportation of children to and from child care centers to keep on file, open for inspection, a list of the children transported, the distance each child is transported, the name of the driver, and a description of the vehicle used.

11. Insurance

Each driver of a vehicle transporting children to and from child care centers shall keep on file a statement stating the amount of liability insurance carried in a company authorized to insure in New Jersey. The insurance shall be in amounts as follows:

1. Vehicles transporting from one to ten children between the ages of two and five years, the company's liability for bodily injury to or the death of one person shall not be less than \$5,000.00; subject to the same limit for each person, the company's liability on account of bodily injury to or the death of more than one person as a result of one accident shall be not less than \$20,000.00.
2. Vehicles transporting from 11 to 20 inclusive shall be the same as No. 1, except that the total liability for any one accident shall be not less than \$30,000.00.

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Specifications of Vehicles Used to Transport
Children to and from Child Care Centers

1. Bodies of Vehicles

The year, make, and model of the vehicle used in transporting children to and from child care centers shall be filed at the school and a copy attached to the Application for Certificate of Approval.

2. The seating space shall be at least 12 inches for children between the ages of two and five years. The depth of seats shall be at least 10 inches. All seats shall have spring or padded cushions.

3. Doors

The doors shall be opened and closed by the driver or attendant. No obstacle shall obstruct a clear passage to the doors.

4. Windows

Windows shall never be lowered more than 50% unless a second adult is riding with the children. Where cars are equipped with wing windows these may be opened.

5. Glass

All windows and doors shall be provided with shatterproof glass.

6. Fire Extinguishers

Each vehicle shall be provided with at least one effective fire extinguisher approved by the Board of Fire Underwriters. It shall be in working order at all times, and placed in front and to the right of the driver so it can be reached easily and quickly from the driver's seat.

7. Ventilation

The vehicle body shall be equipped to insure adequate ventilation.

8. Heating

The vehicle shall be equipped with heaters capable of keeping it at a minimum temperature of 50 degrees. Any type of heater throwing exhaust gas into the vehicle shall not be approved.

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9. Exhaust Pipes

Exhaust pipes shall be free from leaks and shall terminate at the extreme rear end of the vehicle.

10. Windshield Wipers

All vehicles shall be equipped with two windshield wipers.

11. Brakes

In addition to the requirements for brakes, as provided by Section 39:3-87 and 39:3-88 of the Revised Statutes (Motor Vehicle Regulations) and amendments thereof and supplements thereto, the braking equipment on vehicles transporting children to and from child care centers shall meet the following specifications:

Four-wheel brakes shall be required on all motor vehicles used for transporting nursery children.

The hand or emergency brake shall be capable of stopping the fully loaded car when proceeding at a speed of twenty miles per hour within a distance of fifty-five feet on a dry, level, smooth pavement free from gravel and loose material.

The brakes shall be maintained in good working order and shall be adjusted so as to operate as equally as practicable with respect to the wheels on the opposite side of the vehicle.

12. Mirrors

An approved inside and an approved outside mirror shall be provided.

13. Tires

When the first outer body ply of cord is exposed, the tire shall be removed and replaced with an approved tire. Skid chains shall be provided and used when necessary for the safe operation of the vehicle.

14. First Aid Kit

Each vehicle shall carry a first aid kit. It shall contain at least 1 roll of 2" gauze bandage, 1 roll 1" adhesive tape, 1 package Band-aids.

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15. Speedometer

Every vehicle shall be equipped with a speedometer in working condition at all times.

16. Sun Visor

An adjustable device to protect the eyes of the driver from the direct rays of the sun shall be installed in all vehicles transporting children to and from child care centers.

17. Equipment

The vehicle must be equipped with a mounted spare tire, a jack, and, in winter, a half cubic foot of sand or gravel, a shovel and chains.

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HEALTH, SAFETY & PHYSICAL EDUCATION

SCHOOL HEALTH SERVICES, pursuant to N.J.S.A. 18:2-4b

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.

Concerning School Health Examination, implementing N.J.S.A. 18:14-56 - 61.

1. Every board of education in this State shall appoint at least one medical inspector.

2. 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.

3. 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.

4. 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.

5. 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 pre-school children, provided that the plan and the records or reports used in either type of examination have been approved by the State Board of Education.

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6. 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.

7. 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.

8. The results of health examinations or of emergency treatment administered or recommended by the medical inspector shall be reported to parents, upon forms provided for the purpose by the board of education.

9. Boards of education shall submit reports of medical examinations to the Commissioner of Education at times and in the form prescribed by the Commissioner.

Concerning Nursing Service, implementing N.J.S.A. 18:14-56.

10. All nurses engaged in any capacity in the public schools shall comply with the rules and regulations of the local board or boards of education having jurisdiction, and shall be subject to the administrative authority of such school and school districts.

Concerning Prevention and Control of Communicable Diseases, implementing N.J.S.A. 18:14-52-55; 18:14-58 - 61.

11. The rules of a board of education pertaining to the prevention and control of communicable disease in schools shall be distributed to all principals, medical inspectors, and nurses, and the rules shall be explained by the health service staff to the entire school personnel at the beginning

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of each school year.

12. Any pupil who appears to be ill or who is suspected of having a communicable disease shall be excluded from school or isolated at school to await instructions from or the arrival of an adult member of his family, the medical inspector, or the nurse.

13. Any pupil retained at home or excluded from school by reason of having or suspected of having a communicable disease shall not be readmitted to his classroom until he presents a written certificate of good health from a regularly qualified physician who has examined or attended him.

14. The rules of the local board of health or the State Department of Health pertaining to communicable diseases among school children shall apply in determining periods of incubation, communicability, and quarantine and in excluding or readmitting pupils known to have had or suspected of having had contact with cases of communicable diseases.

15. Medical inspectors shall comply with the regulations of the State Department of Health concerning the reporting of communicable diseases.

Concerning Dental Health Service*, pursuant to N.J.S.A.
18:2-4b and implementing P.L. 44:6-1 and 2

16. The school dentist shall direct the professional duties or activities of the dental assistant or of the nurse assigned to the dental service.

17. Reparative dentistry shall be limited to pupils 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 be required to undergo treatment against his will.

* For districts which include this service in their health program.

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18. Each school dentist or any dentist examining or treating pupils with the approval of the board of education shall record the results of examinations, treatment administered, and recommendations upon the health records of the pupils or upon dental health records provided for the purpose by the local board of education and recommended by the Commissioner of Education. In all other respects the rules relating to medical examination forms shall apply.

19. The results of dental examinations or of treatment administered or recommended shall be reported to parents upon forms provided for the purpose by the board of education.

20. 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.

Concerning The School Lunch, implementing N.J.S.A. 18:11-14.

21. Cafeteria or lunchroom employees of boards of education whose duties include the preparation, cooking, or serving of food shall be required to be clean in person and clothing; familiar with the essentials of personal hygiene, sanitation, and disease prevention; and free of dental cavities, disease of the gums, skin disease, tuberculosis, syphilis in contagious form, or other communicable disease. A contractual requirement for such employees shall be a signed agreement to submit to a medical examination, to diagnostic tests for tuberculosis or syphilis, and to X-ray or fluoroscope examinations upon the request of the board of education.

22. Boards of education shall comply with the regulations of the local, county, or State Department of Health governing the health or the employment of food handlers.

23. Food handlers in the employ of boards of education shall be subject to all rules and procedures designed to prevent or control the transmission of communicable disease.

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24. In a school district in which one or more cafeteria or lunchroom workers are employed, the board of education shall prescribe rules for the sanitary operation of kitchens and lunchrooms, which rules shall be posted in the kitchen and shall be explained to the kitchen and lunchroom employees by the medical inspector, nurse, or lunchroom manager at the beginning of each school year.

25. The principal and the medical inspector or the nurse shall periodically inspect the school kitchen, lunchroom, and accessory rooms and equipment and shall report sanitary conditions found at each inspection together with recommendations, to the board of education.

26. In districts in which cafeterias or lunchroom facilities are operated, boards of education shall provide adequate facilities and equipment necessary for the sanitary and safe operation of such lunchrooms and cafeterias.

Concerning SCHOOL SAFETY SERVICES, pursuant to N.J.S.A. 18:2-4b.

27. 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.

Accident Prevention

28. Principals shall introduce and administer precautionary measures and practices to prevent accidents, panic, and fire.

29. 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.

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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.

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.

Concerning Safety Patrols, implementing N.J.S.A. 18:14-92.

30. 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.

31. 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.

32. 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.

33. 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 appli-

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cant 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.

34. 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.

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

36. 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.

Concerning PHYSICAL EDUCATION AND ATHLETICS, implementing 18:14-93-98.

37. The foundation program in physical education for the public schools of this State shall be the program as provided in N.J.S.A. 18:14-93 - 97.

Boards of education may in their discretion, accept the successful completion of basic training in the military or naval service of the United States or the United States Merchant Marine, in full satisfaction of the physical training requirements of N.J.S.A. 18:14-96.

38. In all schools not having the services of certificated physical education teachers, the responsibility for the program of activities and instruction shall be that of each teacher or such responsibility may be delegated to one or more teachers designated by the superintendent of schools.

39. A person not in the employ of a board of education shall not be permitted to organize public school pupils during school time or during any recess in the school day for purposes of instruction or coaching or for conducting games, events, or contests in physical education or athletics.

40. The program of activities or sports to be employed by any public school in competitive contests, games or events or in exhibitions with in-

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dividual pupils or teams of one or more schools of the same district, or of other districts, shall be approved annually by the superintendent and by the board of education.

41. Each person or persons appointed subsequent to November 6, 1953, to be responsible for the coaching, teaching, or training of individual pupils or school teams for interscholastic athletic competition, whether employed specifically for the purpose or assigned from the teaching staff, shall be certificated members of a school faculty and shall be designated officially by the Board of Education for the duties for which each appointee is to be held responsible.

42. In cases in which the athletic facilities are not owned by the municipality or the board of education, the board of education shall require that adequate safeguards to players and spectators be provided by the owner. The field, room, court, track, stands, and surrounding premises shall be kept in good condition and free from hazards.

43. Good physical condition, freedom from injury and full recovery from illness shall be prerequisites to participation in athletics, whether in practice or in competition. Each candidate for a place on a school athletics squad or team shall be given a complete physical examination by the medical inspector or designated team doctor prior to the first practice session. He shall receive a certificate or record card signed by the medical inspector or team doctor testifying to the candidate's physical fitness or lack of physical fitness for the sport he has selected. The reasons therefore and the medical inspector's or team doctor's approval or disapproval for the candidate's participation shall be registered thereon. The health findings of the medical examination for participation in athletics shall be made a part of the general medical examination record.

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44. A pupil representing his school in interscholastic athletic competition shall sign a form furnished by the board of education, the wording of which shall embody a request to be enrolled as a candidate for a place on a school team in a specified sport. He must execute an acknowledgment that physical hazards may be encountered, and a waiver of any claim for damages made by him or by other persons in his behalf in case of personal injury.

45. Every candidate for a place on the school athletic squad or team shall submit a form furnished by the board of education conveying consent to his participation. Such form shall be signed by one parent or the legal guardian and include a waiver of any claim for damages in behalf of such candidate.

Concerning GENERAL ORGANIZATION AND SUPERVISION OF SCHOOL
HEALTH SERVICES, pursuant to N. J. S. A. 18:2-4B

Cooperating Agencies

46. 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 co-ordination 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.

Health Supervision

47. Rules and practices adopted by boards of education to govern the supervision of pupil health, the hygienic management of classrooms by teachers,

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and the sanitary operation and maintenance of the school buildings, grounds, and equipment by custodians, matrons, and firemen shall be explained to the personnel annually by the principal, medical inspector, or nurse.

Care of the Injured Pupil

48. Boards of education shall adopt rules and a program of procedures for the care of pupils injured at school and shall require that such rules and program be explained at the beginning of each school year to all employees and that copies be posted in each school at points conveniently accessible to the personnel.

Facilities, Equipment and Supplies

49. 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.

50. 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.

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

52. 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.

Concerning SCHOOL HYGIENE AND HEALTH FACILITIES,
pursuant to N. J. S. A. 18:2-4B

1. Adequate school facilities shall include:

a. Good drinking water within the school building or upon the

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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.

- b. 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.
- c. All toilets shall be kept in sanitary condition and shall be supplied with toilet paper.

The Commissioner of Education shall require all boards of education to comply with the provisions of this rule.

STATE SCHOOLS

Concerning Health Examinations of Students and Employees
pursuant to N.J.S.A. 18:16-2d and 18:16-2c

1. The administration of tuberculin tests shall be an essential part of the health examination of all who enroll as regular students in the New Jersey State Teachers Colleges and the State School for the Deaf.

2. Any student admitted to any of the above named institutions shall be free from active tuberculosis of any type or degree in any organ or part of his body. No student shall be retained in any of these schools who shows

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evidence of active tuberculosis. Every student shall submit to an examination or diagnostic test for the purpose of determining the presence of tuberculous infection when requested by the president or the superintendent so to do. Any president or superintendent of the above named institutions may at any time require an examination to determine the presence of active tuberculosis.

3. Every applicant for employment at any of these institutions as an executive, member of the faculty, custodian, clerk, matron, cook, kitchen worker, or servant, shall submit satisfactory evidence that he is free from active tuberculosis.

4. The president or superintendent of any of these institutions may at any time require any employee, regardless of classification or length of service, to submit to diagnostic tests or examinations for the purpose of determining the presence of tuberculous infection.

5. The Commissioner of Education shall prescribe the procedure to be followed in such examinations.

CONCERNING THE ROUTINE PHYSICAL EXAMINATION OF SCHOOL
BOARD EMPLOYEES, pursuant to N.J.S.A. 18:5-50.5

The scope of the routine examination shall be the detection of active tuberculosis in individual employees under a procedure as follows:

The first step shall be either a tuberculin test or an X-ray examination of the chest. When the tuberculin test is used, employees having no reaction shall be held as having successfully met the requirements of the routine examination. Persons reacting to such a test, shall have an X-ray examination of the chest. When no signs of active tuberculosis are revealed by the X-ray, the person may be regarded as having met the requirement. If there appears to be any suspicion of active tuberculosis, the person shall be required to submit to an additional test or tests to determine communicability.

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CONCERNING TUBERCULOSIS CASE-FINDING IN PUBLIC
SCHOOLS pursuant to N.J.S.A. 18:14-64.5

1. The board of education of every school district in which a high school is located shall require that all pupils of grades nine, ten, eleven, and twelve and all special students enrolled in the high school whether as undergraduates or as post-graduates, shall be tested or examined annually, as early as possible in each school year, to determine the presence or absence of active or communicable tuberculosis.

2. When a tuberculin test is employed, the non-reactors, pupils exhibiting no reaction to the test, may be regarded as non-tuberculous and as having satisfied the requirements as stated in paragraph one. Pupils who react to the test in any degree shall be required to submit to an X-ray examination of the chest. If there appears to be any suspicion of active tuberculosis, the pupil shall be required to submit to appropriate tests to determine the communicability of the infection. If no signs of active pulmonary tuberculosis are revealed by the X-ray, the pupil may be regarded as having met the requirement, but in all such cases parents shall be notified that under these circumstances supplemental medical advice or service outside of school is recommended.

3. To be eligible as a member of an athletic squad or team representing the school or any unit of the school organization, a pupil shall be free from active or communicable pulmonary tuberculosis and the test or the examination employed in conformance with this requirement shall be administered before participation as a member of such squad or team is permitted.

THE COUNTY MEDICAL INSPECTOR, pursuant to 18:14-65

The county medical inspector shall assist local boards of education to improve their school health programs at the request of the local board of education and under the supervision of the county superintendent of schools.

Part D
THE INSPECTION OF SCHOOL RECORDS, PURSUANT TO 18: 2-4.1

1. Pupil records may, in the discretion of the board of education or any officer or employee of the board designated by the board to act for it, be open to inspection by authorized representatives of the Selective Service System, Federal Bureau of Investigation, United States Army, and United States Navy; and, upon request of the Selective Service System, Federal Bureau of Investigation, United States Army, and United States Navy, information relating to pupils and former pupils may be furnished for purposes of determining their fitness for induction into the armed services of the United States.
2. Pupil records may be open to inspection by persons who, in the judgment of the board of education or any officer or employee of the board designated by the board, have a legitimate interest in the records for purposes of systematic educational research, guidance, and social service.
3. Items of information contained in the records of a given pupil shall be made available, upon request, for inspection by a parent, guardian or other person having custody and control of the child, or authorized representative of the same; provided, that after the pupil has attained the age of twenty-one years, the items of information shall be made available for inspection by the pupil or his authorized representative, and not to the parent or guardian.
4. Items of information contained in the records of a given pupil may be furnished upon request to employers and to institutions of the same or higher grade for purposes of employment and admission to educational institutions.

5. Nothing in these rules and regulations contained shall be construed to prohibit the board of education, or any office or employee of the board designated by the board, to withhold items of information which, in the judgment of the said board, or its designated officer or employee, are of a confidential nature or in which the applicant for such information has no legitimate interest.

Part E
Certificate of Approval for Boarding Schools
Pursuant to N. J. S. A. 18:20-25 et seq.

Administration

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

Safety

2. 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.
3. Living conditions shall be safe, comfortable and conducive to wholesome living.

Safety and Sanitation Certificates

4. 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.

Instruction

5. Instruction shall be equivalent in quality and amount of time to that of the public school.
6. The instructional and maintenance staff shall be adequate in numbers and in training for the performance of their duties.
7. Adequate equipment for instruction and for maintenance shall be provided.
8. Pupils who perform services in the operation of the school shall not be exploited.
9. An adequate system of records shall be maintained to indicate pupils' names, addresses, dates of attendance and record of achievement.

Business Practices

10. Public liability insurance shall be carried by a school applying for approval and such insurance shall be continued during the entire period of approval.
11. 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.
12. 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.
13. Publicity and advertising of the schools shall conform to ethical practices and be based upon relevant facts.
14. 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.

Guides for Examination of Facilities

15. 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. 18:20-27.

16. Application for original approval and for renewal shall be made by the school administrator on a form prepared by the Commissioner of Education.