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# New Jersey School Law,

WITH

Notes, Blanks and Forms

FOR THE USE AND GOVERNMENT OF

## SCHOOL OFFICERS.

*PREPARED BY THE*

**STATE SUPERINTENDENT OF PUBLIC INSTRUCTION.**

To be preserved and delivered by each Officer to his Successor.

PRINTED BY NAAR, DAY & NAAR, TRENTON, N. J.

1875.





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# THE SCHOOL LAW.

REVISION—1874.

AN ACT to establish a System of Public Instruction.

## A.—STATE BOARD OF EDUCATION.

1. BE IT ENACTED *by the Senate and General Assembly of* <sup>State Board, how composed.</sup> *the State of New Jersey,* That the general supervision and control of public instruction in the state of New Jersey shall be vested in a state board of education, which board shall consist of the trustees of the school fund, the trustees of the state normal school, appointed as hereafter provided, together with the treasurer thereof.

2. The state board of education shall have power, and <sup>Powers and duties.</sup> it shall be their duty :

I. To frame and modify at pleasure such by-laws as may be deemed expedient for their own government, not inconsistent with the provisions of this act, and to prescribe and cause to be enforced all rules and regulations necessary for carrying into effect the school laws of this state ;

II. To consider the necessities of the public schools, and recommend to the legislature, from time to time, such additions and amendments to the laws as are deemed necessary for perfecting the school system of the state ;

III. To appoint the state superintendent of public instruction ;

IV. To appoint the county superintendents of the several counties of the state, subject to the approval of

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the board of chosen freeholders of the several counties at their first meeting after the appointments by the state board; but in all cases where no action is taken by any board of chosen freeholders approving or disapproving, then the appointments made by the state board shall be valid without such approval;

[See sec. 19a,  
page 8.]

V. To prescribe all rules and regulations for holding teachers' institutes;

VI. To order all necessary repairs to the grounds, buildings and furniture of the state normal school, and to keep said buildings and furniture insured, and the comptroller shall draw warrants for the payment of the same, upon the certificate of the president of said board;

VII. To authorize the payment by the state treasurer, upon the warrant of the state comptroller, of all the necessary incidental expenses incurred by the state superintendent in the performance of his official duties;

VIII. To decide all appeals from the decision of the state superintendent of public instruction.

Compensation.

3. The members of the board shall receive no compensation for their services, but the state treasurer shall pay the necessary expenses of the said members, upon the warrant of the state comptroller.

Annual report.

4. The board shall report annually to the legislature in regard to all matters committed to their care.

#### B.—STATE SUPERINTENDENT OF PUBLIC INSTRUCTION.

State Superintendent, how elected, term of office, salary.

5. The state superintendent of public instruction shall be elected by the state board of education by ballot, and shall hold office during the pleasure of the board, not to exceed the term of three years, receiving annually a salary of two thousand dollars; *provided*, that nothing herein contained shall prevent his re-election.

Proviso.

Location of office.

6. He shall be required to have his office in the state house at Trenton.

7. It shall be his duty to carry out the instructions of



the board, and to enforce all rules and regulations prescribed by them. To carry out instructions of State Board.

8. He shall be, ex officio, secretary of the board of education, president of the state association of school superintendents, and a member of the state board of examiners, and of all county and city boards of examiners. Officer ex officio.

9. He shall have the supervision of all the schools of the state receiving any part of the state appropriation, and shall be the general adviser and assistant of the county superintendents; he shall, from time to time, as he shall deem for the interests of the schools, address circular letters to said superintendents, giving advice as to the best manner of conducting schools, constructing school houses, furnishing the same, and procuring competent teachers. Supervision of schools.

10. The state superintendent, under the direction of the trustees of the school fund, shall apportion to the several counties the state school moneys to which each may be entitled, which apportionment shall be made in the ratio of the number of children between the ages of five and eighteen in the said counties, as ascertained by the last annual report of the state superintendent; he shall furnish to the state comptroller, and to the county superintendent and the county collector of each county, an abstract of such apportionment, and shall draw his order on the state comptroller for the amount to which each county is entitled, in favor of the county collector of said county. Apportionment of school moneys. [See sec. 80, page 30]

11. He shall have power, and it shall be his duty, to direct and cause the county superintendent of any county, or any board of trustees or other school officers, to withhold from any officer or district, or teacher, that part of the state appropriation derived from the revenue of the state, until such officer, district or teacher shall have complied with the provisions of this act and its supplements relating to his, its or their duties, and with all the Power of withholding school moneys. [See sections 187, 26, 27 and 92, pp. 7, 10, 27 and 36]

rules and regulations made in pursuance thereof by the state board of education; he shall forbid the payment of said part of the state appropriation to any district in which the school or schools have not been kept according to law, or in which a public school has not been kept for at least five [nine] months during the year next preceding the demand for payment.

[See sec. 77,  
page 28.]

Blanks and  
forms, how fur-  
nished.

12. He shall prepare, and cause to be printed, suitable forms for making all reports and conducting all necessary proceedings under the school laws of this state, and shall transmit them to the local school officers and teachers; he shall cause all school laws to be printed in pamphlet form, and shall annex thereto forms for making reports and conducting school business.

To decide dis-  
putes.

13. He shall decide, subject to appeal to the state board of education, and without cost to the parties, all controversies or disputes that may arise under the school laws of the state or under the rules and regulations prescribed by the state board of education; the facts of which controversies or disputes shall be made known to him by written statements by the parties thereto, verified by oath or affirmation, if required, and accompanied by certified copies of all documents necessary to a full understanding of the question in dispute; and his decision shall be binding until a different decision shall be given by the state board of education.

To collect  
books and ap-  
paratus.

14. He shall preserve in his office such school books, apparatus, maps, charts, works on education, plans for school buildings, and other articles of interest to school officers or teachers, as may be secured without expense to the state.

To preserve  
school docu-  
ments.

15. He shall file all school reports of this state and of other states which may be sent to his office, and shall keep a record of all the acts connected with his official duties, and preserve copies of all the decisions given by him.

Office seal.

16. He shall provide a seal, with suitable device, for

use in his office, by which all his official acts and decisions may be authenticated.

17. He shall report to the state board of education, at Annual report. its annual meeting in December of each year, a statement of the condition of the public schools and of all the educational institutions receiving support from the state, which report shall contain full statistical tables of all items connected with the cause of education that may be of interest to the school officers or people of the state, together with such plans and suggestions for the improvement of the schools and the advancement of public instruction in the state as he shall deem expedient.

18. He shall, at the expiration of his term of office, Deliver property to successor. deliver to his successor his official seal, together with all property, books and documents, maps, records, reports and other papers belonging to his office, or which may have been received by him for the use of his office.

18a. He shall (unless the state board of education shall, Power of withholding school moneys. [See sections 11, 26, 77 and 92, pp. 5, 10, 28 and 36.] for good cause shown, otherwise direct,) have power, and it shall be his duty, to direct and cause the county collector of any county to withhold from any county superintendent any portion of his salary until he has fully complied with the provisions of the act to which this is a supplement, or any of its supplements, relating to his duties; and (unless the state board of education shall, for good cause shown, otherwise direct,) it shall be his duty to direct and cause the county superintendent of any county, or any board of trustees or school officers, to withhold from any officer, or district, or teacher, that part of the state appropriation derived from the revenue of the state, until such officer, district or teacher shall have complied with the provisions of the act to which this is a supplement, or any of its supplements, relating to his, its or their duties, and with all the rules and regulations made in pursuance of any of these acts by the state board of education; and by and with the advice and consent of the state board of education, he shall have power, and it

shall be his duty, to suspend or revoke the license of any teacher when the county superintendent shall make formal report that such teacher does not possess the attainments or qualifications which are essential to his office, or that the school, or department of a school, under the charge of such teacher, is suffering from his or her incompetency, or from his or her failure or inability to govern or instruct the children who are under his or her care.

#### C.—COUNTY SUPERINTENDENTS.

County Superintendent, how appointed.

19. The state board of education shall appoint for each county one person, as provided in the fourth provision of section two, of suitable attainments, as the county superintendent of the public schools for that county, who shall hold office during the pleasure of the board, not to exceed the term of three years; *provided*, that nothing herein contained shall prevent his reappointment.

Proviso.

Appointment to be approved by board of freeholders.

19a. The state board of education shall appoint the county superintendents of the several counties in the state, subject to the approval of the board of chosen freeholders of the several counties; but in all cases where a month elapses and no action is taken by any board of chosen freeholders approving or disapproving, then the appointments made by the state board shall be valid without such approval.

Salary of County Superintendent. [See sec. 20a, page 11.]

20. The yearly salary of the county superintendent shall be at the rate of ten cents for each child in the county between the ages of five and eighteen, as ascertained from the last annual report of the state superintendent, which salary shall be paid by the county collector, on the warrant of the state superintendent; *provided*, that the salary shall in no case be less than five hundred dollars, nor more than twelve hundred dollars; *and provided*, that in case any city shall have a city superintendent of schools, who is not also the county superintendent, the children belonging to such city shall not be counted

Proviso.

Proviso.

in determining the salary of the county superintendent, and the supervision of the schools of said city, which would otherwise belong to the county superintendent, shall devolve upon the city superintendent.

20a. In order to enable county superintendents of schools to discharge their duties with greater efficiency; they shall receive annually, in addition to the salary now allowed them, such sums as they may need to pay the actual expenses incurred by them in the performance of their official duties, which sums shall be paid by the collector of the county, on the order of the state superintendent of public instruction; *provided*, that no such order shall be given in favor of any county superintendent until such county superintendent shall have furnished the state board of education a certified statement under oath, by items, of the expenses he has incurred, and that, during the year for which such order is drawn, he has performed faithfully all the duties imposed by the school law and by the regulations of the state board of education; *and provided further*, that in no case shall the expenses aforesaid exceed three hundred dollars annually; and after the passage of this act the salaries received by the county superintendents shall be determined by the school census report for the year eighteen hundred and seventy.

Expenses of  
County Super-  
intendents.

Proviso.

Proviso.

Salary.

21. The county superintendent shall apportion annually among the several townships of his county, and to the city or cities therein, not included in said townships, under the direction of the board of chosen freeholders, the school moneys belonging to said county, in the ratio of the number of children between the ages of five and eighteen, as ascertained by the last preceding annual report of the state superintendent of public instruction.

Apportionment  
by County Su-  
perintendent.  
[See sec. 81,  
page 30.]

22. He shall further apportion among the several school districts of each township the state appropriation to which they are entitled, together with the township appropriation, in the ratio of the number of children

Apportionment  
by County Su-  
perintendent.  
[See sec. 81,  
page 30.]

between the ages of five and eighteen, as reported by the district clerk.

County Super-  
intendent to  
issue orders.  
[See sec. 81,  
page 30.]

23. He shall issue orders on the county collector in favor of each township collector and of each city treasurer, for that portion of the state appropriation to which said township or city is entitled; and shall file with each township collector and the clerk of each school district in any township, a copy of the apportionment of the township school funds made by him for said township, within twenty days after making said apportionment.

License teach-  
ers, and change  
district bounds.

24. He shall examine and license teachers, fix the boundaries of school districts, divide and unite districts, form new districts, provide for graded schools, and discharge other duties of general supervision and superintendence over the public schools of the county, in accordance with the regulations prescribed from time to time by the state board of education; but no school district shall hereafter be formed which shall contain less than seventy-five children between five and eighteen years of age; and each incorporated city or town shall hereafter constitute but one school district for all school purposes, and such consolidated district shall hold all the property, and be liable for all the lawful debts of the district so consolidated.

Appointment of  
trustees.

25. He shall have power, and it shall be his duty, to appoint trustees for any district which, for any cause, fails to elect at the regular time; to appoint trustees to fill vacancies; to appoint the first trustees for any new district; *provided, however,* that when a new district is organized, such of the trustees of the old district as reside within the limits of the new one shall be trustees of the new one, and the vacancy in the old district shall be filled by his appointment.

Proviso.

Power of with-  
holding school  
moneys. [See  
sections 11, 18<sup>a</sup>,  
77 and 92, pp.  
5, 7, 28 and  
36.]

26. He shall have power to withhold that part of the state appropriation derived from the revenue of the state, from any district in which the inhabitants fail to provide a suitable school building and outhouses, or in which the

existing buildings shall be pronounced by him and a majority of the trustees unfit for use; and for that purpose he may serve a notice on the township collector to withhold the payment of the same from such district.

27. It shall be the duty of the county superintendent, Appointment of students for Agricultural College. at such time and place as the state superintendent may appoint, to examine such candidates for state scholarships at the agricultural college, as may present themselves, and the candidates shall be subjected to such examination as the faculty of the said college and the state superintendent shall prescribe; and the candidates who shall receive certificates of appointment to the agricultural college in any one county, shall be those who obtain, on such examination, the highest average for scholarship; and the number of certificates thus granted shall in no case exceed the number of state scholarships to which such county is entitled.

28. In all controversies arising under the school law To give advice the opinion and advice of the county superintendent shall first be sought, and from him appeal may be made, if necessary, to the state superintendent of public instruction.

29. The county and city superintendents shall together State Association of School Superintendents. constitute an association, to be called "The State Association of School Superintendents," which association shall meet annually, at such times and places as the state board of education may appoint, and at such other times as they may agree upon.

30. Each county superintendent, and each city superintendent, on or before the first of October of each year, shall make an annual report to the state superintendent, Annual report by County and City Superintendents. in the manner and form prescribed by him; which report shall specifically set forth any and all such facts within his purview as touch and describe the location and capacity of each school healthfully to accommodate the pupils in attendance, to the end that a full observation may be deduced, favorable or otherwise, as to an ample

supply of sittings, suitability of conveniences, eligibility of position, attention to ventilation, and as to all such other pertinent subjects as may clearly and fully exhibit the sanitary condition of the public schools under his official inspection.

D.—SCHOOL TRUSTEES.

Trustees, when  
and how elect-  
ed

31. An annual meeting for the election of school trustees shall be held in each district on the first Monday in September of each year, at the district school house, if there be one, and, if there be none, at a place to be designated by the district clerk, who shall post notices thereof, specifying the day, time, object and place of such meeting, in at least three public places in the district, one of which shall be at the school house, if there be one, at least five days previous to the time of meeting; the voters shall be legal voters of the district, and a plurality of votes shall elect; and no person shall be eligible to the office of trustee unless he is a resident in the district; and further, no person shall be eligible to the office of school trustee unless he or she can read or write; but women who are residents in the district, and over the age of twenty-one years, shall also be eligible to the office of school trustee, and may hold such office, and perform the duties of the same, when duly elected by the legal voters of the district.

Meetings of  
township  
boards.

31*a*. The township boards of trustees of the several townships of this state shall meet semi-annually, at such times and places as the county superintendent may appoint.

Term of Trus-  
tees

32. In all districts in which elections have been previously held, one trustee shall be elected for the term of three years, and if there are vacancies to be filled a sufficient number shall be elected to fill them for the unexpired terms.

33. In new districts acting under trustees appointed by



the county superintendent, three trustees shall be elected Trustees for new districts. for one, two and three years, respectively; the term of office of any trustee which would otherwise expire in April of any year, shall expire on the first Monday in September of the same year.

34. Each board of trustees shall, within ten days after District Clerk, how elected. the annual election, meet at the school house, or at some other convenient place, and proceed to elect one of their number clerk of the board, who shall be known and referred to as "district clerk;" and on their failure to do so the county superintendent shall appoint said clerk.

35. He shall record, in a suitable book, all proceed- Duties of District Clerk. ings of the board, and of the annual school meetings, and of special school meetings, and pay out, by orders on the township collectors, in the manner prescribed by law, all school moneys of the district received from the state, township or district; he shall keep a correct and detailed account of all expenditures of school moneys in his district, and report the same to the county superintendent, and also to the township committee; at each annual school meeting he shall present his record book and his accounts for public inspection, and shall make a statement of the financial condition of the district and of the action of the trustees.

36. He shall take annually, in the month of August, School census. between the first and twentieth day of said month, an exact census of all children residing in the district between the ages of five and eighteen, not including the children who may be inmates of poorhouses, asylums or almshouses, and shall specify the names and ages of such children, and the names of their parents or guardians (all children who may be absent from home, attending colleges, boarding schools, and private seminaries of learning, shall be included in the census list of the city; town or district in which their parents or guardians reside, and not be taken by the district clerk of the city, town or district where they may be attending such institutions of

Oath or affirmation. [See sec. 99, page 37.]

learning); and that he shall make a full report thereof, verified by him under oath or affirmation, that the same is correct and true, on the blanks furnished for that purpose, to the county superintendent, on or before the first day of September next after his appointment, and keep a copy of the same for the use of the school trustees, and shall receive for his services such compensation as the board of trustees may allow.

Fuel and supplies.

37. He shall keep the school buildings in repair; he shall provide the necessary fuel, and obtain for the schools such supplies of crayons for blackboards, for the use of the pupils, as are necessary in carrying out the course of study prescribed therein; which repairs and supplies shall be paid for out of the moneys raised by the district.

Name and number of districts.

38. Every school district shall be known by the name and number assigned to it by the county superintendent, in accordance with the general regulations of the state board of education, and the trustees thereof shall be a body corporate, to be called and known by the name of "The Trustees of School District Number ———, in the County of ———," and shall be capable of suing and being sued in all courts and places whatever, and of purchasing, holding and conveying real and personal property for the use and benefit of the schools of such district, and may have a corporate seal.

Powers of Trustees.

39. The board of trustees of any school district shall have power, and it shall be their duty :

I. To employ and dismiss teachers, janitors, mechanics and laborers, and to fix, alter, allow and order paid their salaries and compensations ;

II. To make and enforce rules and regulations, not in conflict with the general regulations of the state board of education, for the government of schools, pupils and teachers ;

III. To erect, enlarge, repair or improve school buildings, and purchase, lease, mortgage or sell school lots or school houses; to borrow money with or without mort-

gage, and to raise money by taxation for any such purpose, or to pay debts incurred therefor, or for the current expenses of any schools; *provided*, that for any such acts <sup>Proviso.</sup> they shall have the previous authority of a vote of the district;

IV. To rent, furnish and repair school buildings, and keep the same insured;

V. To purchase personal property, and to receive, lease and hold in fee, in trust for their district, any and all real or personal property, for the benefit of the schools thereof;

VI. To enforce the regulations prescribed by the state board of education, and, in connection with the county superintendent, to prescribe the course of study to be pursued, and a uniform series of text-books to be used in the school or schools under their charge;

VII. To suspend or expel pupils from school;

VIII. To provide books for indigent children;

IX. To require all pupils to be furnished with suitable books, as a condition of membership in the school;

X. To require every teacher to keep a state school register;

XI. To call a special meeting of the legal voters of the district at any time when, in the judgment of said trustees, the interests of the school may require it, which meeting shall be called in the manner provided in section eighty-[six] of this act for calling the annual district meeting, and no business shall be transacted at such special meeting except such as has been set forth in the notices by which said meeting was called;

XII. To permit a school house to be used for other than school purposes when a majority of the trustees present shall so agree, at a meeting regularly called for that purpose;

XIII. To make an annual report, on or before the first of September, to the county superintendent, in the man-

ner and form prescribed by the state superintendent of public instruction.

Meetings of Township Boards of Trustees. [See sec. 31a, page 12.]

40. The district trustees of each township shall together constitute an association, to be called "The Township Board of Trustees;" said board shall meet at such times and places as the county superintendent may appoint, for the purpose of hearing from him communications and suggestions in regard to the management of the schools, and of submitting to him questions for advice or opinion relating to the same.

#### E.—TEACHERS.

School register, how kept.

41. Every teacher of a public school shall keep a school register in the manner provided therefor, and no salary shall be paid to such teacher until said register is exhibited to the district clerk or other officer authorized to make payment, and until said officer finds, by examination, that the register has been properly kept for the time for which salary is demanded, and enters upon the register a certificate to that effect.

School register left with District Clerk.

42. Every teacher who shall leave a school before the close of the school year shall, at the time of leaving, make to the county superintendent a report of the school for all that portion of the current school year that the school has been in his or her charge, and shall, at the same time, give a duplicate of said report, and surrender the school register to the district clerk; and any teacher who may be teaching any school at the close of the school year shall, in his or her annual report, include all the statistics from the school register for the entire school year, notwithstanding any previous report for a part of the year; no school money shall be paid to any teacher for the last month of his or her services, until the report herein required shall have been made and received, and the register exhibited; *provided*, that in graded schools, in which there are more teachers than one, the principal

Proviso.

teacher alone shall be responsible for the school report and register.

43. No teacher shall be entitled to any salary unless such teacher shall be the holder of a proper teacher's certificate in full force and effect. Teacher's certificate.

44. In every contract, whether written or verbal, between any teacher and board of trustees, a school month shall be construed and taken to be twenty school days, or four weeks of five school days each; and no teacher shall be required to teach school on Christmas day, the first day of January, the fourth day of July, and such days of fasting or thanksgiving as may be appointed by the president of the United States or the governor of this state; and no deduction from the teacher's time or wages shall be made by reason of the fact that a school day happens to be one of the days referred to in this section; any contract made in violation of this section shall have no force or effect as against the teacher. School month and holidays.

45. Every teacher shall have power to hold every pupil accountable, in school, for any disorderly conduct on the way to or from school, or on the play grounds of the school, or during recess, and to suspend from school any pupil for good cause; *provided*, that such suspension shall be reported by the teacher to the trustees as soon as practicable; and if such action is not sustained by them, the teacher may appeal to the county superintendent, whose decision shall be final. Teacher's authority over pupils. Proviso.

46. In case of the dismissal of any teacher before the expiration of any contract entered into between such teacher and trustees, the teacher shall have the right of appeal to the county superintendent, and if the county superintendent shall decide that the removal was made without good cause, said teacher shall be entitled to compensation for the full time for which the contract was made; but it shall be optional with the trustees whether he or she shall or shall not teach for the unexpired term. Dismissal of teacher.

## F.—PUPILS.

Pupils to submit to authority of teacher.

47. The pupils of the public schools shall comply with the regulations established in pursuance of law for the government of such schools; shall pursue the course of study and use the series of text-books prescribed by the trustees and county superintendent, and shall submit to the authority of the teachers; continued and wilful disobedience, or open defiance of the authority of the teacher, the use of habitual profanity or obscene language, shall constitute good cause for suspension or expulsion from school; any pupil who shall in any way cut, deface or otherwise injure any school house, fences or outbuildings thereof, shall be liable to suspension and punishment, and the parents of such pupil shall be liable for damages to the amount of injury, on complaint of the teacher; the amount to be determined by the trustees, and collected by the district clerk, by an action in debt therefor, in any court having jurisdiction, in his name as district clerk, together with the costs of said action.

## G.—BOARDS OF EXAMINERS.

State Board of Examiners.

48. There shall be a state board of examiners, consisting of the state superintendent of public instruction and the principal of the state normal school; they shall have power, and it shall be their duty, to hold examinations of teachers, and to grant state certificates, or revoke the same, under such rules and regulations as the state board of education may prescribe; and a certificate thus granted shall entitle the holder, without further examination, to teach in any part of the state, so long as the certificate remains valid by the terms thereof, and in any school not of a higher grade than that for which the certificate represents him as qualified.

County Boards of Examiners.

49. There shall be in each county a county board of examiners, which shall be composed of the county super-

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intendent, who shall, *ex officio*, be chairman, and of a number of teachers, not to exceed three, to be appointed by him, who shall hold office for one year from the time of their respective appointments; but no person shall be appointed as county examiner unless he holds either a state or a first grade county certificate; the county superintendent shall fill vacancies that occur from absence or other causes, but if he cannot find any teacher in his county qualified, under the provisions of this section, willing to serve, he shall conduct the examination himself; the board shall meet at such times and places as may be designated by the chairman, and shall hold a session at least as often as once in every three months, and at the place and during the session of any teachers' institute held in the county; each member of the board, except the county superintendent, shall be paid for his services, in addition to his traveling expenses, a sum not exceeding three dollars for each session of said board, to be paid by the county collector on the order of the county superintendent; *provided*, that this compensation shall be Providso. paid only for the regular quarterly examinations; and that whenever said board shall hold sessions at any other time, no compensation shall be allowed from the county; but in cases of such special examinations, said board may charge each applicant an examination fee not exceeding two dollars; the county board of examiners shall have power to conduct examinations and to grant certificates of different grades, in accordance with the general regulations on the subject prescribed by the state board of education, and the highest grade of certificate thus granted shall entitle the holder, without further examination, to teach in any part of the state so long as this certificate remains valid, and in any school not of a higher grade than that for which the certificate represents the holder as qualified; any county certificate lower than the highest grade will only entitle the holder to teach a school of

a corresponding grade in the county, for which such certificate was granted.

City Boards of  
Examiners.

50. In every city having a board of education governed by special laws, there shall be a city board of examiners, to consist of such members as said board of education of that city may appoint; said examiners shall have power, subject to such rules and regulations as may be prescribed by the city board of education, to grant certificates of qualification, which shall be valid for all schools of that city; and no teacher shall be employed in any of the schools of that city unless possessing such certificate, or a state certificate, nor in any school of a higher grade than that for which said certificate represents the holder to be qualified; any city board of examiners may recognize the certificates of any other city, and, without examination, issue to the holders certificates of a corresponding grade.

#### H.—SCHOOLS.

##### *State Normal School.*

Normal School.

51. There shall be a normal school, or seminary, for the training and education of teachers in the art of instructing and governing the common schools of this state, the object of which normal school or seminary shall be the training and education of its pupils in such branches of knowledge, and such methods of teaching and governing, as will qualify them for teachers of our common schools.

Trustees, how  
appointed.

52. There shall be a board of trustees of said normal school, to consist of two trustees from each congressional district; the trustees already appointed shall continue in office severally for the terms for which they have been appointed, namely, seven whose terms expire in eighteen hundred and seventy-four, and seven whose terms expire in eighteen hundred and seventy-five; and annually thereafter, in the place of those whose terms are about to



expire, the governor shall nominate, and by and with the advice and consent of the senate shall appoint, one trustee of said school from each congressional district, to hold office severally for the term of two years and until their successors are appointed, so that there shall always be two trustees from each congressional district; and in case of any vacancy by death, resignation or otherwise, a successor for the unexpired term shall in like manner be appointed; the state superintendent of public instruction shall be, ex officio, a member of said board of trustees.

53. The said trustees shall receive no compensation for their services, but the expenses necessarily incurred by them in the discharge of their duties shall be defrayed out of the funds hereinafter appropriated for the support of said school. Compensation.

54. To the said board of trustees shall be committed the control and use of the buildings and grounds owned and used by the state for the use of the normal school, the application of the funds for the support thereof, the appointment of teachers and the power of removing the same, the power to prescribe the studies and exercises of the school and rules for its management: to grant diplomas; to appoint some suitable person treasurer of the board, and to frame and modify, at pleasure, such by-laws as they may deem necessary for their own government; and they shall report annually to the legislature their own doings and the progress and condition of the school. Supervision of Normal School.

55. The number of pupils shall not exceed three for each member of the senate and general assembly, and each county shall be entitled to fill three times as many seats in the school as it has representatives in the legislature; the applicants shall give, on admission, a written declaration, signed with their own hands, that their object in seeking admission to the school is to qualify themselves for the employment of public school teachers, and that it is their intention to engage in that employment in this state for at least two years. Number of pupils

Scholarship  
fund.

55a. The applicants for admission to the normal school shall give, on admission, a written obligation, signed by their own hands, that their object in seeking admission to the school is to qualify themselves for the employment of public school teachers, and that it is their intention to engage in that employment in this state for at least two years, or refund to the state the cost of their tuition; and, in addition to the annual sum appropriated to the support of the normal school, there is hereby appropriated annually the sum of five thousand dollars, to be paid out of the treasury of the state in like manner, which shall constitute a scholarship fund, to be applied as follows: there shall be fifty scholarships of one hundred dollars each, two of which shall be allotted to each county, to be competed for by the pupils in the normal school from that county, and the remainder shall be open to free competition by pupils in the normal school from the state at large; the competitive examinations above mentioned shall be conducted by the principal of the state normal school and his assistants; *provided, that* scholarships shall be awarded to those pupils only who shall first enter into a satisfactory bond to the treasurer of the state, obligating themselves to teach in the public schools of this state for the term of five consecutive years, or to refund the amount paid them upon a failure to do so from any cause save continued sickness or death; *provided, that* until such system of scholarships shall be perfected by the board of trustees of the state normal school, said scholar's life fund shall be paid toward and for such purposes connected with the state normal school and boarding house property belonging to the state as, in the judgment of said trustees, will be for the best interest of the state and the advantage of the cause of education.

Proviso.

Proviso.

Pupils, how ad-  
mitted.

56. At the opening of each term of the normal school, the principal, with his assistants, shall proceed to examine applicants, and to admit to the school such as appear to

be possessed of the proper qualification, to the number to which each county may be entitled.

57. In case any county is not fully represented, additional candidates may be admitted from other counties, on sustaining the requisite examination. Vacancies, how filled.

58. The board of trustees shall appoint and procure the number of teachers which may be necessary to carry out, in the best and highest sense, the purposes and designs of this act, and shall furnish for the use of the pupils the necessary apparatus and text-books, so far as the funds hereafter to be named and appropriated for the support of the school will allow; and the tuition in the normal school shall be gratuitous. Teachers, how appointed.

59. The board of trustees are authorized to maintain a model school, under permanent teachers, in which the pupils of the normal school shall have opportunity to observe and practice the modes of instruction and discipline inculcated in the normal school, and in which pupils may be prepared for the normal school. Model School.

60. For the support of the normal school, and to carry out the purpose and designs of this act, there is appropriated hereby the annual sum of fifteen thousand dollars, to be paid out of the treasury of the state upon the warrant of the comptroller. Appropriation.

60a. The school year, so far as regards the state normal school, shall hereafter terminate on the last day of June. School year for Normal School.

### *Graded Schools.*

61. Any two or more districts, by a majority vote of the inhabitants at a meeting regularly called or advertised by the county superintendent, or superintendents of the counties or county in which said districts are situated, may cause to be established and maintained a graded school, which shall be entitled, according to the number of children in attendance, to its proper share of the state appropriation and of the township school taxes belonging Graded schools how established.

to the districts which have caused said graded school to be erected; and a school thus established shall be governed by a joint board, combined of the trustees of the combining districts, and subject to such regulations as they may prescribe.

*District Schools.*

Suitable school buildings required.

62. The inhabitants of every school district shall be required to provide a suitable school building and out-houses for the accommodation of their children; and in case such buildings are not provided, or those already in use shall be pronounced by the county superintendent and a majority of the trustees of said district, unfit for the purposes for which they are applied, such district shall be deprived of the benefit of that part of the state appropriation derived from the revenues of the state until suitable buildings shall be erected.

Time schools must be maintained. [See sec. 77, page 29.]  
Proviso.

63. No school district shall be entitled to receive any part of the school appropriation which shall not have maintained a public school for at least five months during the then next preceding school year; *provided*, that any new district, or a district in which the school is discontinued on account of the repairing of an old or the erection of a new school building, shall not be deprived of its full share of the public school funds on account of the restrictions of this section.

School year.

64. The school year shall begin on the first day of September and end on the last day of August.

I.—REVENUE AND APPORTIONMENT.

*State Appropriations.*

Trustees of School Fund.

65. The governor of this state, the president of the senate, the speaker of the house of assembly, the attorney general, the secretary of state and the comptroller, and

their successors in office, be and they are hereby constituted and appointed trustees of the fund for the support of public schools in this state, arising either from appropriations heretofore made, or which may hereafter be made by law, or which may arise from the gift, grant, bequest or devise of any person or persons whatsoever, which trustees shall be known by the name, style and title of "The Trustees for the Support of Public Schools;" *provided*, that it shall not be lawful for any teacher, trustee Proviso. or trustees to introduce into or have performed in any school receiving its proportion of the public money, any religious service, ceremony or forms whatsoever, except reading the Bible and repeating the Lord's Prayer.

66. The public stocks and moneys heretofore appropriated by law shall constitute the funds in the hands of the School fund, how constituted. trustees appointed by the foregoing section of this act, and shall be held by the said trustees in trust, the interest and dividends arising therefrom to be applied by the said trustees, or a majority of them, for the support of public schools in this state, in the mode now prescribed or hereafter to be prescribed by any act or acts of the legislature, and for no other use or purpose whatsoever.

67. All moneys hereafter received from the sales and rentals of the land under water belonging to this state, Money derived from sale of lands added to school fund. shall be paid over to the trustees of the school funds and appropriated for the support of free public schools, and shall be held by them in trust for that purpose, and shall be invested by the treasurer of the state, under their direction, in the same manner as the funds now held by them are invested; the same to constitute a part of the permanent school fund of the state, and the interest thereof to be applied to the support of public schools, in the mode which now is, or hereafter may be, directed by law, and to no other use or purpose whatever; and all acts and parts of acts inconsistent herewith be and the same are hereby repealed.

68. All leases which shall hereafter be made of lands

Money derived  
from leases  
added to school  
fund.

belonging to the state, now or formerly lying under water, or which have been made since the sixth day of April, eighteen hundred and seventy-one, shall be transferred to the trustees of the school fund of this state, and become a portion of the free school fund; and that the annual income arising from said leases shall be distributed by the said trustees for the support of free public schools, in the same manner that other moneys are now distributed for that purpose.

Investment of  
school fund.

69. The fund above mentioned, together with all the moneys which shall be received by the treasurer in payment of the principal or interest of the bank or turnpike stock belonging to the fund for the support of free schools, all the taxes which may hereafter be received into the treasury from any of the banking and insurance companies in this state, the capital stock of which now is, or hereafter may be, liable by law to be taxed, all appropriations to said funds made or to be made by any law of this state, and the amount of all gifts, grants, bequests or devises hereafter made by any person or persons to the said trustees for the purposes contemplated by this act, shall be invested by the treasurer of this state, under the direction of the said trustees, or a majority of them, in the bonds of the United States or of New Jersey, or in bonds secured by mortgage on land in New Jersey, the interest thereof to be applied to the support of the public schools, in the mode which now is or may hereafter be directed by law, and to no other use or purpose whatsoever; an account of the management of the said fund shall be laid before the legislature with the annual statement of the treasurer's account; and no compensation shall be paid to said trustee or treasurer for any services performed in pursuance of the directions of this act; and all investments of money and property belonging to said fund now held or existing in the name of "The Trustees for the Support of Free Schools," are hereby and shall hereafter be vested in and held, and any proceedings or

action whatever relative thereto may be taken, had, made and maintained by said trustees, in the name of the trustees for the support of public schools.

70. The treasurer of this state, under the direction of "The Trustees for the Support of Free Schools," is authorized to invest the fund for the support of public schools in this state, in addition to the securities mentioned in the preceding section of this act, in the bonds of the several school districts of this state, and in the bonds of any city or municipality of this state, legally issued for the purpose of building school houses, either by authority of special acts of the legislature or by the consent of the inhabitants of the district, as hereafter herein provided for.

71. The treasurer of this state shall annually make and furnish to the board of trustees for the support of public schools, on the first day of the stated annual meeting of the legislature, and at such other times as the majority of the said trustees shall require the same, a particular statement of the school fund, containing an account of the securities belonging to said fund, with the dates of investment, their value, and the interest arising from each denomination of securities, together with an account of the moneys in the treasury belonging to said fund.

72. The secretary of state is hereby constituted and appointed secretary of the said board of trustees, whose duty it shall be to record, in a book to be kept for that purpose, the proceedings of the said board, and the accounts to be furnished by the treasurer as hereinbefore stated.

73. It shall be the duty of the trustees of the school fund of this state, on or before the first Monday of April in every year, to appropriate out of the annual income for the support of the public schools the sum of forty thousand dollars; and if the annual income of said fund shall not have been received in full, or shall be insufficient for that purpose, then the said trustees are hereby authorized

and empowered to draw for any sum necessary to make up the deficiency, by warrant, signed by the comptroller, upon the treasurer of the state, who is directed to pay the same; which sum, so drawn from the treasury aforesaid, shall be replaced by the annual income of said school fund so soon as the same shall be received.

Appropriation  
of State reve-  
nue to schools.

74. From the revenue of the state the sum of sixty thousand dollars per annum shall be appropriated, in addition to the sum of forty thousand dollars from the annual income of the school fund, as mentioned in the preceding section of this act.

Appropriation,  
how paid.

75. The trustees of the school fund of this state shall have authority to divide the aforesaid sum of one hundred thousand dollars into two or more annual installments, which shall be paid by the state treasurer to the several county collectors, on the warrants of the state comptroller.

Teachers' In-  
stitutes.

76. For the purpose of defraying the expenses of teachers' institutes, the procuring of teachers and lecturers for said institutes, and other necessary expenses of the same, the state superintendent of public schools may draw upon the treasurer of this state for a sum not exceeding one hundred dollars for any one institute, and the said amount may be paid annually thereafter, in like manner, to one teachers' institute in any county, or in any two or more adjoining counties of this state, the same to be paid by the treasurer out of the revenue of the state.

#### *Taxation.*

Two mill tax,  
how assessed  
and collected.

77. For the purpose of maintaining free public schools there shall be assessed, levied and collected annually on the inhabitants of this state, and upon the taxable real and personal property therein, as exhibited by the last abstracts of ratables from the several counties, made out by the several boards of assessors, and filed in the office of the comptroller of the treasury, a state school tax of



two mills on each dollar of valuation contained in said abstracts, which tax shall be assessed, levied and collected at the same time and in the same manner in which other state taxes are assessed, levied and collected, and shall be in lieu of all township school taxes imposed by this act; but if the moneys received by any township from the tax imposed by this act shall not be sufficient to maintain free schools for at least nine months in each year, then the inhabitants thereof shall raise by township tax such additional amount as they may need for that purpose, in the same manner as such taxes have heretofore been raised; and if the inhabitants of any township, at their annual town meeting, shall not provide for the raising of such necessary additional amount, then the county superintendent of the county wherein such township is situated shall, unless the state board of education shall, for good cause shown, otherwise direct, withhold from such township all that part of the state appropriation derived from the revenue of this state, and shall apportion and distribute the same among such of the townships in said county as shall have complied with the requirements of this act.

78. It shall be the duty of the comptroller aforesaid to apportion the said tax, and at the rate aforesaid, among the several counties in proportion to the amount of taxable real and personal estate of said counties respectively, as shown by the abstracts respectively, as aforesaid; and it shall be his further duty to transmit, on or before the first day of May of each year, to the county collector of each county, a statement of the amount of said tax apportioned to said county, and said county collector shall lay said statement before the board of assessors of the townships and wards within his county, at their next annual meeting to apportion the taxes among said townships and wards, and said assessors shall thereupon proceed to apportion said school taxes as other taxes are apportioned, and to assess the same according to law.

State tax, when paid. 79. It shall be the duty of the county collectors of the several counties of this state to pay to the treasurer of this state the quotas due from their respective counties of the taxes imposed by this act, on or before the first day of January, annually, next ensuing the assessment thereof.

State Superintendent to apportion to counties. 80. It shall be the duty of the state superintendent of public instruction, under the direction of the trustees of the school fund, on or before the first day of January of each and every year, to apportion the moneys received from the tax imposed by this act, among the several counties of this state, in proportion to the number of children included in the last published school census of the said counties respectively; *provided*, that all the children residing in fractional districts, situated in two or more adjoining counties, shall be included in the census of that county in which the fraction containing the school house is situated; and it shall be his further duty, on or before the tenth day of January of each and every year,

Proviso. to draw orders on the comptroller of the treasury, and in favor of the county collectors, for the payment of the money thus apportioned, and the said county collectors shall apply for and be entitled to receive the moneys thus apportioned as soon as the orders for the same are received; *and provided further*, that no portion of said moneys shall be apportioned to or be used for the support of sectarian schools.

County Superintendents to apportion to townships and districts. 81. It shall be the duty of the county superintendent of each county to apportion to the several townships of his county, and to the towns and cities therein not included in said township, and also to the several school districts, the state school money, together with the interest of the surplus revenue belonging to said county, and such other moneys as may be raised for school purposes, upon the basis of the last published school census; *provided*, that all the children residing in fractional districts situated in two or more adjoining townships, shall be included in the census of that township in which the

Proviso.

fraction containing the school-house is situated; *and provided also*, that no districts, except those which have less than forty-five children, shall receive less than three hundred and fifty dollars; and it shall be his further duty, on or before the tenth day of February of each and every year, to draw orders on the county collector, and in favor of the township collectors and city treasurers of his county, for the payment of said moneys so apportioned, and said collectors and treasurers shall apply for and be entitled to receive the same as soon as such orders are received. Proviso.

82. The state comptroller, annually, after having received from the state superintendent of public instruction a statement of the apportionment of the state appropriation among the several counties, shall draw his warrant on the state treasurer in favor of the county collector of any county for the portions to which said county is entitled, whenever such county collector shall present an order for the same drawn by the state superintendent of public instruction in favor of such county. State Superintendent to give orders in favor of County Collectors.

83. The county collector of each county shall receive and hold in trust that part of the state appropriation belonging to his county, and shall pay out the same to the collectors of the several townships, and to the city treasurer of the cities of his county, only on the orders of the county superintendent; *provided*, that in townships where there are less than two hundred children between the ages of five and eighteen, the inhabitants may raise such a sum per child as will be sufficient to maintain their schools. County Superintendents to give orders in favor of Township Collectors.

84. It shall be the duty of the township collector of each township to receive and hold in trust all school-moneys belonging to the township or to any of the districts thereof, whether received from the state appropriation, from township or district tax, or from other sources, and to pay out the same only on the orders of the district clerks of the several districts of his township, which order Proviso. Township Collectors to hold school moneys in trust.

shall specify the object for which it is given, and shall be signed by at least one other trustee beside said clerk, and shall be made payable to the order of and be indorsed by the person entitled to receive it, and he shall, on the order of the township committee, pay over any balance of school funds remaining in his hands, to his successor in office, and he shall procure a suitable book, in which he shall keep a separate account with each school district in his township, crediting each with the amounts apportioned to it by the county superintendent, and the amount raised by tax in the district, and charging each with the orders paid for said district, and he shall present his accounts to be examined and settled by the township committee at the close of the year, a copy of which settlement, certified by the committee, showing the amounts received, the amounts expended by him for school purposes during the year (and the balance remaining in his hands); he shall transmit said copy within ten days to the county superintendent, and another copy of the same he shall file with the clerk of the township, and as compensation for such service the township collector shall be entitled to receive three-fourths of one per centum on all school funds received and paid out by him, for such purposes during the year, to be paid by the township committee from the funds of the township.

85. All school-moneys belonging to fractional districts shall be held, subject to the order of the trustees, by the collector of that township in which the fraction containing the school-house is situated.

86. In addition to the tax imposed by the seventy-seventh section of this act, each city and school district may raise by tax such other sums of money as they may need for school purposes, in the following manner, unless otherwise authorized by any special act applicable to such city school district:

To keep accounts of school moneys.

Report to Township Committee and to County Superintendent.

Compensation.

Fractional districts.

Cities and districts may raise school tax.

The legal voters of such district are hereby authorized and required to meet on the Tuesday of the week follow-

ing the annual town meeting, for the purpose of determining what additional school tax, if any, shall be levied upon the district; said meeting shall be held at some convenient public place within the district, and notice thereof, setting forth the time, place, and object of such meeting and the amount of money desired to be raised, shall be given by the district clerk, and set up in at least three public places within the district, ten days before the day of meeting; and the said inhabitants so met, shall have power, by the consent of a majority of those present, to authorize the trustees of said district to purchase land for school purposes, to build, enlarge, or repair a school-house or school-houses, and to borrow money therefor, or to sell or mortgage a school-house or school-houses, and to raise by taxation for these purposes, or to pay a debt of the district incurred for such purposes, and for the current expenses of the school or schools, such sum of money as a majority of the inhabitants so assembled shall agree to; and in case any money shall be ordered, by a vote of a majority of said meeting, to be raised by taxation, the district clerk shall make out and sign a certificate thereof, under oath or affirmation, that the same is correct and true, and deliver the same to the assessor or assessors of the township or townships in which said district is situate, and to the county superintendent, which said assessor or assessors shall assess on the inhabitants of said school district and their estates, and the taxable property therein, in the same manner as township taxes are assessed, such sum of money as shall have been ordered to be raised by the said meeting, in the manner aforesaid; and said money shall be assessed, levied, and collected at the time and in the manner that other township moneys are assessed, levied, and collected; and it shall be the duty of the collector or collectors of the township or townships in which said district is situate, to pay over all moneys by him or them received, which shall have been assessed by virtue of such a vote of a

Annual district meeting for ordering school tax.

Proviso. district meeting as aforesaid, on the order of the district clerk of said district, to be used for the purposes directed by the district meeting so held as aforesaid; *provided*, that whenever any district school meeting shall be held as aforesaid, or at the call of the trustees, as provided in the eleventh division of the thirty-ninth section of this act, it shall not be lawful for such meeting to order a greater sum of money to be raised by district tax than shall have been mentioned and designated in the notice of such meeting set up in the manner required by law; *and provided further*, that whenever in the judgment of the trustees of any district it shall be necessary to levy a district tax for school purposes, the district clerk thereof shall not set up the notices directed to be given as aforesaid.

Districts may issue bonds. 87. It shall be lawful for the inhabitants of each district, when met in conformity to the provisions of the preceding section of this act, and the inhabitants so met shall have power, by the consent of a majority of those present, to authorize the trustees, for the purpose of building a school-house or school-houses in such district, to issue the bonds of the district in the corporate name of such district, in such sums and in such amounts, and payable at such times as the said inhabitants so met may direct, with interest at the rate of seven per centum per annum, payable half-yearly, which bonds shall be signed by the trustees of such district and attested by the clerk, under the seal of the district, and the bonds so issued shall be a lien upon the property of the said district.

Bonds a lien upon districts. 88. The bonds of the several school districts of this state, heretofore or hereafter legally issued for the purpose of building school-houses, shall be a lien upon the real and personal estates of the inhabitants of the said districts, as well as the property of the said districts; and the property of the inhabitants as well as the property of the districts, shall be liable for the payment of the same; *provided*, such bonds are seven per centum bonds, and the interest is payable semi-annually, and coupons shall be

Proviso.

attached thereto; and that in all cases copies of all papers and proceedings authorizing the issuing of such bonds shall be submitted to the attorney-general for his approval of the legality of the same, who shall receive such compensation for the examination of the same as shall be fixed by the trustees for the support of public schools, which sum shall be paid by the districts seeking such loan.

89. Whenever any district shall order and authorize the issue of bonds, for the purpose aforesaid, it shall be the duty of the district clerk of such district, each and every year, to issue the warrant of the district, signed by the trustees, and attested by the clerk under the seal of the district, to the assessor or assessors of the township or townships in which such district is situate, directing him to assess upon the inhabitants of said school district, and their estates and the taxable property therein, an amount sufficient to pay the bond or bonds of the district maturing in such year, together with the interest accruing upon the whole issue of the unpaid bonds of such district, which warrant so issued as aforesaid, shall be executed in the same way and manner as is provided by the eighty-sixth section of this act.

90. The several townships in this state are authorized and required to appropriate the interest of the surplus revenue received by them, and from other funds not raised by tax, such sums for the support of the public schools as they shall order and direct at their annual town meetings, in addition to the amount received from the state appropriation and the amount which they raise by tax.

#### J.—MISCELLANEOUS.

91. Not more than twenty dollars annually, of the school-moneys received by any school district, except such as may be raised within the district, shall be used

for any other purpose than the payment of teachers' salaries and for purchasing fuel.

Power of withholding school money. [See sections 11, 13, 26 and 77, pp. 5, 7, 10 and 28.]

92. In case any school district or city shall use any of the school-money apportioned to it for any other than public school purposes, such district or city shall forfeit out of the next annual apportionment a sum equal to twice the amount thus used; and it shall be the duty of the county superintendent to reapportion the money thus forfeited among the other districts and cities of his county; *provided*, the state superintendent may remit such penalty for cause.

Proviso.

Penalty for failure by District Clerk to report.

93. In case of the failure of any district clerk or city superintendent to send his annual report to the county superintendent of his county in the form prescribed on or before the first of September, such county superintendent shall make up his report for such district or city from the last published report of the state superintendent; in making up such report, however, he shall deduct one-fifth from the school census; *provided, however*, that all such cases of delay or negligence shall be reported to the state superintendent of public instruction, whose duty it shall be to investigate the same, and to restore the number deducted from the school census in all cases, when he receives satisfactory reasons for such delay or negligence.

Proviso.

Tuition fees not allowed.

94. After the expiration of the present school year it shall not be lawful to charge tuition fees for the support of public schools in this state, but that all such schools shall be free to all persons over five and under eighteen years of age residing within the district, so long as such schools can be thus maintained with the public school funds.

Library appropriation.

95. The treasurer of the state, upon the order of the state superintendent of education, is hereby authorized and directed to pay over the sum of twenty dollars out of any money that may be in the public treasury to every school district, which shall raise by subscription a like sum for the same purpose, to establish within such dis-



trict a school library, and to procure philosophical and chemical apparatus, and the further sum of ten dollars annually, upon a like order, to the said districts, upon condition that they shall have raised by subscription a like sum for such year, for the purposes aforesaid.

96. The selection of books and apparatus shall be approved by the school trustees of such district. Selection of books.

97. The school trustees of each district shall make proper rules and regulations for the management, use, and safe keeping of such libraries. Rules.

98. No teacher shall be permitted to inflict corporal punishment upon any child in any school in this state. Corporal punishment forbidden.

99. The county superintendent shall have power to administer all necessary oaths or affirmations to district clerks and other school officers, for which he shall receive no compensation. County Superintendents authorized to administer oath.

100. All acts and parts of acts of a general character on the subject of public schools and of the normal school and its appropriations passed before the twenty-first day of March, one thousand eight hundred and sixty-seven, are hereby declared to be repealed. Repealer.

Approved March 27th, 1874.

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A SUPPLEMENT to the act entitled "An Act relative to the attendance of children at School," approved March twenty-seventh, one thousand eight hundred and seventy-four.

1. BE IT ENACTED by the Senate and General Assembly of the State of New Jersey, That every parent, guardian or other person having control and charge of any child between the ages of eight and fourteen years, shall cause such child to attend some public or private school, at least twelve weeks in each year, six weeks at least of Children shall attend school twelve weeks in each year, or be instructed at home for same period.

which attendance shall be consecutive; or to be instructed at home at least twelve weeks in each year, in the branches of education commonly taught in the public schools, unless the physical or mental condition of the child is such as to render such attendance inexpedient or impracticable.

Penalty for non-compliance.

2. *And be it enacted*, That any person failing to comply with the provisions of this act shall, on written notice of such failure from the district clerk of the school district, or the person designated by the board of education of the city where such offense has occurred, forfeit for the first offense, and pay to the township collector or city treasurer, the sum of two dollars; and after such first offense, shall, for each succeeding offense in the same year, forfeit and pay to the township collector or city treasurer, the sum of three dollars for each and every week, not exceeding twelve weeks in any one year, during which they, after written notice as aforesaid, shall have failed to comply with the provisions of this act.

Duties of the District Clerk of each school district.

3. *And be it enacted*, That it shall be the duty of the district clerk of each school district, and of some person in each city to be selected by the city board of education, to report to the township collector of the township or city treasurer of the city where the offense has occurred, the names of all parents, guardians or other persons who fail to comply with the provisions of this act; and the officer to whom such report is made, shall proceed to collect the penalties imposed by this act, in any court of competent jurisdiction, in the county in which such city, town, township or school district may be situated; the said penalties, when paid, to be added to the public school money of said school district in which the offense occurred; *provided*, this law shall not be operative in those school districts of the state where there are not sufficient accommodations to seat the children compelled to attend school under the provisions of this act.

Proviso.

Repealer.

4. *And be it enacted*, That all acts and parts of acts

inconsistent with this act, be and the same are hereby repealed, and this act shall take effect immediately.

Approved April 9, 1875.

A SUPPLEMENT to the act entitled "An Act to establish a system of public instruction," approved March twenty-first, eighteen hundred and sixty-seven.

WHEREAS, it is required by section eighty of the act to Preamble.  
 which this is a supplement, that all district school taxes shall be assessed, levied and collected at the time and in the manner that other township taxes are assessed, levied and collected; and whereas, by section thirty of the act entitled "A further supplement to the act concerning taxes," approved April eleventh, eighteen hundred and sixty-six, it is provided that the several assessors and collectors of the townships and wards of this state shall be entitled to receive twelve cents, and no more, for each name on their respective duplicates for assessing, levying and collecting all the taxes by them assessed and collected; provided, that no Proviso.  
 name occurring on the duplicate more than once be counted more than as one man; therefore,

1. BE IT ENACTED by the Senate and General Assembly of Compensation  
 the State of New Jersey, That the several assessors and col- to Assessors  
 lectors of the townships and wards of this state shall be and Collectors.  
 entitled to receive five cents and no more for each name for assessing, levying and collecting district school taxes.

2. And be it enacted, That in the cities and towns of this Compensation,  
 state, where boards of education are established under how paid in  
 their charters or by special acts, when the assessors or cities and  
 persons appointed by the board of education, are required towns where  
 to take the census of children within the school age, the boards of edu-  
 said assessors or persons appointed by the board of edu- cation are es-  
 tablished.

cation shall be allowed at the rate of five cents per name for taking said census, to be paid by the board of education of said city or town.

3. *And be it enacted*, That this act shall take effect immediately.

Approved April 8, 1875.

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A SUPPLEMENT to the act entitled "An Act to establish a system of public instruction," approved March twenty-seventh, eighteen hundred and seventy-four.

Trustees for the support of public schools may purchase and hold lands and premises sold to satisfy claim, held by them.

Proviso.

May sell and convey any lands and premises so purchased.

1. BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*, That the "Trustees for the support of public schools" be and they are hereby authorized and empowered to bid for and purchase any lands and premises exposed to sale under the order and decree of any court, for the payment and satisfaction of any mortgage encumbrance thereon held by the said trustees, and to take and hold the title to the lands and premises so purchased in and by their official name, style and title, and as part of the assets of the school fund of New Jersey; *provided*, that said trustees shall not bid a higher price for such lands and premises than shall be sufficient to save the amount due upon their said mortgage encumbrance and costs, the taxed costs attending such proceedings and sale, if any, to be paid by the treasurer of this state out of the state funds, on warrant of the comptroller and not out of the school fund.

2. *And be it enacted*, That the said "Trustees for the support of public schools," be and they are hereby empowered and directed to sell and convey to any purchaser any lands and premises by them acquired under the provisions of this act, at such time, for such prices and on such terms of payment as the governor of this state

for the time being shall, in writing under his hand, approve, and the consideration received therefor shall be assets of the school fund of this state.

3. *And be it enacted*, That this act shall take effect immediately.

Approved April 9, 1875.

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AN ACT concerning Disorderly Persons. (Revision.)

7. Any person who shall enter the buildings or go upon the lands belonging to any public school district of this state or used and occupied for school purposes by any public school in this state, and shall break, injure or deface such building or any part thereof, or the fences or outhouses belonging to or connected with such building or lands, or shall disturb the exercises of such public school, or molest or give annoyance to the children attending such school, or any teacher therein, shall be deemed and adjudged to be a disorderly person, and may be apprehended in the manner hereafter described in this act, and taken before any justice of the peace of the county where such person may be apprehended; and it shall be the duty of the said justice to commit such disorderly person, when convicted before him by the confession of the offender, or by the oath or affirmation of one or more witness or witnesses, to the county jail of such county, there to be kept at hard labor for any term not exceeding thirty days.

Persons injuring school property or disturbing schools adjudged disorderly.

Penalty.

Approved April 9, 1875.



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Blanks and Forms

FOR

SCHOOL OFFICERS.

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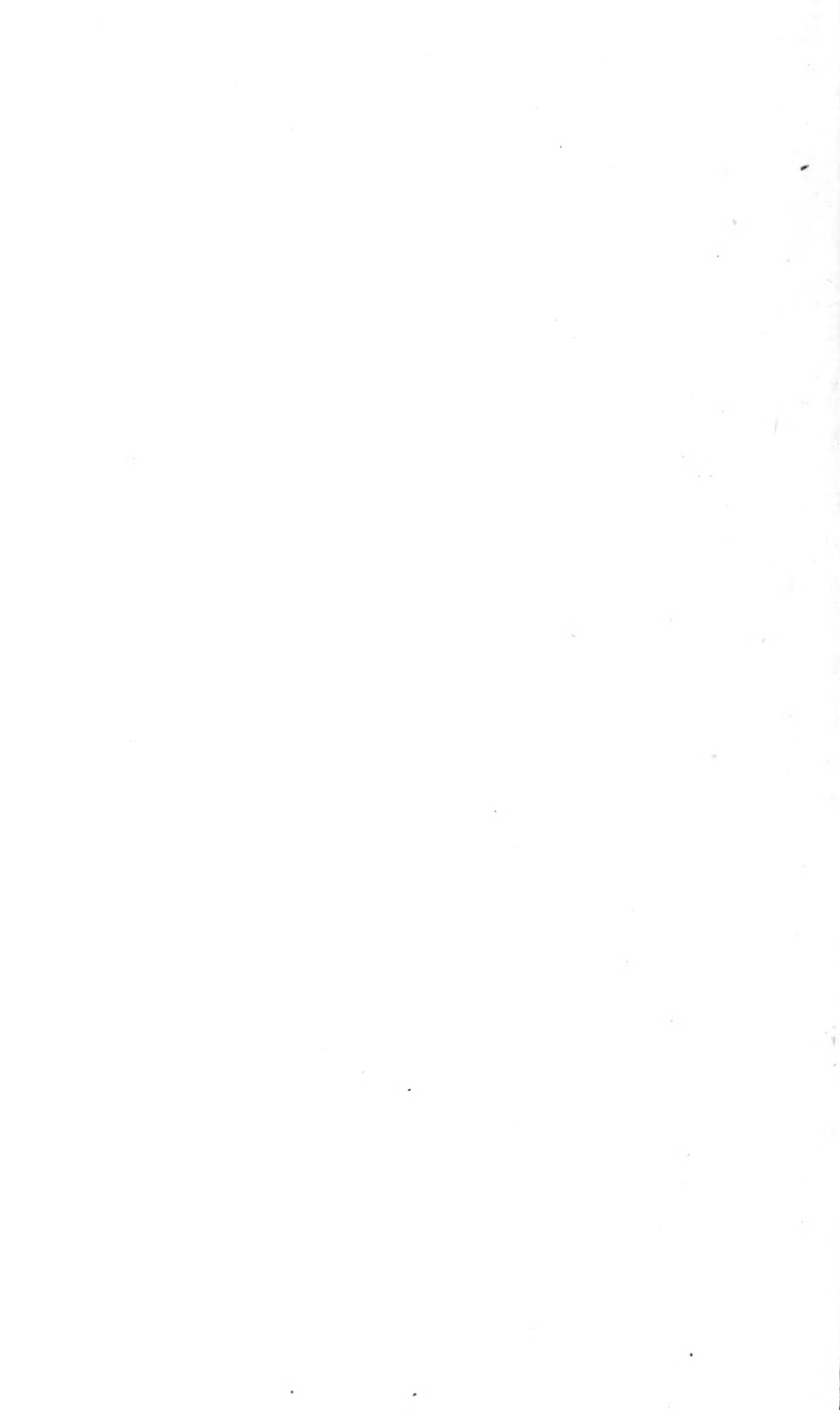
# BLANKS AND FORMS FOR SCHOOL OFFICERS.

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The following Forms have been prepared for the use of all officers having duties to discharge under the School Law. If generally used, it is believed they will contribute much toward securing uniformity and correctness in the transaction of financial and general school business. With the exception of a few of the most important, those in which particular care and fullness are required, the greatest conciseness and brevity have been aimed at. The *literal* use of these Forms is in no case *essential* to the validity of a school instrument. Any Form may be used which clearly expresses the objects designed, or the intention of the parties interested, and conforms in all respects to the requirements of the law, but as those annexed have been prepared with strict reference to these necessary conditions, their use is recommended. The blank spaces are to be filled to meet the varying circumstances in each case. These Forms have been submitted to, and approved by, the State Board of Education.

ELLIS A. APGAR,

State Superintendent of Public Instruction, and Sec'y of the State Board.



# Blanks and Forms.

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## No. 1.—Order for County Superintendent's Salary.

No. ———.                      OFFICE OF STATE SUPERINTENDENT, }  
TRENTON, N. J., ——— ———, 18——. }

To the Collector of ——— County :

Pay to the order of ——— ———, County Superintendent of  
——— County, ———<sup>100</sup> Dollars, being the amount of salary due  
to ——— ———, 18——.  
\$———.                      ——— ———, State Superintendent.

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## No. 2.—Order for County Superintendent's Expenses.

No. ———.                      DEPARTMENT OF PUBLIC INSTRUCTION, }  
TRENTON, N. J., ——— ———, 18——. }

To the Collector of ——— County :

Pay to the order of ——— ———, County Superintendent of  
——— County, ———<sup>100</sup> Dollars, being the amount due for  
expenses incurred in the performance of his official duties from  
——— ———, 18——, to ——— ———, 18——.  
\$———.                      ——— ———, State Superintendent.

NOTE.—The amount for expenses cannot exceed \$300.



No. 6.—*Order on County Collector for the Two Mill State Appropriation.*

No. ———. OFFICE OF COUNTY SUPERINTENDENT, }  
 ———, N. J., ——— ———, 18——. }

To the Collector of ——— County :

Pay to the order of the Collector of ——— Township, ———<sup>100</sup>  
 Dollars, being the amount apportioned out of the State School  
 Tax for the support of Public Schools in said County, for the  
 year 18——.

\$———. ——— ———, *County Superintendent.*

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No. 7.—*Order on County Collector for the Interest of Surplus Revenue.*

No. ———. OFFICE OF COUNTY SUPERINTENDENT, }  
 ———, N. J., ——— ———, 18——. }

To the Collector of ——— County :

Pay to the order of the Collector of ——— Township, ———<sup>100</sup>  
 Dollars, being the amount apportioned out of the Interest of the  
 Surplus Revenue, for the support of Public Schools in said County  
 for the year 18——.

\$———. ——— ———, *County Superintendent.*

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No. 8.—*Order for County Examiner's Salary.*

No. ———. OFFICE OF COUNTY SUPERINTENDENT, }  
 ———, N. J., ——— ———, 18——. }

To the Collector of ——— County :

Pay to the order of ——— ———, County Examiner, ———<sup>100</sup>  
 Dollars, being the amount due him for services rendered at the  
 ——— session of the Board of County Examiners, and for travel-  
 ing expenses, in accordance with section 49 of the School Law.

\$———. ——— ———, *County Superintendent.*

No. 9.—*Application for State Aid to Establish a School Library.*

———, N. J., ——— ———, 18——.

To the State Superintendent of Public Instruction :

SIR:—We, the undersigned, Trustees of School District No. ———, of the Township of ———, County of ———, State of New Jersey, do hereby certify, that there has been raised in our District, by subscription, the sum of ——— Dollars, for the purpose of establishing a School Library within our District, in accordance with the provisions of Section 95 of the Revised School Law. And we therefore request you to send an order for the amount due us from the State in accordance with the further provisions of said act.

——— ———, D. C. }  
 ——— ———, } Trustees.  
 ——— ———, }

NOTE.—The first appropriation is twenty dollars, and subsequent ones ten dollars.

No. 10.—*Order for Library Appropriation.*

No. ———. DEPARTMENT OF PUBLIC INSTRUCTION, }  
 TRENTON, N. J., ——— ———, 18——. }

To the Comptroller of the State of New Jersey :

It having been certified to me that the sum of ——— Dollars has been raised by subscription in District No. ———, of the County of ———, State of New Jersey, in accordance with the provisions of Section 95 of the Revised School Law, therefore you will pay to the order of ——— ———, District Clerk of said District, the sum of ——— Dollars, to be used only for the purposes specified in said act.

§———. ——— ———, State Superintendent.

No. 11.—*Order on Township Collector for Teacher's Salary.*

No. \_\_\_\_\_, \_\_\_\_\_, N. J., \_\_\_\_\_, 18\_\_\_\_  
 To \_\_\_\_\_, Township Collector for the Township of \_\_\_\_\_,  
 County of \_\_\_\_\_, State of New Jersey :

Pay to the order of \_\_\_\_\_, Teacher, \_\_\_\_\_<sup>100</sup> Dollars,  
 being the amount of Salary due \_\_\_\_\_ for teaching our Public  
 School from \_\_\_\_\_, 18\_\_\_\_, to \_\_\_\_\_, 18\_\_\_\_.

\_\_\_\_\_ D. C. } Trustees of  
 \_\_\_\_\_ } District No. \_\_\_\_\_,  
 \_\_\_\_\_ } County of \_\_\_\_\_.

I hereby certify that \_\_\_\_\_, the Teacher in whose favor  
 this order is drawn, is in possession of a Teacher's Certificate, in  
 full force and effect, and that \_\_\_\_\_ has properly kept the School  
 Register as required by law, and that I have certified thereto in  
 said Register.

\_\_\_\_\_, *District Clerk.*

**NOTE.**—Money raised by district tax can be used for such school purposes as are  
 specified at the meeting at which the money is ordered. All other school money,  
 except twenty dollars annually which the law allows for incidental expenses, must be  
 reserved for the payment of teacher's salary and fuel bills.

Payments can only be made for the support of those schools that conform in all  
 respects to the provisions of the School Law, and to those teachers only who possess  
 certificates in full force and effect covering the time for which salary is demanded,  
 and who have kept the School Register in the manner prescribed.

The Collector should invariably refuse to pay orders until he is satisfied that all  
 these conditions have been complied with.

No. 12.—*Order on Township Collector for District School Tax raised  
 for other purposes than the Payment of Teacher's Salary.*

To \_\_\_\_\_, Township Collector for the Township of \_\_\_\_\_,  
 County of \_\_\_\_\_, State of New Jersey :

Pay to the order of \_\_\_\_\_, \_\_\_\_\_<sup>100</sup> Dollars, for [*here  
 state for what the money is to be paid*] out of the funds raised by  
 District School Tax in our District, now in your hands.

\_\_\_\_\_ D. C. } Trustees of  
 \_\_\_\_\_ } District No. \_\_\_\_\_,  
 \_\_\_\_\_ } County of \_\_\_\_\_.

No. 13.—*Financial Report of District Clerk to County Superintendent.*

To \_\_\_\_\_, County Superintendent for \_\_\_\_\_ County:

SIR:—I herewith submit the Financial Report of School District No. \_\_\_\_\_, for the School Year ending August 31, 18\_\_\_\_\_.

RECEIPTS.

Balance in hands of the Collector August 31st, 18_____,	\$
Apportionment from State Appropriation, . . . . .	
“ “ Township School Tax, . . . . .	
“ “ Surplus Revenue, . . . . .	
Amount raised by District Tax, . . . . .	
“ received from other sources, . . . . .	
Total Receipts, . . . . .	\$

EXPENDITURES.

Amount expended for Teachers' Wages, . . . . .	\$
“ “ “ Fuel, . . . . .	
“ “ “ Incidentals, . . . . .	
“ “ “ Building School House, . . . . .	
“ “ “ Repairing School House, . . . . .	
Total Expenditures, . . . . .	\$
Balance due the District, . . . . .	\$

I certify that the foregoing statement is correct in all respects.  
 \_\_\_\_\_, *District Clerk.*

No. 14.—*Financial Report of District Clerk to Township Committee.*

To the Township Committee of \_\_\_\_\_ Township:

SIRS:—[*Form of Report same as No. 13.*]



No. 15.—*Financial Report of District Clerk to the People of the District.*

To the Inhabitants of School District No. ——— :

[*Form of Report same as No. 13.*]

NOTE.—The above report should be made at the annual school meeting held for the election of Trustees.

No. 16.—*Annual Report of Trustees to the District.*

To the Inhabitants of School District No. ——— :

In obedience to the requirements of the School Law, we beg leave to present our annual report for the past school year [*here give the final report required of the Teacher in the School Register; state what has been done by the Trustees during the year; discuss school matters; make suggestions, etc., etc.*]

All of which is respectfully submitted.

—————, D. C. } Trustees of  
 —————, } School District  
 —————, } No. ———.

Dated ——— ———, 18——.

NOTE.—The above report should be made at the annual school meeting for the election of Trustees.

No. 17.—*Report of District Clerk to County Superintendent of the Amount of District School Tax Ordered to be Raised.*

To the County Superintendent of ——— County :

SIR:—I hereby report to you, that at the annual (*or a special, as the case may be*) meeting of the legal voters of School District No. ———, of the county of ———, held on the ——— day of ———, 18——, there was voted to be raised [*write the amount in words*] dollars, as District School Tax, for the purpose of [*here state the object for which the money is to be used.*]

—————, District Clerk.

No. 18.—*Report of Township Collector to County Superintendent of the Amount of Township School Tax Ordered to be Raised.*

To the County Superintendent of ——— County :

SIR:—I hereby report to you that the amount of School Tax voted to be raised in ——— Township at the last annual town meeting, held on the ——— day of ———, 18——, is [*write the amount in words*] Dollars per child [*or ——— Dollars, as the case may be*].

The Interest on Surplus Revenue to be apportioned to the Public Schools of this Township is ——— Dollars.

Dated this ——— day of ———, 18——.

—————, *Township Collector.*

NOTE.—This report should be sent to the County Superintendent within five days after the town meeting. If the amount of interest on surplus revenue is not known at that time, a separate report should be made of that item as soon as the amount is ascertained.

No. 19.—*Report of County Clerk to County Superintendent of the Names and Post Office Addresses of the Township Collectors and City Treasurers.*

To the County Superintendent of ——— County :

SIR:—I hereby report to you the names and addresses of the newly elected Township Collectors [*and City Treasurers, if there be any*] of this County, as follows :

Names of Township or City.	Names of Collectors and City Treasurers.	Address.
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

—————, *County Clerk.*

No. 20.—*Financial Report of Township Collector to County Superintendent.*

— N. J., — 187—.

To ———, County Superintendent for ——— County:

Sir:—I herewith submit the financial Report for the School Districts of the Township of ———, for the School Year ending August 31st, 187—.

DISTRICTS.	Balance from Last Year.			Received from State Fund, Surplus Revenue and Township Tax.	Balance from District Tax.	Total Balance.	Received from State Appropriation.	Received from Surplus Revenue.	Received from Township Tax.	Received from District Tax.	Total Receipts, including Balance.	Paid for Teachers' Salaries.	Paid for Fuel.	Paid for Incidentals.	Paid for Building and Repairs.	Total Amount Paid.	Balance of State, County and Township Funds unexpended.	Balance of District Funds unexpended.
	Balance from State Fund.	Surplus Revenue and Township Tax.	Balance from District Tax.															
No.																		

State of New Jersey, ——— County, ss.

On this ——— day of ———, A. D. 187—, before me, personally came ———, Township Collector of ——— Township, who made oath (or affirmation) that the above Financial Report is true to the best of his knowledge and belief.

NOTE.—The above Report should be made to the County Superintendent, on or before the first day of August, and a duplicate sent to the Township Committee.

No. 21.—Manner of Keeping the School Register.

No. of Scholars.	NAMES OF SCHOLARS.	Years of Age.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Number of Days Attendance for Two Weeks.	Alphabet.	Spelling.	Reading.	Writing.	Grammar.	Arithmetic.	Geography.	History.	Number of Months Attendance for Twelve Weeks.				
1	Andrew Jones,	6	×	×	×	×	×	×	×	×	×	×	7½	/	/	/	/	/	/	/	/					
2	Caleb Martin,	9	×	×	×	×	×	×	×	×	×	×	10	/	/	/	/	/	/	/	/					
3	John Smith,	15	×	×	×	×	×	×	×	×	×	×	7½	/	/	/	/	/	/	/	/					
4	Susan Parker,	11	×	×	×	×	×	×	×	×	×	×	8	/	/	/	/	/	/	/	/					
5	Anna Mount,	7	×	×	×	×	×	×	×	×	×	×	9½	/	/	/	/	/	/	/	/					
6	David Case,	16	×	×	×	×	×	×	×	×	×	×	10	/	/	/	/	/	/	/	/					
7	Francis Moore,	9	×	×	×	×	×	×	×	×	×	×	8½	/	/	/	/	/	/	/	/					
8	George Brown,	8	×	×	×	×	×	×	×	×	×	×	7	/	/	/	/	/	/	/	/					
9	Julia Brown,	10	×	×	×	×	×	×	×	×	×	×	8½	/	/	/	/	/	/	/	/					
10	Mary Case,	5	×	×	×	×	×	×	×	×	×	×	8	/	/	/	/	/	/	/	/					
11	Sarah Cook,	13	×	×	×	×	×	×	×	×	×	×	2	/	/	/	/	/	/	/	/					
														No. of Scholars in each of the above Studies.												
														2	9	9	8	3	8	6	3					
I hereby certify that the foregoing are true and correct																										
SILAS JONES, <i>Teacher.</i>																										

*Explanation of the manner of Keeping the School Register, as shown in the Model on the preceding page.*

In the first column the pupils are numbered as they are enrolled, and in the second their names are written, and in the third their ages are recorded.

In the blank squares under the names of the days of the week, are recorded the attendance of the pupils. One diagonal line indicates that the pupil was present but one-half the day; two diagonals crossing each other, that he was present the whole day; and the blank indicates absence.

If the scholar does not enter the school at the beginning of the term, a horizontal line is drawn to the day of entering. If a scholar, for any cause, leaves the school before the close of the term, a similar line is drawn from the day of his leaving.

Under the column headed "Number of days' attendance for two weeks," is to be recorded the number of days each pupil has been in attendance during the previous two weeks.

In the blanks under the names of the branches taught, diagonal lines are drawn to indicate the several studies each scholar is pursuing, and the figures at the bottom of these columns show the number of pupils in each study. These columns should be added when the two pages of records are complete, and the sums should be written down as above indicated.

At the end of every twelve weeks the teacher should ascertain the number of months each pupil has been in attendance, and indicate the same in the blanks of the column headed "Number of months' attendance for twelve weeks." By adding the number of days the pupil has been in attendance during that time, and dividing the sum by twenty, the quotient will be the number of months required.

When the records for twelve weeks are complete, the Register should be signed by the Teacher and the District Clerk, in the spaces prepared for that purpose.

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No. 22.—*Teacher's Report to the County Superintendent when Leaving a School before the end of the School Year.*

Report of the Teacher of Public School ———, in District No. ———, in the County of ———, for the portion of the School Year commencing September 1st, 18——, and ending ———, 18——.

[*The body of the Report same as No. 23.*]

To ——— ———, County Superintendent for ——— County:

Being about to leave my present school, I respectfully present the above record and statements as my report for the expired portion of the present school year, as required by the laws of this State; which report I hereby certify has been carefully made out from the records contained in the School Register.

—————, *Teacher.*

NOTE.—The law requires that a duplicate of the above report shall be made to the District Clerk.

No. 23.—*Teacher's Annual Report to District Clerk and County Superintendent.*

ANNUAL REPORT of the Teacher of Public School \_\_\_\_\_, in District No. \_\_\_\_\_, of the county of \_\_\_\_\_, for the year commencing September 1, 18—, and ending August 31, 18—.

Number of Months the School has been kept open during the year.	Number of Children between five and eighteen years of age who have been enrolled during the year.	Number who have attended ten months or more during the year.	Number who have attended eight months, but less than ten.	Number who have attended six months, but less than eight.	Number who have attended four months, but less than six.	Number who have attended less than four months.	Average number who have attended school during the year.	Number of Pupils who have not been absent one day during the year.	Number of Pupils who have not been tardy during the year.	Number of different classes in school.	Number of pupils studying the Alphabet.	Number studying Spelling.	Number studying Reading.	Number studying Writing.	Number studying Grammar.	Number studying Arithmetic.	Number studying Geography.	Number studying History.	Number studying other branches.	Number of Children Suspended or Expelled during the year.	Estimated number of Children in the district attending private schools.	Estimated number of Children in the district who have attended no school during the year.	Number of Visits by County Superintendent.	Have you a Teacher's Certificate in full force and effect?
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To the District Clerk of School District No. —, [or to the County Superintendent, as the case may be.]

I respectfully present the above record and statements as my final report for the past school year, as required by the laws of this State; which report, I hereby certify, has been carefully made out from the records contained in the School Register. \_\_\_\_\_, Teacher.

NOTE.—This report should be sent to the District Clerk and the County Superintendent at the time the School closes for the Summer vacation.

No. 24.—*Teacher's Quarterly Report to District Clerk.*

QUARTERLY REPORT of the Teacher of Public School in District No. \_\_\_\_\_, in the county of \_\_\_\_\_, for the quarter commencing \_\_\_\_\_, 18\_\_\_\_, and ending \_\_\_\_\_, 18\_\_\_\_.

To \_\_\_\_\_, District Clerk:

Whole Number of Girls Enrolled in the Register.	Total Number Enrolled.	Number who have not been Absent during the Twelve Weeks.	Number who have attended eight weeks, but less than twelve.	Number who have attended four weeks but less than eight.	Number who have attended less than four weeks.	Average Daily Attendance.	Per Centage of Attendance.	Number who have not been Tardy.	Number who are usually Tardy.	Number Chastised or Punished in any way.	Number Suspended or Expelled.	Number Studying the Alphabet.	Number Studying Spelling.	Number Studying Reading.	Number Studying Writing.	Number Studying Grammar.	Number Studying Arithmetic.	Number Studying Geography.	Number Studying History.	Number Studying other branches.	Number of Different Classes under my Charge.
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I respectfully present the above record and statements, as my report for the past quarter, which, I hereby certify, has been carefully made out from the records contained in the School Register. \_\_\_\_\_, *Teacher.*

NOTE.—To ascertain the "average daily attendance," divide the aggregate number of days all the scholars together have attended during the quarter by the number of days the school has been in session, and the quotient will be the average attendance required. To find the "per centage of attendance," add two ciphers to the average attendance, and divide the number by the "total number enrolled," and the quotient will be the per centage of attendance.

No. 25.—*Notice to County Superintendent of a Vacancy in Board of Trustees.*

To \_\_\_\_\_, County Superintendent:

SIR:—You are hereby notified that a vacancy now exists in the Board of Trustees of School District No. \_\_\_\_\_, in the County of \_\_\_\_\_, through [*here state the cause of the vacancy*] which you are requested to fill by appointment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_, *District Clerk.*

NOTE.—The above notice should be sent to the County Superintendent as soon as the vacancy exists. If the office of District Clerk is vacant, the notice should be sent by one of the other Trustees.

No. 26.—*Appointment to Fill a Vacancy in a Board of Trustees.*

To \_\_\_\_\_:

The office of one of the Trustees of School District No. \_\_\_\_\_, in the County of \_\_\_\_\_, having become vacant through failure of the District to elect according to law [*or for any other reason*], you are hereby appointed to fill such vacancy until the next annual meeting for the election of Trustees in said District.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_, *County Superintendent.*

No. 27.—*Appointment of a District Clerk.*

To \_\_\_\_\_:

The office of District Clerk of School District No. \_\_\_\_\_, in the County of \_\_\_\_\_, being vacant through failure of the Trustees to elect according to law [*or for any other reason*], you are hereby appointed to fill such vacancy until the next annual meeting for the election of Trustees in said District.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_, *County Superintendent.*



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 28.—*Appointment of Trustees for a New District.*

To \_\_\_\_\_ :

Having, on the \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_, formed a new School District, to be known as School District No. \_\_\_\_\_, in the County of \_\_\_\_\_, comprising the following territory: [*here insert the description of the District*] you are hereby appointed Trustee [*and District Clerk, if such is the fact,*] for said District until the next annual meeting for the election of Trustees.

I have appointed as your associates, Messrs. \_\_\_\_\_ and \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_.

\_\_\_\_\_, *County Superintendent.*

NOTE.—Where two Districts are united they each become extinct and a new District is formed, and the Trustees of the extinct Districts cannot continue to act as Trustees of the new one, but an entire new Board must be appointed by the County Superintendent.

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 No. 29.—*Request for District Clerk to Call a Special School Meeting for Establishing a Graded School.*

To \_\_\_\_\_, District Clerk of School District No. \_\_\_\_\_, in the County of \_\_\_\_\_ :

SIR:—You are hereby requested to call a special meeting of the legal voters of your District, on the \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_, at \_\_\_\_\_ o'clock in the \_\_\_\_\_noon, for the purpose of acting upon the question of uniting with Districts Nos. \_\_\_\_\_ and \_\_\_\_\_, etc., in establishing and maintaining a Graded School in accordance with the provisions of Section 61 of the School Law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_.

\_\_\_\_\_, *County Superintendent.*

NOTE.—The above request is only to be given when there is a known desire on the part of the inhabitants of the Districts thus notified to establish a Graded School. A separate meeting should be held in each District proposing to unite.

No. 30.—*Notice for a Special District Meeting for Considering the Question of Establishing a Graded School.*

Notice is hereby given to the legal voters of School District No. ———, in the county of ———, that a special school meeting will be held at ———, on the ———day of ———, 18——, at ——— o'clock in the ———noon, for the purpose of considering the question of uniting with Districts Nos. ——— and ———, etc., in establishing and maintaining a Graded School, in accordance with the provisions of section 61 of the School Law.

Dated this ——— day of ———, 18——.

—————, *District Clerk.*

By order of ——— ———, *County Superintendent.*

NOTE.—The above notice must be made conspicuous in several places, and posted ten days previous to the time of the meeting. The Districts separately, in accordance with the provisions of section 86 can vote for, and cause to be assessed, a district tax for erecting the school building, or maintaining the school.

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No. 31.—*Notice to County Superintendent, giving the result of the action of a School Meeting called for the purpose of Establishing a Graded School.*

To ——— County Superintendent of ——— County :

SIR :—At a meeting of the legal voters of School District No. ———, in the county of ———, held on the ——— day of ———, 18——, which was called pursuant to your order, the question of uniting with Districts Nos. ——— and ———, for the purpose of establishing a Graded School, was decided in the ———; ——— voting in the affirmative and ——— in the negative.

Dated this ——— day of ———, 18——.

—————, *District Clerk.*

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No. 32.—*Order organizing a Union School District for the purpose of Establishing a Graded School.*

WHEREAS, Districts now known as School Districts Nos. ———, ——— and ———, in the County of ———, did, in accordance with the provisions of section 61 of the School Law, agree to unite, for the purpose of establishing and maintaining a Graded School, at public meetings called, by order of the County Superintendent, on the following days, to wit: School District No. ——— on the ——— day of ———, 18——; School District No. ——— on the ——— day of ———, 18——; and School District No. ——— on the ——— day of ———, 18——.

Therefore, it is hereby ordered and made known that said districts are united for the purposes set forth, to be known hereafter by the name and title of ———.

Given under my hand this ——— day of ——— 18——.  
 ——— ———, *County Superintendent.*

NOTE.—One copy of the above order must be furnished to each Board of Trustees of the United District, and one copy retained by the County Superintendent.

---

No. 33.—*Order Organizing a School District.*

It is hereby ordered and determined that the following shall hereafter be the boundaries of school district, to be known as District Number ———, in the county of ———, State of New Jersey: beginning at [*here describe the boundaries.*]

Given under my hand this ——— day of ———, 18——.  
 ——— ———, *County Superintendent.*

Approved this ——— day of ———, 18——.  
 ——— ———, *Secretary of State Board.*

NOTE.—The above order should be made out in duplicate, one copy to be retained by the County Superintendent, in his office, and the other to be held by the Trustees. The State Board prescribes that a map of the districts of the county shall be drawn by the County Superintendent, and sent to the State Superintendent, to be retained in his office.

No. 34.—*Order Altering the Boundaries of a School District.*

It is hereby ordered and determined that the [*here describe the territory by sections and parts of sections*], now a part of School District No. ———, in the County of ———, is taken from said district and attached to and made a part of School District No. ———, in said County, for all school purposes whatsoever.

This order will take effect on the ——— day of ———, 18——.

Given under my hand this ——— day of ———, 18——.

—————, *County Superintendent.*

Approved this ——— day of ———, 18——.

—————, *Secretary of State Board.*

No. 35.—*Notice by County Superintendent to the District Clerks of Districts to be affected by proposed District changes.*

To ———, District Clerk of School District No. ———, in the County of ———:

You are hereby notified that I will be present at ———, on the ——— day of ———, 18——, at ——— o'clock in the ———noon, to decide upon certain proposed alterations of the boundaries of your school district. The attendance of your Board of Trustees is requested.

Dated this ——— day of ———, 18——.

—————, *County Superintendent.*

No. 36.—*Notice of Meeting of Township Board of Trustees.*

You are hereby notified that I will be present at ———, on the ——— day of ———, 18——, at ——— o'clock in the ———noon, to meet "The Township Board of Trustees" of ——— township. The attendance of your Board of Trustees is requested.

Dated this ——— day of ———, 18——.

—————, *County Superintendent.*

No. 37.—Township Collector's Accounts with Districts.

School District No. —, of the County of —, N. J.

		RECEIPTS.			EXPENDITURES.					
Date.		Dolls.	Cts.	Dolls.	Cts.	Date.	In Whose Favor Drawn.	For What Purpose.	Dolls.	Cts.
1875.	Balance of last year from State Appropriation—									
Sept. 1.	Surplus Revenue and Township School Tax.....									
"	Balance of last year from District School Tax.....									
	Total Amount of Balance.....									
	Amount received from State.....									
	" " " .....									
	" " " .....									
	" " " Surplus Revenue.....									
	" " " Township School Tax.....									
	" " " District School Tax.....									
	Total Amount of Receipts.....									
	Total Balance and Receipts.....									
1876.	Unexpended Balance from State Appropriation—									
Aug. 31.	Surplus Revenue and Township School Tax.....									
"	Unexpended Balance from District School Tax.....									
	Total Amount of Balance due District August 31, 1876 .....									

NOTE.—Each District Clerk should also keep an account of the finances of his own District in a manner similar to the above.

No. 38.—*Notice to Township Collector, directing him to withhold School Moneys from a Teacher.*

To the Township Collector of \_\_\_\_\_ Township :

SIR:—You are hereby directed to withhold all further payment of salary to \_\_\_\_\_, a teacher now employed in School District No. \_\_\_\_\_, situated in your township, said teacher not being in possession of a certificate [*or not having kept the School Register*], as is required by the School Law.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_, *County Superintendent.*

No. 39.—*Notice to Township Collector directing him to withhold School Moneys from a District.*

To the Township Collector of \_\_\_\_\_ Township :

SIR:—You are hereby directed to withhold [*here state the amount in words*] from the school moneys apportioned to School District No. \_\_\_\_\_, situated in your township, on account of said district, [*here state the reason why the money is withheld*].

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_, *County Superintendent.*

NOTE.—All moneys withheld must be reapportioned the next year among all the districts of the township.

No. 40.—*Notice of Meeting for Examination of Teachers.*

Notice is hereby given that there will be a meeting of the County Board of Examiners of \_\_\_\_\_ County, for the examination of candidates for teacher's certificates, at \_\_\_\_\_, on \_\_\_\_\_, the \_\_\_\_\_ instant. Each applicant for a certificate should be present as early as \_\_\_\_\_ o'clock, A. M.

\_\_\_\_\_, *County Superintendent.*

\_\_\_\_\_, 18\_\_\_\_\_.

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No. 41.—*Notice to Teacher Annulling his Certificate.*

To \_\_\_\_\_ :

SIR:—The certificate of qualification held by you as a Public School Teacher in the County of \_\_\_\_\_, issued on the \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_, is hereby annulled, for the reason that [*here state reason why certificate is annulled*].

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_.

\_\_\_\_\_, *County Superintendent.*

NOTE.—In cases where the teacher's offence is not flagrant, and the certificate annulled is freely surrendered on request of the Superintendent, none but the parties immediately concerned need be apprised of the transaction. But if the teacher refuses to deliver up his certificate, public notice of the annulment should be made in the papers.

---

No. 42.—*Notice to District Clerk informing him of the Annulment of Teacher's Certificate.*

To \_\_\_\_\_, District Clerk of School District No. \_\_\_\_\_, of the County of \_\_\_\_\_:

SIR:—You are hereby notified that on the \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_, I annulled the certificate of qualification held by \_\_\_\_\_, a teacher in your district, for the reason that, in my opinion, the said \_\_\_\_\_ does not possess the requisite qualifications as a teacher in respect to [*moral character, learning, or ability to teach, as the case may be*].

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_.

\_\_\_\_\_, *County Superintendent.*

NOTE.—When a teacher's certificate is annulled, a notice, similar to the above, should also be sent to the Collector of the township in which the teacher has been engaged.





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No. 44.—*Notice for Annual Meeting for the Election of Trustees.*

Notice is hereby given to the legal voters of School District No. \_\_\_\_\_, in the County of \_\_\_\_\_, that the annual school meeting for the election of School Trustees will be held at \_\_\_\_\_, on Monday, the \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_.

\_\_\_\_\_, *District Clerk.*

NOTE.—The above notice must be posted in three public places in the district, one of which shall be at the School House at least five days previous to the time of the meeting. The meeting must be held in the School House, if there is one.

---

No. 45.—*Notice for a Meeting of the District Board of Trustees.*

To \_\_\_\_\_ :

You are hereby notified that there will be a meeting of the Board of Trustees of School District No. \_\_\_\_\_, on \_\_\_\_\_ evening, \_\_\_\_\_, 18\_\_\_\_, at \_\_\_\_\_ o'clock, in the school house.

[*date.*] \_\_\_\_\_, *District Clerk.*

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No. 46.—*Notice by District Clerk to County Superintendent of the Election of Trustees.*

To \_\_\_\_\_, County Superintendent :

SIR:—You are hereby notified that at the annual meeting in School District No. \_\_\_\_\_, in the County of \_\_\_\_\_, held on the \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_, \_\_\_\_\_ was elected Trustee in the place of \_\_\_\_\_, whose term had expired.

The Board of Trustees now consists of

Mr. \_\_\_\_\_, whose term expires 18\_\_\_\_.

“ \_\_\_\_\_, “ “ “ 18\_\_\_\_.

“ \_\_\_\_\_, “ “ “ 18\_\_\_\_.

The Trustees have elected Mr. \_\_\_\_\_, District Clerk, whose post-office address is \_\_\_\_\_.

\_\_\_\_\_, *Secretary of School Meeting.*

NOTE.—This notice should be sent to the County Superintendent as soon after the election as possible. It may be sent by the District Clerk or the Secretary.

No. 47.—*Notice to be given by the Secretary of a District School Meeting, to the Officers Elect.*

To \_\_\_\_\_:

You are hereby notified that at a meeting of School District No. \_\_\_\_\_, in the County of \_\_\_\_\_, held on the \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_, you were elected Trustee of said district.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_.

\_\_\_\_\_, *Secretary of said meeting.*

No. 48.—*Form of Resignation.*

To \_\_\_\_\_, County Superintendent:

I hereby resign my office of Trustee [*or District Clerk*] of School District No. \_\_\_\_\_, in the County of \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_.

\_\_\_\_\_.

No. 49.—*Notice for the Annual District Meeting for determining what District School Tax shall be assessed.*

Notice is hereby given to the legal voters of School District No. \_\_\_\_\_, in the county of \_\_\_\_\_, that the annual school meeting will be held at \_\_\_\_\_, on the Tuesday of the week following town meeting, being the \_\_\_\_\_ day of March (or April), 18\_\_\_\_, at \_\_\_\_\_ o'clock in the \_\_\_\_\_noon, at which meeting will be submitted the question of voting a tax to maintain a free public school the coming year [*or to build a school house, etc*].

The amount thought to be necessary for this purpose is \_\_\_\_\_ dollars.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_.

\_\_\_\_\_, *District Clerk.*

NOTE.—In the above notice must be particularly specified each item of business to be acted upon. For details, see section 86 of the School Law.

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No. 50.—*Notice for a Special District Meeting for determining what District School Tax shall be assessed.*

Notice is hereby given to the legal voters of School District No. ———, in the County of ———, that a special school meeting will be held at ———, on the ——— day of ———, 18——, at ——— o'clock in the ———noon, at which meeting will be submitted the question of ordering a district school tax to [here particularly specify each item of business to be acted upon].

The amount thought to be necessary for this purpose is ——— dollars.

—————	—————	}	Trustees of
—————	—————		School District
—————	—————		No. ———.

NOTE.—The authority for calling a special school meeting is given in clause XI of section 39 of the School Law. For detailed directions, see section 86.

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No. 51.—*Various Specifications of Business to be Transacted that may be Inserted in any Notice for District Meeting, as they may be needed.*

To authorize the trustees to purchase land and to erect a school house thereon ;

To see if the district will take measures for the repair, alteration, enlarging or furnishing of the present school house ;

To appoint a committee to prepare and report a plan for such erection or repair with the probable expense of the same ;

To raise money by district tax to defray the expenses of such erection, alteration or repair ;

To authorize the trustees to borrow money to defray the expenses of such erection, alteration or repair, and to provide for the payment of the same by ordering a district tax ;

To see if the district will vote a sufficient district tax to defray the expenses of maintaining a free school during the ensuing year, or during ——— months of the ensuing year ;

To order a district tax for the payment of a debt of ——— dollars, now resting upon the school house property ;

To order the sale of the present school house property, and to decide what disposition shall be made of the proceeds ;

To do any other business within the scope of the foregoing propositions.

No. 52.—*Statement of the amount of School Taxes voted to be raised in a School District, to be delivered by the District Clerk to the Township Assessor.*

To ———, Assessor of ——— Township, ——— County, State of New Jersey :

The legal voters of School District No. ———, in the County of ———, met at ———, a convenient public place within the district, on the ——— day of ———, 18——, to determine what additional school tax, if any, should be levied upon the district, and notice thereof, setting forth the time, place and object of said meeting, was given by the District Clerk, and set up at [*here state the places where the notices were posted*], three public places within the district, ten days before the meeting; and the said legal voters, so met, by the consent of a majority of those present, authorized the trustees of said district [*to purchase land, etc., as the case may be*], and ordered, by a like vote, ——— dollars to be raised by taxation for said purposes, and you are therefore requested to assess the said sum on the inhabitants of said school district, and their estates, and the taxable property therein, pursuant to the statute in such case made and provided.

Dated this ——— day of ———, 18——.

————— *District Clerk of said District.*

State of New Jersey, }  
County of ———. } ss.

—————, being duly sworn, on oath says, that he is the District Clerk of School District No. ———, in the County of ———, and that the above statement by him made of the amount of school tax voted to be raised in said school district is correct and true.

Subscribed and sworn before me, this ——— day of ———, 18——.

—————, *Justice of the Peace.*

NOTE.—The law requires that notice of the above action should also be sent to the County Superintendent.

No. 53.—*Teacher's County Certificate—First Grade.*

OFFICE OF  
COUNTY SUPERINTENDENT.

TEACHER'S CERTIFICATE.

\_\_\_\_\_ COUNTY,  
STATE OF NEW JERSEY.

*First Grade.*

GRADE IN
Orthography.....
Reading.....
Writing.....
Geography.....
Practical Arithmetic.....
English Grammar.....
History of the United States....
Book-keeping.....
Theory and Practice of Teaching
Physiology.....
Natural Philosophy.....
English Composition.....

.....  
having presented satisfactory evidence of good moral character, and having passed the required examination, with the results indicated in the annexed Grade, is hereby licensed as a Teacher in the Public Schools of this county for the term of three years from date, unless this certificate is sooner revoked.

GRADE IN
Algebra.....
Constitution of United States...
School Law of New Jersey.....
General Average.....
SPECIAL CREDIT MARKS.
Music.....
Drawing.....
Elocution.....
Gymnastics.....
General appearance of examination papers.....
Has taught _____ years.....

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_ } *Examiners.*

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_ } *County Superintendent.*

NOTE.—This Certificate entitles the holder to teach in any county in the State.

No. 54.—*Teacher's County Certificate—Second Grade.*

TEACHER'S CERTIFICATE.

OFFICE OF  
COUNTY SUPERINTENDENT.

\_\_\_\_\_ COUNTY,  
STATE OF NEW JERSEY.

*Second Grade.*

GRADE IN
Orthography .....
Reading.....
Writing.....
Geography .....
Practical Arithmetic.....
English Grammar.....
History of the United States....
Book-keeping.....
Theory and Practice of Teaching
General Average.....

.....  
having presented satisfactory evidence of good moral character, and having passed the required examination, with the results indicated in the annexed Grade, is hereby licensed as a Teacher in the Public Schools of this county for the term of two years from date, unless this certificate is sooner revoked.

SPECIAL CREDIT MARKS.
Music .....
Drawing.....
Elocution .....
Gymnastics .....
General appearance of examination papers.....
Has taught _____ years .....

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_,  
\_\_\_\_\_, } *Examiners.*

\_\_\_\_\_, *County Superintendent.*

No. 55.—*Teacher's County Certificate—Third Grade.*

TEACHER'S CERTIFICATE.

STATE OF NEW JERSEY.  
 \_\_\_\_\_ COUNTY

OFFICE OF  
 COUNTY SUPERINTENDENT.

*Third Grade.*

GRADE IN
Orthography.....
Reading .....
Writing.....
Geography.....
Practical Arithmetic.....
English Grammar.....
General Average.....

SPECIAL CREDIT MARKS.
Music.....
Drawing.....
Elocution.....
Gymnastics.....
General appearance of examination papers.....
Has taught _____ years.....

.....  
 having presented satisfactory evidence of good moral character, and having passed the required examination, with the results indicated in the annexed Grade, is hereby licensed as a Teacher in the Public Schools of this county for the term of one year from date, unless this certificate is sooner revoked.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_,  
 \_\_\_\_\_,  
 \_\_\_\_\_ } *Examiners.*

\_\_\_\_\_, *County Superintendent.*

No. 56.—*Teacher's State Certificate—First Grade.*

STATE OF NEW JERSEY,  
DEPARTMENT OF PUBLIC INSTRUCTION, }  
SUPERINTENDENT'S OFFICE.

## STATE CERTIFICATE.

*First Grade.*

The eminent qualifications and distinguished success of \_\_\_\_\_, as a *Teacher*, having been established by thorough examination and satisfactory testimonials, \_\_\_\_\_ is hereby duly authorized to teach in any part of this State.

Done at the City of Trenton, this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord one thousand eight hundred and seventy\_\_\_\_\_, under the authority conferred by section 48 of the Revised School Law.

\_\_\_\_\_, *State Superintendent of Public Instruction.*

\_\_\_\_\_, *Principal of the State Normal School.*

No. 57.—*Teacher's State Certificate—Second Grade.*

STATE OF NEW JERSEY,  
DEPARTMENT OF PUBLIC INSTRUCTION, }  
SUPERINTENDENT'S OFFICE.

## STATE CERTIFICATE.

*Second Grade.*

\_\_\_\_\_ having presented satisfactory evidence of good moral character, and having passed the required examination, is hereby LICENSED AS A TEACHER in the Public Schools of this State for the term of SEVEN YEARS from date, unless this certificate is sooner revoked.

Given under our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_, *State Superintendent of Public Instruction.*

\_\_\_\_\_, *Principal of the State Normal School.*



No. 58.—*Teacher's State Certificate—Third Grade.*

STATE OF NEW JERSEY,  
DEPARTMENT OF PUBLIC INSTRUCTION,  
SUPERINTENDENT'S OFFICE. }

## STATE CERTIFICATE.

*Third Grade.*

———, having presented satisfactory evidence of good moral character, and having passed the required examination, is hereby LICENSED AS A TEACHER in the Public Schools of this State for the term of FIVE YEARS from date, unless this certificate is sooner revoked.

Given under our hands and seal this —— day of ——, 18——.

———, *State Superintendent of Public Instruction.*

———, *Principal of the State Normal School.*

No. 59.—*Certificate of County Superintendent in Appeals.*

OFFICE OF COUNTY SUPERINTENDENT, }  
———, N. J., ——, 18——. }

To ——, State Superintendent of Public Instruction :

SIR:—I transmit, herewith, a full and correct statement of the facts, and the documentary evidence presented to me, in the case of —— *vs.* ——, together with my decision thereon, from which appeal has been taken to the State department.

I certify that the accompanying statement is correct to the best of my knowledge and belief.

———, *County Superintendent for —— County.*

NOTE.—The above certificate should be furnished by the County Superintendent in cases of appeals, when requested by the State Superintendent.

No. 60.—*Appeal to the State Superintendent.*

\_\_\_\_\_, N. J., \_\_\_\_\_, 18\_\_\_\_\_.

To \_\_\_\_\_, State Superintendent of Public Instruction :

SIR:—We herewith transmit a full and correct statement of the facts in the case of \_\_\_\_\_ vs. \_\_\_\_\_, together with the decision of the County Superintendent thereon, from which decision we respectfully appeal for the following reasons [*here state the reasons for making the appeal*].

We certify that the accompanying statements, together with the decision of the County Superintendent, are true to the best of our knowledge and belief.

\_\_\_\_\_,  
\_\_\_\_\_,

No. 61.—*Form of Certificate Condemning a School House.*

This is to certify that we, the undersigned, have this day condemned the public school house in District No. \_\_\_\_\_, in the County of \_\_\_\_\_, as being, in its present condition, unfit for use.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_, County Superintendent.

\_\_\_\_\_, } Trustees of District No. \_\_\_\_\_,  
\_\_\_\_\_, } in the County of \_\_\_\_\_.

NOTE.—This certificate is held by the County Superintendent, and the school house remains condemned until repaired or rebuilt.

No. 62.—*Teacher's Report of the Suspension of a Pupil to the Trustees.*

To \_\_\_\_\_, District Clerk of School District No. \_\_\_\_\_,  
of the County of \_\_\_\_\_ :

SIR:—You are hereby notified that I have this day suspended from my school \_\_\_\_\_, for [*here state the cause for suspension*].

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_\_.

\_\_\_\_\_, Teacher.

NOTE.—The School Law requires every suspension to be reported to the Trustees.

---

No. 63.—*Order of Business at a District School Meeting.*

1. Choose a Chairman and Secretary.
  2. Read the notice calling the meeting.
  3. Report of District Clerk.
  4. Transaction of the business for which the meeting was called as set forth in the notices.
  5. Miscellaneous business.
  6. Adjournment.
- 

No. 64.—*Minutes of District School Meeting for the Election of Trustees.*

———, N. J., ——— ———, 18——.

Pursuant to the following notice [*here copy the notice given*], the legal voters of School District No. ———, convened at the school house and selected ——— ———, Chairman, and ——— ———, Secretary.

The Secretary read the notice of the meeting.

Mr. ——— ———, District Clerk, presented the annual report of the trustees, which was accepted.

On motion of Mr. ——— ———, the meeting proceeded to elect a trustee by ballot in the place of Mr. ——— ———, whose term has expired. Mr. ——— ——— received a majority of all the votes cast, and was declared by the Chairman duly elected trustee for the term of three years.

The District Clerk stated that there was a vacancy in the Board on account of the expiration of the term of appointment of Mr. ——— ———, who, during the past year, had been appointed trustee by the County Superintendent to fill the vacancy caused by the resignation of Mr. ——— ———. The meeting again proceeded to ballot and Mr. ——— ——— was elected trustee for the unexpired term of Mr. ——— ———.

On motion of Mr. ——— ——— the meeting adjourned.

——— ———, *Secretary.*

No. 65.—*Minutes of Trustee Meeting.*

Pursuant to notice given to each member, the Board of Trustees of District No. 1, met in the school house on Monday evening, January 4, 1869. There were present Messrs. James Fisk, Henry Jones, and Alpheus Taylor.

Henry Jones presided.

The applications of H. W. Clark, Edward Davis, and E. H. Long for the position of teacher in our public school were received.

After considerable discussion relative to the qualifications of each, the position was awarded to Edward Davis at a salary of one hundred dollars per month.

The District Clerk was instructed to inform Mr. Davis of his election, and request him to enter upon his duties on Monday, January 11, 1869.

The following bills were presented by the District Clerk, and ordered paid out of the funds raised by district tax :

E. H. Jackson, four tons of coal, @ \$8.00	. . .	\$32 00
W. J. Hopkins, one cord of wood,	. . . . .	8 00
Jane Gibson, cleaning school house,	. . . . .	5 00

It was ordered that the District Clerk procure two slate blackboards, each three feet by four feet, for the use of the school.

Adjourned.

ALPHEUS TAYLOR, *District Clerk.*

No. 66.—*Certificate to be attached to proceedings of a District Meeting by the person acting as Secretary.*

I hereby certify that the foregoing is a correct and complete record of the proceedings of [*the annual or special school meeting, as the case may be*], held in School District No. ———, in the County of ———, on the ——— day of ———, 18——.

—————, *Secretary.*

NOTE.—When the District Clerk is absent, or when he does not act as Secretary of the school meeting, the above certificate should be attached to the account of the proceedings before it is delivered to said Clerk.

---

 No. 67.—*Minutes of District School Meeting for raising District Tax.*

———, N. J., ——— ———, 18——.

Pursuant to the following notice [*here copy the notice given*], the legal voters of School District No.———, convened at the school house; ——— ——— was elected Chairman and ——— ———, Secretary of the meeting.

The Chairman stated the object of the meeting and read the notice which had been given.

Mr. ——— ——— moved that a district school tax of three hundred dollars be voted for the purpose of maintaining a free school ten months during the year. Mr. ——— ——— moved to amend by striking out "three hundred" and inserting "four hundred," which was agreed to, and the motion as amended was decided in the affirmative; ——— ——— voting in the affirmative and ——— ——— in the negative.

Mr. ——— ——— moved that a district school tax of one hundred dollars be voted for the purpose of painting the school house. Mr. ——— ——— moved to amend by striking out "one hundred" and inserting "fifty," which motion was lost. The original motion was then agreed to; ——— ——— voting in the affirmative, and ——— ——— in the negative.

On motion of Mr. ——— ———, the meeting adjourned.

——— ———, *Chairman.*

——— ———, *Secretary.*

---

 No. 68.—*Minutes of District School Meeting Ordering a New School House Erected.*

[*Commence as in preceding form.*]

The following business was transacted:

It was, upon motion, *Resolved*, That the comfort of the children and the best interests of the district, demand the erection of a new school house.

It was voted that D. S——— and P. V——— be appointed a

committee to prepare and report a plan for such new school house, with an estimate of the probable expense of the same, and report thereon at the next meeting.

It was voted that when this meeting adjourn it adjourn to meet again on the \_\_\_\_\_ day of \_\_\_\_\_, 18\_\_\_\_, at \_\_\_\_\_ o'clock, P. M.

The Trustees were directed to give the required ten days' notice of the adjourned meeting, and to set forth that the object of said meeting would be the consideration of the report of the committee in relation to the new school house and the ordering of the necessary district tax for the erection of the same.

On motion the meeting adjourned, etc.

#### ADJOURNED MEETING.

[*Commence in a manner similar to No. 67.*]

D. S\_\_\_\_\_ and P. V\_\_\_\_\_, the committee appointed therefor, made their report of a plan for a school house, together with an estimate of the expense of construction, which report was accepted and ordered to be recorded, and is in the words and figures following:

[*here insert report.*]

After consideration and discussion of said report, it was voted that the same be adopted, and that the trustees be directed to proceed in the erection of a house in accordance with such plan.

It was voted that a district tax of \_\_\_\_\_ dollars be assessed and collected to defray the expense of such school house, \_\_\_\_\_ voting in the affirmative and \_\_\_\_\_ in the negative.

NOTE.—The foregoing forms of minutes are given for the inexperienced. Those who are familiar with such duties may adopt or vary them as may seem best. The essential point is, to have the proceedings of district meetings *accurately recorded*. Much depends upon the minutes of these meetings, and hence they should be correctly kept and carefully preserved.

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 No. 69.—*Report of Non-attendance of Children at School.*

To \_\_\_\_\_, Township Collector :

You are hereby notified that the following children between eight and fourteen years of age, residing in this district, have not attended school, during the past year, the time required by the act relative to the attendance of children at school, approved April 9, 1875 :

\_\_\_\_\_ has attended but \_\_\_\_\_ months ;  
 \_\_\_\_\_ " " " \_\_\_\_\_ "  
 \_\_\_\_\_ " " " \_\_\_\_\_ "

You are requested to impose the penalty and to collect the fine, as provided in said act.

\_\_\_\_\_, *District Clerk of District No. \_\_\_\_\_,*  
 \_\_\_\_\_ *County, N. J.*

NOTE.—In the cities the above notice is to be sent by some person designated by the Board of Education, to the City Treasurer.

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 No. 70.—*Duties of Township Collector.*

1. To notify the County Superintendent of the amount of Township School tax ordered, and the amount of interest on surplus revenue. [*Form 18.*]
2. To collect all township and district school taxes.
3. To receive and hold in trust all school moneys, and to pay out the same only upon orders drawn in accordance with forms 11 and 12.
4. To keep, in a book prepared for the purpose, an account with each school district. [*Form 37.*]
5. To make settlement with the township committee. [*Form 20.*]
6. To transmit copies of the settlement made with the township committee to the County Superintendent and to the Clerk of the township. [*Form 20.*]

No. 71.—*Duties of District Clerk.*

1. To prepare and to post
 

Notices for annual district meeting,	[Form 49.]
Notices for special district meeting,	[Form 50.]
and Notices for trustee election,	[Form 44.]
2. To prepare and to deliver notices for meetings of the Board of Trustees. [Form 45.]
3. To act as Secretary of the Board of Trustees. [Form 65.]
4. To record in a book provided for that purpose all the proceedings of Trustee meetings and District meetings, [Forms Nos. 64, 65, 67 and 68.]
5. To keep an account of the finances of the district in a manner similar to that shown in Form 37.
6. To pay out all moneys by issuing orders on the Township Collector. [Forms 11 and 12.]
7. To make a financial report
 

To County Superintendent,	[Form 13.]
To Township Committee,	[Form 14.]
and to Annual District Meeting,	[Form 15.]
8. To make a report of the doings of the Trustees for the year to the annual district meeting for the election of Trustees [Form 16.]
9. To take the district census.
10. To prepare and to forward the annual report to the County Superintendent.
11. To notify County Superintendent and Township Assessor of the amount of district school tax ordered. [Forms 17 and 52.]
12. To notify County Superintendent of the election of Trustees. [Form 46.]
13. To report the non-attendance of children at school. [Form 69.]
14. To attend the meetings of the "Township Board of Trustees" when convened by the County Superintendent.
15. To superintend repairs of buildings; to buy fuel, crayons, and such other articles as the Trustees may direct.
16. To deliver to his successor all records and papers belonging to the District.



No. 72.—*Form of Contract between District and Teacher.*

It is hereby agreed between "The Trustees of School District No. ———, in the county of ———," and ———, a qualified teacher, possessing a license in full force and effect, that the said ——— is to teach the public school of said district for the term [*here insert the time*], for the sum of ——— dollars per month, commencing on the ——— day of ———, 18——, and for such services, properly rendered, the said Trustees are to pay the said ——— monthly, the amount that may be due, according to this contract.

Dated this ——— day of ———, 18——.

—————	}	<i>Trustees of School District</i>
—————	}	<i>No. ———, in the County</i>
—————	}	<i>of ———.</i>
		<i>—————, Teacher.</i>

NOTE.—In case the Teacher is employed in a Graded School, the particular department for which he is engaged should be specified in the contract.

No. 73.—*Form of a Lease.*

Know all men by these presents, that A. B., of the township of ———, in the county of ———, in the State of New Jersey, of the first part, for the consideration herein mentioned, does hereby lease unto "The Trustees of School District No. ———, in the county of ———," in the State aforesaid, party of the second part, and their assigns, the following described parcel of land:

[*Here insert description of land.*]

Together with all the privileges and appurtenances thereunto belonging: To have and to hold the same for and during the term of ——— years from the ——— day of ———, A. D., 18——; and the said party of the second part, for themselves and assigns, do covenant and agree to pay the said party of the first part, for said premises, the annual rent of ——— dollars.

In testimony whereof, the said parties have hereunto set their hands, this ——— day of ———, 18——.

A. B., *Lessor.*

C. D.,	}	<i>Trustees of School District</i>
E. F.,	}	<i>No. ———, in the county of</i>
G. H.,	}	<i>—————, State of New Jersey.</i>

No. 74.—*Form of a Deed of a School House Site.*

Know all men by these presents, that A. B., [and C. B., *his wife, if married,*] in the township of ———, in the county of ———, in the State of New Jersey, party of the first part, for and in consideration of the sum of ——— dollars, to them in hand paid by "The Trustees of School District No. ———, in the county of ———," and State aforesaid, party of the second part, the receipt whereof is hereby acknowledged, do hereby grant, bargain, sell, and convey to the said party of the second part, and their assigns, the following described piece of land, namely:

[*here insert description of land.*]

Together with all the privileges and appurtenances thereunto belonging: To have and to hold the same to the said party of the second part, and their assigns forever; and the said party of the first part, for themselves, their heirs, executors and administrators, do covenant, bargain and agree, to and with the said party of the second part, and their assigns, that at the time of the ensembling and delivery of these presents, they are well seized of the premises above conveyed, as of a good, sure, perfect, absolute and indefeasible estate of inheritance in the law in fee simple, and that the said lands and premises are free from all incumbrances whatsoever; and that the above bargained premises, in the quiet and peaceable possession of the said party of the second part and their assigns, against all and every person or persons lawfully claiming, or to claim, the whole or any part thereof, the said party of the first part will forever warrant and defend.

In witness whereof, the said A. B. and C. B., his wife, party of the first part, have hereunto set their hands and seals, this ——— day of ———, A. D., 18——.

SIGNED, SEALED AND DELIVERED }  
IN PRESENCE OF  
E. F.

A. B. [SEAL.]  
C. B. [SEAL.]

NOTE.—Such deed should be duly acknowledged before a Judge, Commissioner of Deeds, Master in Chancery, or other officer authorized by law to take such acknowledgment, and recorded in the office of the County Clerk. The bond and mortgage given by the Trustees to secure payment of part of purchase money may be in the usual forms, and for the execution of deeds, mortgages and bonds, each district should have a corporate seal. Notes given for borrowed money should be in the name of the district and signed by all the Trustees as such.

No. 75.—*Form of Contract for Building a School House.*

Contract made and entered into between A. B., of the county of ———, State of New Jersey, and “The Trustees of School District No. ———, in the county of ———,” State of New Jersey.

In consideration of the sum of one dollar in hand paid, the receipt whereof is hereby acknowledged, and of the further sum of ——— dollars, to be paid as hereinafter specified, the said A. B. agrees to build a frame school house and to furnish the materials therefor, according to the plan and specifications for the erection of said house hereto appended, at such point in said district as the said Trustees may designate. The said house is to be built of the best material, in a substantial, workmanlike manner; and is to be completed and delivered to said Trustees, or their successors in office, free from any lien for work done or materials furnished, by the ——— day of ———, 18——; and in case the said house is not finished in the time herein specified, the said A. B. shall forfeit and pay to the said Trustees, or their successors in office, for the use of said district, the sum of ——— dollars, and shall also be liable for all damages that may result to said district in consequence of such failure, and said Trustees may finish the building and charge the cost of the same to the said A. B.

The said Trustees, or their successors in office, in behalf of said district, hereby agree to pay the said A. B. the sum of ——— dollars when the foundation of said house is finished; and the further sum of ——— dollars when the building is ready for the roof; and the remaining sum of ——— dollars when the said house is finished and delivered, as herein stipulated.

It is further agreed that this contract shall not be sub-let, transferred or assigned, without the consent of both parties.

Witness our hands this ——— day of ———, 18——.

A. B., *Contractor*,

C. D., E. F. and G. H., *Trustees*.

NOTE.—In building a school house, it is all important to secure a plan of the building, with full specifications as to its dimensions, style of architecture, number

and size of the windows and doors, quality of the materials to be used; what kind of roof; number of coats of paint; of what material the foundation shall be constructed; its depth below, and its height above the surface of the ground; the number and style of chimneys and flues; the provisions for ventilation; the number of coats of plastering and style of finish, and all other items in detail that may be deemed necessary. The plan and specifications should be attached to the contract, and the whole filed with the District Clerk. Before the building is commenced, the contract shall be filed in the office of the County Clerk to prevent liens.

76.—*Bond to be Issued for Loan from School Fund.*

No. \_\_\_\_\_

§\_\_\_\_\_.

Know all men by these presents, that "The Trustees of School District Number \_\_\_\_\_, in the County of \_\_\_\_\_," in the State of New Jersey, are justly indebted unto \_\_\_\_\_, or bearer, in the sum of \_\_\_\_\_ dollars, lawful money of the United States of America, to be paid to the said \_\_\_\_\_, or bearer, on the \_\_\_\_\_ day of \_\_\_\_\_, eighteen hundred and \_\_\_\_\_, at the \_\_\_\_\_ Bank, \_\_\_\_\_, with interest therefor from the date hereof, at the rate of seven per centum per annum, payable semi-annually, on the first days of \_\_\_\_\_ and \_\_\_\_\_, in every year, at \_\_\_\_\_, on the presentation of the annexed coupons as they severally become due.

This is one of a series of coupon bonds issued by the Trustees of said School District, amounting in the aggregate to \_\_\_\_\_ dollars, numbered from 1 to \_\_\_\_\_, both inclusive. Those numbered from 1 to \_\_\_\_\_, both inclusive, are of the denomination of one thousand dollars each; those numbered from \_\_\_\_\_ to \_\_\_\_\_, both inclusive, are of the denomination of five hundred dollars each; and those numbered from \_\_\_\_\_ to \_\_\_\_\_, both inclusive, are of the denomination of one hundred dollars each. And all of said bonds have been issued for money borrowed by said Trustees for the purpose of building a school house in said School District, pursuant to the statute entitled "An Act to establish a System of Public Instruction," approved March 27th, 1874, and by the consent of the inhabitants of said district lawfully given, at a meeting lawfully held on the Tuesday of the week

following the annual town meeting in the year eighteen hundred and \_\_\_\_\_.

In witness whereof, on the \_\_\_\_\_ day of \_\_\_\_\_, in the year eighteen hundred and \_\_\_\_\_, this bond is signed  
 [SEAL.] by the Trustees of said District, and attested by the Clerk, under the seal of the said District.

\_\_\_\_\_ } Trustees.  
 \_\_\_\_\_ }  
 Attest: \_\_\_\_\_, *District Clerk.*

*Form of Coupon to be attached to the above Bond.*

School District No. \_\_\_\_\_, County of \_\_\_\_\_, N. J.

School House Loan.

Interest Warrant for \_\_\_\_\_ dollars, payable at \_\_\_\_\_ Bank, \_\_\_\_\_, New Jersey, to bearer, \_\_\_\_\_ 1st, 18\_\_\_\_, for six months' interest on Bond No. \_\_\_\_\_.

\_\_\_\_\_, *District Clerk.*

No. 77.—*Application for Loan from School Fund.*

To "The Trustees for the Support of Public Schools" of the State of New Jersey:

The "Trustees of School District Number \_\_\_\_\_, in the County of \_\_\_\_\_," in the State of New Jersey, ask to borrow of "The Trustees for the Support of Public Schools," the sum of \_\_\_\_\_ dollars, for the purpose of building a School House in the aforesaid District; and offer as security for said loan the coupon bonds of said district, to the amount, at par, of said loan. Said loan and bonds were authorized by the inhabitants of said District when met, upon due and legal notice for that purpose, on the Tuesday of the week following the annual town meeting, in the township in which said District is situate, in the year one thousand eight hundred and seventy \_\_\_\_\_. The principal of said loan is to be repaid in installments of \_\_\_\_\_ dollars a year; the first installment to be paid on the \_\_\_\_\_ day of \_\_\_\_\_, one

thousand eight hundred and seventy ———, and then yearly thereafter, with interest from date, at the rate of seven per centum per annum, payable semi-annually; said bonds to become due according to the terms aforesaid. Principal and interest payable at ———; and the bonds hereby offered are of the denomination of \$——— each, and are numbered from one to ———, both inclusive.

We submit herewith a copy of the proceedings had at said meeting of said inhabitants, duly verified; and a copy of the notice of said meeting, with an affidavit showing when and where said notice was put up.

Dated ———, ———, N. J., ——— ———, 18——.

—————	—————	}	<i>Trustees of School District</i>
—————	—————		<i>Number ———, in the</i>
—————	—————		<i>County of ———, N. J.</i>

NOTE.—The above application should be sent to the Secretary of State, who is ex-officio Secretary of the Board of Trustees.

No. 78.—*Directions given to Candidates for Certificates before being Examined.*

1. Write your name and the subject of the examination, distinctly, at the top of each page.
2. You need not copy the questions upon the paper, but be careful to number each answer to correspond with the question.
3. Write only on one side of the paper, and do not write to the left of the red marginal line.
4. If unable to answer any question, write its proper number, and opposite the same write, "I cannot answer."
5. In answering questions in Arithmetic, Algebra, etc., give the work as well as the answer.
6. After beginning a set of questions, do not leave the room without the permission of the examiner in charge, until that exercise is completed.
7. During the examination, avoid, with the utmost strictness, all communication with other candidates, with visitors, or with

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any one else, except the examiners, whether by talking, signs, notes, or otherwise. Any violation of this rule will cause your exercise to be rejected.

8. Referring to text books, or to written or printed abstracts, or memoranda of any kind connected with the subject of examination, or having such book, abstract or memoranda in your desk or about your person, will cause your exercise to be rejected.

9. As soon as one exercise is finished, hand it to the examiner in attendance before beginning another.

10. Do not fold the paper containing your answers, and do not tear off any portion of the sheet that may remain after you have finished a set of questions, but leave the sheet whole as the paper will be preserved.

11. A special average will be given for correctness in Orthography and Composition, and for legibility, order, neatness and general appearance of the examination papers.

12. Be careful to preserve this card of directions and the questions. They will both be called for at the close of the examination.

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No. 79.—*Calendar for School Elections and Duties.*

1. *State Board of Education*—Meets on the first Thursday in November, and on the last Thursdays of January and June, annually.

2. *Trustees of the School Fund*—Meet on the first Monday in April, annually, and at other times when called together by the Governor.

3. *State Board of Examiners*—Meets on the Mondays preceding the last Thursdays of January and June, annually.

4. *County Boards of Examiners*—Meet on the last Saturday of February, May, August and November, annually.

5. *State Association of School Superintendents*—Meets at such times as the State Board of Education appoints.

6. *School Trustees*—Elected on the first Monday in September, annually, and should meet on the first Monday of each month.

7. *District Clerks*—Elected within ten days after the annual meeting for the election of Trustees, annually.

8. *Township Boards of Trustees*—Meets semi-annually, at such times and places as the County Superintendent may appoint.

9. *District Meetings for Voting District Tax*—Held on the Tuesday of the week following Town Meeting, annually.

10. *Report of the State Board of Education to the Governor*—On or before the tenth of November, annually.

11. *Report of the State Superintendent to the State Board of Education*—On the first Thursday in November, annually.

12. *Report of County Superintendents to the State Superintendent*—On or before the first of September, annually.

13. *Report of District Clerks to County Superintendent*—On or before the first of August, annually.

14. *Report of Teachers to Trustees*—At the close of each quarter's teaching.

15. *Monthly Reports by County Superintendents*—To the State Superintendent on the first Monday of each month.

16. *Financial Statement of Township Collector to Township Committee and County Superintendent*—On or before the first of August, annually.

17. *Financial Statement of District Clerks to Township Committee*—On or before the first of August, annually.

18. *Financial Statement of District Clerks to the County Superintendent*—On or before the first of August, annually.

19. *Assessor makes Returns to the Collector*—Within fifteen days after the first Monday in September, annually.

20. *Township and District School Taxes*—Collected and due the Trustees by the first of December, annually.

21. *District Census*—Taken between the first and the twentieth days of July, annually.

22. *Apportionment of State Appropriation to the Counties*—Made by the State Superintendent, on or before the first Monday in April, annually.

23. *Apportionment of State Appropriation and Township School*



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*Taxes to the Districts*—Made by the County Superintendent on or before the first of May, annually.

24. *Copy of Apportionment*—Made by the County Superintendent, and furnished to each Township Collector and District Clerk within twenty days after the apportionment is made.

25. *State Appropriation*—One hundred thousand dollars paid in November, and the two mill tax in the month of January following.

26. *Visitation of Schools*—Each School visited by the County Superintendent twice every year.

27. *Agricultural College*—Candidates examined by the County Superintendents at the quarterly examination on the last Saturday in August, annually.

28. *School Holidays*—Christmas day, first day of January, fourth day of July, and such days of fasting or thanksgiving as may be appointed by the President of the United States, or by the Governor of this State.

29. *School Year*—Commences on the first of September, and ends on the thirty-first of August.

30. *Fiscal Year*.—The school fiscal year of the State coincides with the school year.



# RULES AND REGULATIONS

FOR THE

## Government of School Officers.

*Prescribed by the State Board of Education, in conformity with the Act entitled "An Act to Establish a System of Public Instruction" (Sec. 2, Clause 1).*

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### I.—COUNTY BOARD OF EXAMINERS.

1. The County Superintendent, together with those whom he may appoint as County Examiners, will hold four stated meetings for the examination of teachers during each year, in such places in the county as are most convenient of access to the teachers. The first examination will be held on the last Friday or Saturday in February; the second, on the last Friday or Saturday in May; the third, on the last Friday or Saturday in August; and the fourth, on the last Friday or Saturday in November.

2. He will issue Certificates of three grades, to be called respectively, First, Second, and Third Grade County Certificates.

3. Candidates for the *Third Grade County Certificate* are to be not less than sixteen years old. No experience in teaching will be required. Applicants for a Third Grade Certificate will be examined in Orthography, Reading, Writing, Geography, Practical Arithmetic, and English Grammar. The license will continue in force for one year from date.

4. Candidates for the *Second Grade County Certificate* are to be not less than seventeen years old, with an experience in teaching of not less than one year. The examination will be the same as that for the Third Grade Certificate, with the addition of the History of the United States, Book-Keeping, and Theory and

Practice of Teaching. The license will continue in force for two years from date.

5. Candidates for the *First Grade County Certificate* are to be not less than eighteen years old, with an experience in teaching of not less than two years. The examination will be the same as that for the Second Grade Certificate, with the addition of Physiology, Natural Philosophy, English Composition, Algebra, the Constitution of the United States, and the School Law of New Jersey. The license will remain in force for three years from date.

6. A new set of questions will be prepared for each County Examination, under the direction of the State Superintendent, and ten questions will be given in each study.

## II.—STATE BOARD OF EXAMINERS.

7. The State Board of Examiners, consisting of the State Superintendent of Public Instruction and the Principal of the State Normal School, will hold two examinations during each year, in January and June, at the State Normal School, in Trenton.

8. This Board will grant Certificates of three grades, to be called respectively, First, Second, and Third Grade State Certificates, the third or lowest grade ranking one degree above the highest grade issued by County Boards of Examiners.

9. Candidates for the *Third Grade State Certificate* are to be not less than nineteen years old. They will be examined in the following branches, to wit : Spelling, Reading, Penmanship, Book-Keeping, Geography, English Grammar, Arithmetic, Algebra, Geometry, Trigonometry, History and Constitution of the United States, Natural Philosophy, Chemistry, Geology, Botany, Physiology, Theory and Practice of Teaching, and the School Law of New Jersey. The license will remain in force for five years from date.

10. Candidates for the *Second Grade State Certificate* are to be not less than twenty-one years of age, with an experience in teaching of not less than two years. The examination will be

the same as that required for a Third Grade Certificate. The license will remain in force for seven years from date.

11. Candidates for the *First Grade State Certificate* are to be not less than twenty-five years old, with an experience in teaching of not less than four years. The examination will be the same as that required for the Second or Third Grade Certificate, with the addition of any two of the following works that each candidate may choose, namely: Hart's in the School Room, Well's Graded Schools, Abbott's Teacher, Barnard's American Pedagogy, Barnard's American Normal Schools, Herbert Spencer's Education, Wickersham's Methods of Instruction, Wickersham's School Economy, Russell's Normal Training, Jewell's School Government, Emerson and Potter's School and Schoolmaster, Sheldon's Elementary Instruction, Ogden's Science of Teaching, Northend's Teacher's Assistant, Northend's Teacher and Parent, Sewell's Principles of Education, and Burton's Culture of the Observing Faculties. Each candidate will be required to draw up a plan for organizing the schools of some large city. The license will be good for life.

NOTE.—Candidates for the First Grade State Certificates are requested to give early notice of their intention to apply, in order that a topic for lecture may be assigned to each. They are also requested to give notice of the two works from the prescribed list on which they desire to be examined.

### III.—GENERAL INSTRUCTIONS RELATING TO BOTH COUNTY AND STATE CERTIFICATES.

12. With the exception of Reading, Vocal and Instrumental Music, Elocution, Drawing, and School Gymnastics, all examinations are to be conducted in writing.

13. Upon each Teacher's Certificate will be written the special average in each study and the general average, each marked as a percentage upon the scale of 100.

14. A special average will be given for correctness in Orthography and Composition, and for neatness, order, and general appearance of the Examination Papers.

15. Special credit marks will be allowed for ability to teach Music, Drawing, Elocution and School Gymnastics.

16. No license will be granted to a teacher whose general average falls below 70, or whose special average in any one of the studies required for the Third Grade County Certificate shall be less than 70.

17. All candidates are required to furnish testimonials from School Trustees or other responsible persons, as to their moral character and as to the time and place in which they have taught, and their success therein.

18. The Second and Third Grade County Certificates will be good only for the county in which they are issued. The First Grade County Certificates, and all State Certificates, will be good for all parts of the State.

19. All Certificates will be liable to be revoked for cause.

#### IV.—COUNTY SUPERINTENDENTS.

20. It shall be the duty of each County Superintendent to visit every school in his county at least twice in each year, and oftener if practicable.

21. He shall note at such visits, in a book provided for the purpose, to be designated "The Superintendent's Visiting Book," the condition of the school buildings and out-houses, the appearance and correctness of the records kept in the school registers, the efficiency of the teachers, the character, record, and standing of the pupils, the methods of instruction, the branches taught, the text books used, and the discipline, government, and general condition of each school; and from the notes thus taken he shall ascertain and report the relative grade of merit of each school.

22. He shall give such directions in the science, art, and methods of teaching, as he may deem expedient, and shall be the official adviser and constant assistant of the School Officers of his county. (School Law, Sec. 28.)

23. He shall distribute promptly all reports, forms, laws, circulars, and instructions which he may receive from, and in accordance with the directions of the State Superintendent.

24. He shall take care that the decisions of the State Superintendent, or of the State Board of Education, upon controversies relating to the school laws of the State, or to the rules and regu-

lations prescribed by the State Board of Education, be complied with by the parties concerned; and in case such decisions are not complied with, he shall inform the State Superintendent thereof, and state the circumstances connected therewith. (School Law, Sec. 28.)

25. He shall carefully preserve all reports of school officers and teachers, and all the examination papers of teachers examined by the County Board of Examiners, and, generally, shall carry out the provisions of the law "Establishing a System of Public Instruction," and the rules and regulations prescribed by the State Board of Education, and at the close of his official term shall deliver to his successor all records, books, documents, papers, and property belonging to the office.

26. No County Superintendent shall act as agent for any author, publisher or bookseller, nor directly or indirectly receive any gift, emolument, or reward for his influence in recommending or procuring the use of any book, or school apparatus, or furniture of any kind whatever, in any public school; and any one who shall violate this provision shall be subject to removal from office.

27. He shall meet each Township Board of Trustees at least twice each year, which meetings shall be held at such times and places as he may appoint. (School Law, Sec. 40.)

28. He shall ascertain from the Township Collectors, within five days after the annual town meetings, the amount of school tax ordered to be assessed in each township, and on or before the first day of May of each year he shall apportion, according to law, to the several townships and school districts of his county, all the school moneys to which they are entitled for the following year, whether received by State appropriation or ordered to be assessed as township school tax. (School Law, Sec. 21, 22, 23.)

29. He shall encourage and assist in the organization and management of County Institutes, and labor in every practicable way to elevate the standard of teaching and improve the condition of the public schools in his county; he, together with the City Superintendents, if any, of the cities within his county, may organize annually a Teacher's Institute in the county, when,

in his or their judgment, such an Institute is likely to be well attended by the teachers, and can be so conducted as to advance the cause of education; the time and place for holding the Institute, the instructors, and programme of exercises for the same, shall be such as the County and City Superintendents may agree upon, and as the State Superintendent may approve.

30. He shall inquire and ascertain whether the boundaries of the school districts in his county are definitely and plainly described, and shall keep in his office a full and correct transcript of such boundaries, a map of which he shall furnish to the State Superintendent of Public Instruction; in case the boundaries of any of the school districts are conflicting or incorrectly described, or for any good reasons should be changed, he shall, upon consultation with the trustees of the districts concerned, harmonize, describe, and change them, and make a report of such action to the State Board of Education; and on being ratified by said Board, the boundaries and descriptions so made shall be the legal boundaries and descriptions of the districts of the county. (Sec. 24.) After the boundaries of the districts of any county shall have been definitely determined by the action of the County Superintendent and the State Board of Education, the County Superintendent shall proceed to renumber them from number one to a number equal to the number of districts in the county, inclusive; and no further changes shall be made unless the consent of the State Board of Education shall have been first obtained, as is herein provided. (School Law, Sec. 38.)

31. No contract between a board of trustees and a teacher shall at any time be made which will be binding upon a succeeding board, for a longer period than three months.

32. No changes in the boundaries of districts, in which district taxes have been ordered, shall be made between the times of ordering and assessing the same.

33. Each County Superintendent shall, upon the first Monday in each month, send to the State Superintendent a brief report respecting the condition and progress of education in his county, and the work he has performed in connection with the duties of his office.



34. At the close of their official terms, or on the vacation of their office by resignation or otherwise, should the same occur during the scholastic year, all County Superintendents shall report to the State Superintendent for the portion of the year that may have expired, as provided for in the 30th section of the School Law, with reference to their annual reports; and no order shall be given for their last quarter's salary until such reports are received in a manner satisfactory to the State Superintendent.

35. That in case of the failure of any County Superintendent to make his report to the State Superintendent on the first day of September, as required by law, the State Superintendent shall not give to such County Superintendent any order for the payment of salary for the quarter next succeeding such delinquency, except by a special resolution of the State Board of Education for this purpose.

36. All changes made in the boundaries of school districts, against which no appeals are made in writing, may be approved by the State Superintendent, as Secretary of the State Board.

37. County Superintendents, on granting certificates at private examinations, may grant them in the usual form; or, if they deem it advisable, they may grant them to be good only until the regular quarterly examination next succeeding such private examination.

38. All teachers are required to attend the Annual Institute held in the county in which they are teaching, except for cause satisfactory to the County Superintendent, and no deduction shall be made by trustees from the salary of teachers for the time they are in actual attendance upon said Institute.

39. No teacher shall be employed by a board of trustees except such as hold regular teachers' certificates in full force and effect at the time the engagement is made.

40. The terms of the County Superintendents, heretofore and hereafter appointed, shall terminate with the school year.

41. When it is within the knowledge of the State Superintendent that a County Superintendent is not attending to the duties of his office, he shall withhold from such County Superin-

tendent orders for his quarterly salary until the Board shall direct such orders to be drawn.

42. Normal Graduates, who have completed the two years' course, shall be entitled to the Third Grade State Certificate, and those who have completed the three years' course shall be entitled to the Second Grade State Certificate.

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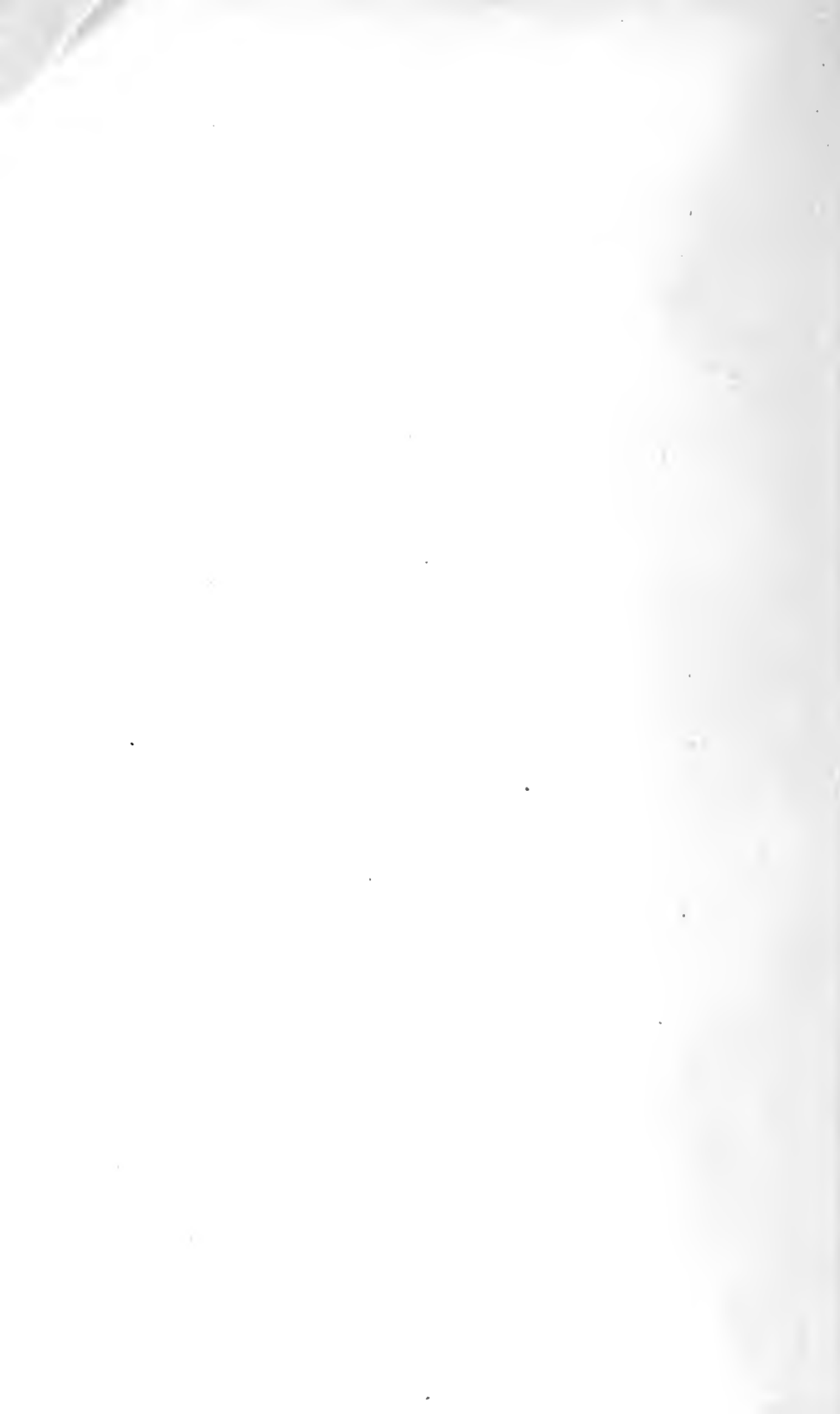
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