

BOARD OF EDUCATION OF THE CITY OF NEW YORK
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

GENERAL CIRCULAR NO. 13, 1963-1964

December 30, 1963

TO ALL SUPERINTENDENTS, PRINCIPALS,
DIRECTORS AND HEADS OF BUREAUS

Ladies and Gentlemen:

Item 1. Salary Increment Credit for Teacher Training

Credits allowable for "special voluntary services" which teachers may offer to qualify for salary increments have been extended to include participation in approved teacher training activities. Effective at the start of the school year September 1963, Regulation V, Section B, Item 3, Completion of a Project, as set forth in REGULATIONS IN THE MATTER OF SERVICE AND SALARY INCREMENTS FOR TEACHERS, ET AL., may include participation in approved teacher training activities as described below.

Participation in an approved teacher training program on a school, district, or divisional level under the direction of the principal and/or assistant superintendent may be offered for increment credit.

Such voluntary services on a term basis for at least 60 hours (not less than 30 of which shall be after or before school) may be credited as the equivalent of a 30-hour course. Such service may be offered for not more than two (2) promotional increments. (Said services must have been planned in advance to be so credited.) An accurate record of such services shall be kept by the principal and certified by him in his service report to the assistant superintendent. Said services may be one of the following:

- (a) Service in elementary and secondary schools as a cooperating teacher assigned to training student teachers. (See Note 1. Page 2.)
- (b) Participation in teacher training projects developed in cooperation with a college or university. (See Note 2. below.)

It should be noted that the extension of the Campus School Program will make possible an increase in opportunities for teachers to participate in appropriate teacher training activities.

Time spent by the teacher in the use of special methods, techniques and/or materials in relation to appropriate teacher training projects as specified above may be credited. These services may include such activities as analyzing special test results, conferring with the members of the college staff, making tape recordings of teaching lessons, evaluating learning situations.

Services which are ordinarily performed by the teacher in the execution of his regular duties are not applicable.

An accurate record of such services shall be maintained on forms provided and submitted to the principal for certification. Forms for certification will be distributed by operating divisions.

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Note 1. For complete statement of the revised regulations concerning participation in training student teachers see:

HIGH SCHOOL DIVISION CIRCULAR NO. 149, 1962-1963 (Academic)
HIGH SCHOOL DIVISION CIRCULAR NO. 165, 1962-1963 (Vocational)
(Dated April 25, 1963)
JUNIOR HIGH SCHOOL DIVISION SPECIAL CIRCULAR NO. 31, 1963-1964
(Dated November 8, 1963)
ELEMENTARY SCHOOL DIVISION CIRCULAR to be issued

Note 2. Participation in Specific Teacher Training Projects (includes Campus School Programs and Team Teaching). For a complete statement of activities in which the teacher participating in the Campus School Program or in Team Teaching may engage see:

ELEMENTARY SCHOOL DIVISION CIRCULAR to be issued.

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Item 2. Permission to Be Absent Without Pay For the Purpose of Marriage and Honeymoon

The present regulation of the Superintendent of Schools grants permission to teachers to be excused for absence (without pay) not to exceed five school days for the purpose of marriage and honeymoon.

In view of the many requests to modify the current regulation, it was agreed to increase the number of excused days without pay for personal business from five (5) to a maximum of ten (10) days for this purpose. Such absence must be approved in advance by the principal and the assistant superintendent.

Form 481-SS-BA 201 (Application for Excuse of Absence Without Pay) should be used when applying for absence for marriage and honeymoon.

Item 3. Exam for License as Assistant to Principal

The Superintendent of Schools has requested the Board of Examiners to announce the next examination for license as assistant to principal in day elementary schools in the spring of 1964 and to hold the examination in the spring of 1965. Since the last examination for this license was announced, the Board of Education has amended the eligibility requirements in the following respects:

1. The requirement of 4 semester hours in elementary school methods has been dropped.
2. A requirement of 6 semester hours has been added in methods of teaching reading in the language arts program at the elementary school level.
3. The requirement of 2 years of teaching in a special service school has been dropped.
4. Toward meeting the requirement of 5 years of teaching under appointment in day schools, applicants may now offer two years of experience in guidance under a regular guidance license.

Interested persons may apply to the Board of Examiners for a circular setting forth the eligibility requirements in full for the license in question.

Item 4. A Guide to Some Educational Resources of the City of New York

Heads of secondary schools will soon receive twenty-five copies, and heads of elementary schools will receive twenty copies of a Guide to Some Educational Resources in the City of New York, Curriculum Bulletin No. 5, 1962-1963 which was prepared by the Bureau of Curriculum Research.

This bulletin is a directory of the educational resources in museums, libraries, historic sites, government agencies, public utilities and organizations. Parks and zoos are also included. In addition there are suggestions for the way these resources can be used as part of the school curriculum.

Steps in planning a trip which include the purpose of the trip, arrangements for the excursion, details of transportation, parent consent and cooperation, teacher preparation and plans for evaluation and follow-up are included in this resource booklet.

Item 5. Location of Newly Established Bureau of Attendance District Office No. 30, Brooklyn

The newly established Bureau of Attendance District Office No. 30 is located at P. S. 87, 1172 Herkimer Street, Brooklyn 38, Rooms 106 - 109. Telephone number is DI 5-7444.

Very truly yours,

BERNARD E. DONOVAN
Executive Deputy Superintendent