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CREDIT FOR PROFESSIONAL IMPROVEMENT OF  
TEACHERS.



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Many plans looking to encouragement of the professional improvement of teachers have been advanced by city school boards. There is recognition for leave of absence for study or travel, or "sabbatical leave"; for attendance at summer schools; for university extension and correspondence courses; and for various activities which may be thought to contribute to the teacher's greater success in the classroom, such as the reading of professional books, attending lectures, or the development of some educational project. This movement, as might be inferred from the dates upon the regulations of the several school boards given herein, has received considerable attention during the past two or three years. In some cases, however, the regulations are but revisions of former rulings.

The teachers, it is reported, are responding whole-heartedly to this privilege. The superintendent of schools of Rochester, N. Y., in a letter of 1919, stated:

An additional article has been passed by the board of education since the publication of the rules and regulations, to the effect that any regularly appointed teacher in the public-school system may take two courses in the University of Rochester during each semester, and such courses will be paid by the board of education. At present there are more than 400 teachers taking advantage of extension work in the University of Rochester. More than 100 teachers took advantage of the summer-school plan last year. The average number taking advantage of the leave-of-absence plan is about 12 per annum.

## I. EXTRA PAY FOR SUMMER SCHOOL ATTENDANCE.

The plan of granting credit for attendance at summer school has been adopted by many school boards as a means of encouraging professional improvement. A bonus is sometimes granted for this activity, usually about \$2.50 to \$6 per month, which is added to the salary the year following the course; or a cash bonus of \$25 to \$60, and in a few instances \$100. In some cases an advance upon the salary schedule is granted in addition to the normal advance. The following extracts from school board regulations regarding credit for attendance at summer school will show the plans regarding this activity in a few cities.

*Beloit, Wis.* (Regulations not dated).—Fifty dollars additional salary paid at end of each year to all teachers having taken college summer term and who earn at least two major standings every other year.

*Canandaigua, N. Y.* (Regulations, 1920-21).—Double increment granted the year following attendance at summer school. Increment doubled for one summer session in each 5-year period beginning with 1920. (Does not apply to probationary or three years of service teachers.)

*Elkins, W. Va.* (1920).—Six dollars per month the year following attendance at summer school in approved normal school, college, or university, with certificate showing that at least three subjects have been studied for a term of 6 weeks, and after one year's experience in Elkins.

*Elyria, Ohio* (1920-21).—Fifty dollars in addition to regular increase on salary schedule following attendance at approved summer school or summer session of a college or university, provided salary does not reach beyond maximum. (Applies to grade teachers.)

*Hackensack, N. J.* (1920).—Any teacher who completes satisfactorily an approved course of professional study amounting to at least one unit may receive, in addition to the normal increment in salary, an additional increase of \$50 the year following the completion of the course.

*Janesville, Wis.* (1919).—Annual increment of \$50 for 6 weeks' attendance at summer school. Not more than two increments allowed.

*Kalispell, Mont.* (1919).—An additional \$5 per month, in addition to the possible yearly increase in salary, following 4 weeks' attendance at summer State normal or other school of equal standing, provided that increase does not raise salary above maximum.

*Kenosha, Wis.* (1920).—Upon satisfactory showing, teacher will be placed in salary schedule two steps higher than previous year following attendance at summer school.

*Mishawaka, Ind.* (1920).—One dollar and fifty cents given for 6 weeks' attendance at summer school, and \$2.50 for a 12 weeks' term, on monthly salary of teacher, provided that this addition does not exceed maximum of her class except as noted in following: Any teacher who receives the regular increase, and has reached the lower maximum of her class, may receive credit above the lower maximum for 6 weeks of summer school each summer, or for 12 weeks every other summer.

*St. Cloud, Minn.* (1920-21).—A maximum bonus of \$100 will be given for each of not more than four summer schools of work approved by superintendent.

*Topeka, Kans.* (no date).—Bonus of \$50 paid for attendance at summer school.

*Vancouver, Wash.* (1921).—Teachers who earn usual credits in approved summer school shall receive \$60 additional compensation each year for two years, or for four years if two successive summer schools are attended.

*Webb City, Mo.* (1918).—Special increase of \$2.50 per month on salary schedule for eight weeks' attendance at summer school.

*Worcester, Mass.* (1920-21).—Five dollars per month in addition to regular increase for attendance at summer school or other worthy vacation activity.

*Muskegon, Mich.*—Teachers who pursue courses in approved summer school may receive additional salary of \$50 the year following such work.

*Omaha, Nebr.*—See regulations in detail given below.

*Plymouth, Conn.*—Fifty dollars to each teacher who attends a summer school, provided work is approved by the director.

*Rochester, N. Y.*—See regulations in detail given below.

*Roanoke, Va.* (1921).—Teachers who have completed one year's training above a 2-year normal course will receive an additional \$200 per year above the basic schedule. Four summer sessions of 6 weeks each of accredited work, or two summer sessions of 12 weeks each of accredited work, will be counted as equal to one year's training.

*Other cities which grant extra pay.*—The school systems of the following cities also give credit for attendance at summer school, or its equivalent:

Allentown, Pa.; Alton, Ill.; Amesbury, Mass. (teacher may pass to higher salary only by availing herself of a summer-school course or other means of professional improvement); Altoona, Pa.; Antigo, Wis.; Birmingham, Ala.; Denver, Colo.; Greeley, Colo.; Hannibal, Mo.; El Paso, Tex.; Highland Park, Mich.; Junction City, Kans.; Kansas City, Mo. (to advance on schedule or to remain at maximum, teachers must do a certain amount of summer-school work, or its equivalent, unless cause can be shown); Laramie, Wyo.; Lawrence, Kans.; Manitowoc, Wis.; Marshfield, Wis.; Mayfield, Ky. (teachers required to attend a summer term of not less than 6 weeks at least one summer in two); Morgantown, W. Va.; Muscatine, Iowa; Norristown, Pa.; Richmond, Ind.; Rockford, Ill.; Saginaw, Mich.; San Francisco, Calif.; Vancouver, Wash.; Virginia, Minn.; Wakefield, Mass.; Webster, Mass.; Wyandotte, Mich.

## II. SABBATICAL LEAVE FOR SCHOOL TEACHERS.

Another plan coming into favor is that of granting leave of absence, with credit, for study or travel. The usual time of service before such leave may be granted is seven years; that is, the eighth year might be used. The teacher is generally obligated to remain for two or three years in service after her return; three years is the usual requirement, or a proportional return of the money granted while on leave must be returned. Exceptions, however, may be made in some instances, such as illness, death in family, etc., in which cases the return of the money may not be demanded. Remuneration during absence is generally one-half the regular salary.

Credit is also given by some school boards for travel of an educational nature during the summer vacation.

The following are among the cities which grant recognition for improvement through study or travel, together with a condensation of the plans:

*Ann Arbor, Mich.* (1914).—See regulations in detail below.

*Antigo, Wis.* (regulations not dated).—Absence allowed for study or travel, with credit.

*Boston, Mass.* (1919).—See regulations in detail below.

*Cambridge, Mass.* (1918).—One year's absence in 11 with half pay.

*Cleveland, Ohio.* (1918).—Absence allowed for study or travel, with credit.

*Denver, Colo.*—Sabbatical leave allowed (particulars not available).

*Elyria, Ohio* (1920-21).—Six weeks in approved summer travel, \$50 in addition to regular increase.

*Fort Wayne, Ind.* (1918-19).—Absence allowed for study or travel, with credit.

*Hacksensack, N. J.* (1920).—With the approval of the supervising principal in advance, a period of 4 to 6 weeks spent in Europe or in extensive travel in this country may be substituted for one unit in professional study.

*Highland Park, Mich.* (1921).—Credit for study or travel.

*Lawrence, Kans.* (1918).—Credit allowed for travel.

*Junction City, Kans.* (No date).—Credit allowed for travel.

*Manitowoc, Wis.* (1921).—Credit allowed for educational travel.

*Marshfield, Wis.* (1921).—Credit allowed for educational travel.

*Kenosha, Wis.* (1920).—Upon satisfactory showing of summer travel trip, teacher will be placed in salary schedule two steps higher than previous year.

*Newark, N. J.* (1920).—One year's absence in 11 with half pay.

*New Rochelle, N. Y.* (1919).—One year's absence in 8 with half pay.

*Newton, Mass.* (1921).—One year's absence in 8 with half pay.

*Omaha, Nebr.* (No date).—See extracts in detail from salary schedule regarding professional advancement given below.

*Richmond, Va.* (1919).—4½ months' absence after 3 years' service with half pay.

*Rochester, N. Y.* (1918).—One year's absence in 8 with half pay. See regulations in detail given below.

*Saginaw, Mich.* (1916).—Credit allowed for approved travel.

*San Diego, Cal.* (1920-21).—Leave of absence for study or travel not to exceed one year.

*Trenton, N. J.* (No date).—One year for study or travel. Salary not forfeited except \$50 per month must be paid beginning teacher.

*Wakefield, Mass.* (1920).—Credit for educational travel.

*Wyandotte, Mich.*—Travel of an educational or professional nature shall be evaluated on the basis of university hours.

### III. TYPICAL REGULATIONS ON THE FOREGOING AND KINDRED TOPICS.

The following are the regulations in detail for the school boards of certain cities regarding credit for study or travel, for attendance at summer school, and for various other activities which are thought to contribute to the professional improvement of the teacher:

#### ANN ARBOR, MICH.

An increase of \$100 above the maximum salary may be secured for the second triennial period by meeting, during the first period, the requirements of any of the following plans:

Attendance on at least one annual session of some national educational organization meeting outside of Michigan; attendance on at least one annual session of the Michigan State Teachers' Association meeting outside of Ann Arbor; subscription for and reading of two educational periodicals; and making such reports on the meetings attended and the periodicals read as may be required by the executive committee and the superintendent of schools.

Gaining 8 hours' credit for regular work in any university, college, or normal school.

Maintaining during the period of a definite line of study, which, in the judgment of the executive committee and the superintendent of schools, is equivalent to 8 hours of university, college, or normal school work.

Spending two months in foreign travel and reporting as may be required by the executive committee and the superintendent of schools.

Any teacher who has gained the first increase of \$100 may for the ensuing period gain an increase of \$100 more by meeting the requirements of one of the foregoing plans other than the one by which the first increase was gained; but only two such increases shall be possible.

#### BOSTON, MASS.

(Extracts from School Document No. 5, 1919, p. 130.)

##### LEAVE OF ABSENCE FOR STUDY OR TRAVEL.

SECTION 307. 1. The superintendent may grant, subject to the approval of the board, leaves of absence to teachers and members of the supervising staff, except the supervising nurse, school nurses, medical inspector, and school physicians, for study and travel or for rest, for a period not exceeding one year. Teachers and members of the supervising staff become eligible for a leave of absence for study and travel after the completion of 7 years of service, and for leave of absence for rest after 20 years of service in the schools of the city of Boston, part of which service may have been rendered in the parental school. They may be granted leave of absence for study and travel for not more than 1 year in any 8 consecutive years, and for rest for not more than 1 year in any 21 consecutive years. Before such leave may be granted, they shall file with the superintendent an application upon a form prescribed by him, stating the definite purpose for which the leave of absence is desired.

2. Teachers and members of the supervising staff to whom leave of absence for study and travel may be granted shall regularly report in writing to the



superintendent, in such form as he may determine, the manner in which the leave of absence is employed; and for failure to comply with any requirement of this section, or to pursue in a satisfactory manner the purpose for which leave of absence was granted, he may terminate such leave of absence at any time.

3. Teachers and members of the supervising staff to whom leave of absence is granted under the provisions of this section shall file with the superintendent an agreement in writing, binding them to remain in the service of the board for three years after the expiration of such leave of absence, or, in case of resignation within said three years, to refund to the board such proportion of the amount paid them for the time included in the leave of absence as the unexpired portion of said three years may bear to the entire three years. The provisions of this agreement shall not apply to resignation on account of ill health, with the consent of the board, nor to resignation at the request of the board.

4. The provisions of this section shall not apply to teachers in continuation schools or day industrial schools.

(Teachers on leave of absence receive one-half the usual salary.)

### CLEVELAND, OHIO.

(From School Topics, December, 1920.)

In view of the fact that some teachers do not understand just what constitutes educational credit, the board of examiners has prepared its own 14 points upon the subject.

These points are as follows:

1. A semester hour represents 15 hours of class work of 60 minutes each or 18 hours of 50 minutes each.

2. Fifteen semester hours of college, extension, or summer school work, or 18 hours of normal-school work constitute one semester's work. Modifications may be made when the practice of the institution in which the credit is gained demands it. Graduate credit is subject to modification varying with the institution in which the credit is gained.

3. Standard qualifications are defined as follows:

Elementary—Two years beyond four years high school.

Junior High—Three years beyond four years high school.

Senior High—Four years beyond four years high school.

School of Education—Four years beyond four years of high school.

4. Educational qualifications submitted for credit must fit the applicant for the type of work he is to do.

5. For courses similar to or identical with courses already receiving credit, no additional credit can be given.

6. The maximum amount of credit that may be obtained in any one subject must be determined on the basis of its relation to the subject taught and must not exceed the usual number of semester hours given in the leading colleges.

7. No credit can be given for incomplete work.

8. No credit can be given for private instruction unless it can be shown to the satisfaction of the board of examiners that both in extent and quality it is the equivalent for work accepted for credit.

9. Subjects of general culture such as traveling, attendance at concerts and occasional lectures, etc., can not be accepted for educational credits.

10. All educational qualifications certified by the Cleveland School of Education, Western Reserve University, Ohio State University, and other normal schools, colleges, and universities of similar grade and requirements will be accepted at face value.

11. Teachers who, by board action, are considered as having not less than "standard qualifications" but whose qualifications are actually below standard may offer as excess qualifications only those credits gained after June 18, 1920, or such gained prior to this date as would not have been required to bring the educational qualifications up to standard.

12. As applied to senior high school educational qualifications, a year of excess credit means a year of work of the grade of graduate work.

13. The A. B. degree from reputable institutions unless otherwise certified, means four years of work beyond the four-year high-school course.

14. For the A. M. degree obtained for creditable work done in absentia, not to exceed one-half year's credit may be allowed.

## OMAHA, NEBR.

(Extracts from salary schedule, 1919-20, regarding professional advancement.)

1. *Bonus for teachers and supervisors.*—A bonus of \$50 will be granted to any teacher, assistant supervisor, or supervisor below the maximum who presents before October 1 of any year evidence of having earned 5 credits at an approved university, college, or normal school. At least one-third of the work represented by these credits must be in education and the remainder in subjects closely allied to the professional duties in the Omaha public schools. Credits will not be accepted unless they have been earned after June 1, 1919, and after at least one year of teaching in the Omaha public schools.

Any credit for which a bonus has been granted can not apply on a second bonus. A bonus is granted for one year only. It does not affect the step on the salary schedule on which the teacher or supervisor is paid. Said bonus shall be paid on the first pay day in December following the approval of the credits.

2. *Supermaximum salary.*—Teachers, assistant supervisors, or supervisors who have served at least one year at the regular maximum salary, and elementary-school principals may be granted an increase of \$100 in salary upon the presentation of 6 credits from an approved university, college, or normal school. A second increase of \$100 will be granted for 6 additional, or a total of 12 credits. A final increase of \$100 will be granted for a third set of 6, or a total of 18 credits. Advances in salary granted on this basis shall in no case exceed \$100 per year.

At least one-third of the work represented by each group of 6 credits must be in education and the remainder in subjects closely allied to the professional duties in the Omaha public schools.

These credits will not be accepted unless they have been earned within the two-year period immediately preceding the school year in which the increases are to take effect except in case of leave of absence, which is regulated in paragraph 3 below. No credits which were earned before entering the Omaha public schools shall be allowed. No credits for which a bonus has previously been granted shall be accepted.

3. *Leave of absence.*—Teachers, assistant supervisors, and supervisors who have served at least one year at the regular maximum salary, and who have earned 18 credits at an approved university, college, or normal school during a leave of absence shall be granted three annual increases of \$100 each. Elementary-school principals shall be entitled to the same privilege.

At least one-third of the work represented by these credits must be in education and the remainder in subjects closely allied to the professional duties in the Omaha public schools. Credits earned during leaves of absence previous to September 1, 1919, will not be accepted for advances in salary. Credits so earned must be presented to the committee on promotive requirements within one year.

4. *College or university work must be approved.*—All university or college work presented for advancement above the regular maximum salary shall not be allowed unless approved in advance by the committee on promotive requirements. All credits must have been earned with a rating equal to the general average of the institution in which the work was taken. A certificate signed by the registrar or president of the college or university in which such credits were earned must be presented to this committee.

5. *Definition of credit.*—In estimating university credits a 5-hour course pursued for a period of 18 weeks will yield 5 credits. A 1-hour course pursued for 18 weeks will yield one credit. A 5-hour course pursued for a summer session of 6 weeks will yield one and two-thirds credits.

8. *Leave of absence.*—Teachers, assistant supervisors, and supervisors on leave of absence for professional training for which 24 credits have been secured, or to teach in another school system, shall be paid the salary which they would receive had they remained on the corps.

Leave of absence shall not be granted for more than a year.

## ROCHESTER, N. Y. (1918).

## LEAVE OF ABSENCE FOR STUDY OR TRAVEL.

1. Any teacher or principal who shall have served the city of Rochester for seven years may, on recommendation of the superintendent and with the ap-

approval of the board of education, be granted leave of absence for study or travel on the following conditions:

First. Applicants must state the definite purpose for which such leave of absence is desired.

Second. Reports must be made to the superintendent during such absence, and if such reports are unsatisfactory such leave may be terminated by the board at any time.

Third. Applicants must file with the board a written agreement to remain in the service of the board for three years after the expiration of such leave, or in case of resignation within three years, to refund to the city such proportion of the salary paid during the leave of absence as the unexpired portion of three years shall bear to said period. No refund shall be required, however, in the event of resignation on account of ill health with the consent of the board, or resignation at the request of the board. In case a woman teacher to whom a leave of absence has been granted marries before the expiration of this three-year period, she shall refund to the city such proportion of the salary paid during the leave of absence as the unexpired portion of three years shall bear to such period.

Fourth. Such leave shall not be granted for less than one full semester, nor shall it exceed one year in duration. It shall not be granted more than once in eight consecutive years.

Fifth. Salary during such leave shall be one-half the applicant's regular salary, but in no event shall it exceed \$1,000.

Sixth. Not more than 15 applications for leave of absence shall be granted to take effect during the school year. In case the number of applications shall exceed 15, selection shall be made in accordance with the following principles:

(a) Length of service, preference being given to those longest in the service.

(b) Distribution by schools, care being taken that the number from any one school shall not be comparatively excessive.

(c) Nature of service, provision being made that the benefits of such leave of absence shall be distributed as fairly as possible among all grade, high school, and supervisory positions.

2. Applications for such leave of absence for any school year shall be acted on by the board of education at its first regular meeting in January of the preceding year.

#### CREDIT FOR SUMMER SCHOOL WORK.

1. Upon the recommendation of the superintendent and the approval of the board of education the following recognition shall be given to all regularly appointed teachers, principals, and supervisors who pursue courses in summer schools:

First. That for the single year following such work the sum of \$50 shall be added to the salary of any teacher, principal, or supervisor who pursues courses in institutions outside of the city of Rochester.

Second. That for the single year following such work a sum equal to the tuition, but in no case to exceed \$25, shall be added to the salary of any teacher, principal, or supervisor who pursues courses in an institution within the city.

In either case such allowance shall be subject to the following conditions:

The institution and the courses therein are to be approved by the superintendent of schools; shall be pursued for a period of at least four weeks; must bear directly on the work which the teacher, principal, or supervisor is doing; shall not be granted for more than two years in succession; shall be contingent upon adequate funds being provided for the department of public instruction.

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