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91-17

MEMORANDUM OF UNDERSTANDING

IMPLEMENTATION OF THE 7-PERIOD DAY IN DODDS

The following agreement between DoDDS and the Overseas Education Association applies to the implementation of the 7-period day in all DoDDS schools in the OEA bargaining unit with a 12th grade and includes all grades assigned to that school down to and including the 7th grade. In some instances, students in grade 6 will be similarly affected because of the program structure of their schools. The 7-period day schedule to which this policy applies will be implemented in DoDDS beginning with the Germany Region in the 1991-92 school year and in the remainder of the regions in the 1992-93 school year.

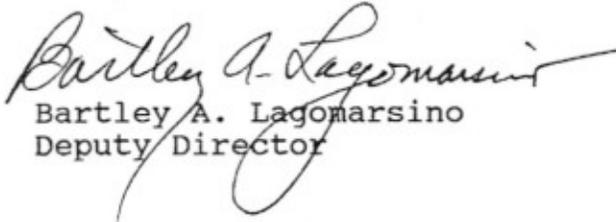
School level management has flexibility in scheduling the 7-period day subject to the approval of the Regional Director. This flexibility includes authority to adjust (increase or decrease) the length of class periods within the instructional day. While the policy is that instructional periods will be a minimum of 50 minutes, regional directors may, in individual cases, adjust instructional periods to not less than 48 minutes to accommodate student transportation requirements. It is DoDDS policy that the length of the currently scheduled school workday (commencing not more than 20 minutes before and terminating not more than 30 minutes after the instructional day) will not be increased. Within the current workday, the reporting time before the instructional day, the lunch period and the period after the instructional day may be adjusted to accommodate implementation of the 7-period schedule. It is not the intent to increase the instructional day for elementary, middle and junior high schools.

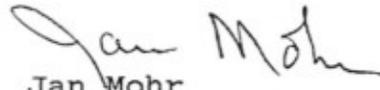
All full-time teachers in affected schools will have two non-teaching periods per day or the equivalent in minutes, normally to be used for preparation and for instructionally related purposes including meetings; peer coaching; working with colleagues in the improvement of instruction, evaluation, and the development of instructional materials; parent conferences; student conferences; etc.. The phrase ". . . teachers in affected schools will have two non-teaching period per day or the equivalent in minutes . . ." means that teachers, during these periods, will not have classes regularly assigned as a part of their daily schedule.

It is understood that management retains the right to assign duties.

The second planning period generated by the seven-period schedule will not be used as the instruction-free period under

the DoDDS-OEA negotiated agreement, Article 5 Section 2-E unless the provisions of Section 2-G apply.

  
Bartley A. Lagonarsino  
Deputy Director

 4-24-91  
Jan Mohr  
Overseas Education Association

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MEMORANDUM FOR REGIONAL DIRECTORS

SUBJECT: Implementation of 7-Period Day Schedules

We have been made aware of various concerns over the method of implementing the 7-period day schedule. We ask that you do all that you can to make the transition as smooth as possible. First, we understand that physical facilities will impact on some schedules, especially as they relate to teachers being assigned a permanent classroom. Whenever possible, we anticipate that teachers will be assigned a permanent room. We want to avoid so called "floaters" whenever we can. Also, principals should be sensitive to the number of different class preparations for teachers.

With regard to student schedules, the guidance calls for seven periods or the equivalent in minutes. This provision allows for flexibility in scheduling arrangements that would best suit student needs. It is imperative that principals of schools that will implement the seven-period schedule submit recruitment requisitions so that we can assist in helping to avoid any difficulties that may be encountered as a result of late arriving staff.

A memorandum of understanding between DoDDS and the OEA concerning the 7-period day has been signed and is attached for your reference and distribution to affected schools. Please assure that administrators pay particular attention to the provisions of the negotiated agreement between DoDDS and the OEA, particularly articles 4 and 8.

John L. Stremple  
Director

Attachment:  
As stated