



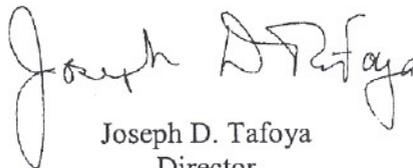
DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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ARLINGTON, VIRGINIA 22203-1635

JUN - 3 2003

MEMORANDUM FOR DIRECTOR, DODDS EUROPE
DIRECTOR, DODDS PACIFIC
DIRECTOR, DDESS/CUBA

SUBJECT: Use of Orientation Time at the Beginning of the School Year

At the beginning of each school year in the Department of Defense Dependents Schools, teachers usually report to their schools 3 work days before students arrive. This orientation time is used for a variety of purposes including school-wide, grade-level, and department-wide faculty meetings. I am requesting that you take appropriate steps to limit the number and duration of these faculty meetings at schools within your areas during the orientation period. Teachers who report to school in a timely manner should normally have, at least, the equivalent of 2 full days which are free of such faculty meetings during the orientation period to provide uninterrupted time to be used in the classrooms to prepare for the return of students.


Joseph D. Tafoya
Director