MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
AND FEDERAL EDUCATION ASSOCIATION

Continuing Implementation of the Student Information System (SIS)

The Department of Defense Dependents Schools (DoDDS) and the Federal Education Association (FEA) hereby agree to continue to implement the student information system (SIS) in accordance with the attached guidance during school year 2006-2007.

1. Management-directed training associated with the SIS will be held during the duty day. If training cannot be accomplished during the duty day, the parties agree that management and the FRS will consult about the time, place and length of the training at the local level. If conducted away from the duty site, educators will be compensated for the time spent at training in accordance with established practice.

2. It is understood that, when the SIS is down or not functioning properly, hard copies of grades will be accepted or timelines for reporting grades will be extended.

3. In attempting to resolve any disputes that arise, the parties agree to make every effort to resolve such disputes at the organizational level where they arise prior to forwarding the matter to the next level.

4. The parties will meet to review SIS implementation after SY 2006-2007. FEA may then request additional bargaining on modifications, if any, to the continuing implementation of the SIS Program.

Paul Wolfe
Human Resources Director, DoDEA
July 19, 2006

Sheridan R. Pearce
FEA President
July 19, 2006

Implementation Guidance - Student Information System

SY 2006-2007

Attendance

Secondary Teachers enter attendance daily for each period in Student Management Solutions (SMS); schools follow current practice for handling tardy or changes.

Elementary Teachers K – 5/6 enter daily attendance in SMS; schools follow current practice for handling tardy or changes.

Grading

Official timelines for grade reporting will be followed.

Secondary Teachers

- Enter progress reports and quarter/semester marks in SMS
- Handle extra curricular eligibility issues following current practice
- Options to consider for Gradebook include:
  - *o SMS Gradebook encouraged
  - o Eclass grades (Winschool Gradebook)
  - o Alternate electronic tools for computing grades must be approved using the already established software approval process

Elementary Teachers (4-6)

- Enter quarter/semester marks in SMS
- Options to consider for Gradebook include:
  - o SMS Gradebook encouraged
  - o Eclass grades (Winschool Gradebook)
  - o Alternate electronic tools for computing grades must be approved using the already established software approval process

Elementary Teachers (K-3)

- Enter quarter (report card grades) and comments for all marking periods in SMS
- On-going and timely one-on-one support will be provided, as needed, by local/district staff members

Health

Nurses

- Use the Health component of SMS to enter data for medications of existing and new students, office visits, and health alerts
- Continue to use the Health Office for historical purposes only with the understanding that there is no maintenance or upgrades to the program
- Immunizations may be recorded in SMS Health component or an alternate method for tracking compliance

Training SY 06-07

Secondary teachers will receive a minimum of one half-day of training with the school/district/area ET to include some or all of the following:

- Refresher training on Attendance
- Refresher training on entering grades into SMS
- Refresher or new SMS Gradebook training
- New training on the email grades component
- Opportunities for practice and Q and A

Elementary teachers of grades K-3 will receive a minimum of one half-day of training with the school/district/area ET to include:

- Refresher or new training on Attendance
- Training on entering grades into SMS
- Opportunities for practice and Q and A

Elementary teachers of grades 4-6 or 4-5 (depending upon the configuration) will receive a minimum of one half-day of training with the school/district/area ET to include:

- Refresher/new training on Attendance
- Refresher/new training on entering grades into SMS
- Refresher/new SMS Gradebook training
- New training on the email grades component
- Opportunities for practice and Q and A

* Training for elementary and secondary teachers must occur within the first two weeks of school without impacting teacher classroom preparation time normally provided during the first three duty days. Options for providing training include but are not limited to the following:
  - providing a half-day on the first day of school after a half day of classes for orientation
  - providing a half-day on September 1 based on military training days

Nurses will receive a minimum of one half day of training on the health component of SMS with follow-up training provided at the local level by either an ET or Nurse Trainer of Trainers/cadre using a variety of options to include: scheduled lab sessions with the ET and one-on-one training. Training will address: entering data into the SMS health component. Dates will be announced after training plans have been approved.

Counselors of Grades 4-12 will receive a minimum of 2 half-day trainings before the end of December in SY 06-07 from either district/area ETs. Training will include but is not limited to scheduling, transcripts, report cards, class grades, honor roll, etc. Follow-up support will be provided by the District /Area ET. Dates will be announced after training plans have been approved.

Note:
Follow-up training will be provided at the local level by the school/district ET using a variety of options to include: scheduled lab sessions with the ET; one-on-one training; use of previously scheduled in-service for an SMS session.

Areas will certify that staff members have received appropriate training and are proficient in the use of the program.

PW SKD