



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN
Unit 5072 APO AP 96328-5072

SOP #8

PACIFIC

July 12, 2005

MEMORANDUM TO ALL SCHOOLS

SUBJECT: Travel to Workshops in the Kanto Plain

Release time is generally given to educators when the travel time to a workshop is more than half a day (four or more hours.) Educators traveling to workshops in the Kanto Plain from the outlying areas of Misawa, Iwakuni, and Sasebo may be given a half-day or a full-day of release, depending on travel availability. No release time from school is given to Kanto Plain educators.

If educators from the Kanto Plain are expected to arrive on the day of training, every effort will be made to begin the training at 0900 or later. When the training begins at 0800 or earlier, then the participants will be placed on travel orders and allowed to arrive on the afternoon or evening before the workshop begins.

All educators are expected to return to their bases on the same day when the training ends mid-day. Should the training last a full day, the Kanto Plain educators are expected to return to their homes on that same day while educators from outlying schools will be given the following day for travel.

//original signed//

Bruce Derr
Superintendent, Japan