Application for Waiver under RCW 28A.305.140

from the 180-Day School Year Requirement of the

Basic Education Program Requirements

The State Board of Education's authority to grant waivers from basic education program requirements is RCW 28A.305.140 and RCW 28A.655.180(1). The rules that govern requests for waivers from the minimum 180-day school year requirement are WAC 180-18-040 and WAC 180-18-050.

# Instructions:

# Form and Schedule

School districts requesting a waiver must use the SBE Waiver Application Form. The application form and all supporting documents must be received by the SBE at least **forty** **(40)** calendardays prior to the SBE meeting at which consideration of the waiver request will occur. The Board's meeting schedule is posted on its website at <http://www.sbe.wa.gov>. It may also be obtained by calling 360.725.6029.

Application Contents:

The application form must include, at a minimum, the following items:

1. A proposed school calendar for each of the years for which the waiver is requested.
2. A summary of the collective bargaining agreement with the local education association providing the information specified in WAC 180-18-050(1).
3. A resolution adopted and signed by the district board of directors requesting the waiver. The resolution must identify:

* The basic education program requirement for which the waiver is requested.
* The school year(s) for which the waiver is requested.
* The number of days in each school year for which the waiver is requested.
* Information on how the waiver will support improving student achievement.
* A statement attesting that if the waiver is granted, the district will meet the minimum instructional hour offerings for basic education in grades one through twelve per RCW 28A.150.220(2)(a).

Applications for new waivers require completion of Sections A and C of the application form. Applications for renewal of current waivers require completion of Sections A, B, and C.

Submission Process:

Submit the completed application with the local board resolution and supporting documents (preferably via e-mail) to:

Jack Archer

Washington State Board of Education  
P.O. Box 47206  
Olympia, WA 98504-7206  
360-725-6035  
[jack.archer@k12.wa.us](mailto:sarah.rich@k12.wa.us)

The SBE will provide written confirmation (via e-mail) of receipt of the application materials.**Part A: For all new and renewal applications:**

The spaces provided below each question for answers will expand as you enter or paste text.

|  |  |  |
| --- | --- | --- |
| School District Information | | |
| District |  | |
| Superintendent |  | |
| County |  | |
| Phone |  | |
| Mailing Address |  | |
| Contact Person Information | | |
| Name |  | |
| Title |  | |
| Phone |  | |
| Email |  | |
| Application type: | | |
| New Application or  Renewal Application |  | |
| Is the request for all schools in the district? | | |
| Yes or No |  | |
| If no, then which schools or grades is the request for? |  | |
| How many days are requested to be waived, and for which school years? | | |
| Number of Days |  | |
| School Years |  | |
| Will the waiver days result in a school calendar with fewer half-days? | | |
| Number of half-days reduced or avoided through the proposed waiver plan | |  |
| Remaining number of half days in calendar | |  |
| Will the district be able to meet the minimum instructional hour offering required by RCW 28A.150.220(2) for each of the school years for which the waiver is requested? | | |
| Yes or No |  | |

On the questions below please provide as much detail as you think will be helpful to the Board. Any attachments should be numbered to indicate the question(s) to which the documents apply.

The format for responses can vary to accommodate the information being provided (e.g., narrative, tabular, spreadsheet).

1. What are the purposes and goals of the proposed waiver plan?
2. Explain how the waiver plan is aligned with school improvement plans under WAC 180-16-200 and any district improvement plan. Please include electronic links to school and/or district improvement plans and to any other materials that may help the SBE review the improvement plans. (Do not mail or fax hard copies.)
3. Name and explain specific, measurable and attainable goals of the waiver for student achievement. Please provide specific data, in table or narrative form, to support your response.
4. Describe in detail the specific activities that will be undertaken on the proposed waiver days. Please provide explanation (and evidence if available) on how these activities are likely to result in attainment of the stated goals for student achievement.
5. What state or local assessments or metrics will be used to collect evidence of the degree to which the goals of the waiver are attained?
6. Waiver requests may be for up to three school years. If the request is for multiple years, how will activities conducted under the waiver in the subsequent years be connected to those in the first year?
7. Describe in detail the participation of administrators, teachers, other district staff, parents, and the community in the development of the waiver.
8. Provide information about the collective bargaining agreement (CBA) with the local education association, stating the number of professional development days, full instruction days, late-start and early-release days, parent-teacher conferences, and the amount of other non-instruction days. Please also provide a link to the district’s CBA or e-mail it with the application materials. Do not send a hard copy of the CBA.
9. Please provide the number of days per year for the following categories:

|  |  |
| --- | --- |
| Student instructional days (as requested in application) |  |
| Waiver days (as requested in application) |  |
| Additional teacher work days without students |  |
| Total |  |

1. If the district has teacher work days over and above the 180 school days (as identified in row three of the table), please provide the following information about the days: In columns 3 – 5, describe the specific activities being directed by checking those that apply.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day | Percent of teachers required to participate | District directed activities | School directed activities | Teacher directed activities |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
|  |  | Check those that apply | | |

1. If the district has teacher work days over and above the 180 school days (row three of table in item 9 above), please also explain the rationale for the additional need of waiver days.

# *New 180 Day Applications- Stop here and skip to Section C, “Last Steps".*

# Part B: For Applications for Renewal of Waivers for Additional Years.

1. Describe in detail how the district used the waiver days and whether the days were used as planned and proposed in your prior request.
2. To what degree were the purposes and goals of the previous waiver met? Using the performance metrics for the prior waiver plan, describe how effective the activities implemented have been in achieving the goals of the plan for student achievement. If goals have not been met, please describe why the goals were not met, and any actions taken to date to increase success in meeting the goals.
3. Describe any proposed changes in the waiver plan going forward, including any changes to the stated goals or the means of achieving the stated goals, and explain the reasons for proposing the changes.
4. Explain why approval of the request for renewal of the waiver is likely to result in advancement of the goals of the waiver plan.
5. How were parents and the community informed on an ongoing basis about the use and impacts of the previous waiver? Provide evidence of support by administrators, teachers, other district staff, parents, and the community for renewal of the waiver.

# C. Last Steps:

* Please print a copy for your records.
* Mail or email the school board resolution, supporting documents, and this application to the email or mailing address on the first page. (E-mail is preferable.)
* Ensure supplemental documents clearly identify the questions that the documents support.

Thank you for completing this application.