

## School Community Council Waiver/Exception Request Form

**Date:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Complex Area:** \_\_\_\_\_

**Principal:** \_\_\_\_\_ **Strive HI Classification:** \_\_\_\_\_

**Request Type (New/Renewal):** \_\_\_\_\_ **Request Period (in years):** \_\_\_\_\_

**Request is for School Year(s):** \_\_\_\_\_

**Request Subject:**

Bell Schedule	Early Graduation	Instructional Hours
Modified	Parent/Teacher	Quarterly Grades
Assessment	Conference	

**Other:** \_\_\_\_\_

**1. Summarize your request:** What is the subject of the waiver or exception?

What changes are being proposed by the school? Why is the school unable to meet or comply with the existing policy, regulation or contractual agreement? (If you chose "Other" under Request Subject, please include the specific BOE policy, DOE regulation, HSTA Collective Bargaining Agreement or other related regulation.

**2. Decision Making Process:** Provide a summary of meeting activities that demonstrates an inclusive, collaborative and consensus-building decision-making process. Include information about the final outcome, such as achievement of consensus or vote count (e.g. 92 of 100 teachers voted in favor of the change).

Date	Meeting Type	Outcome

**3. Student Learning:** How will this serve to support student learning and outcomes?

**4. Renewal:** If a renewal, what evidence exists to demonstrate the positive impact of the previously approved request:

**5. Parent-Teacher Conference Waiver Only:** The Superintendent requires that the school conduct a parent survey to demonstrate parent support of this request.

Number of surveys distributed:

Number of surveys returned:

Number in favor:

Number not in favor:

Number undecided:

**6. Attendance Procedures Waiver Only:** Provide a comparison of chronic absenteeism data over a 3-year period and explain the data trend over these years.

School Year 1:

School Year 2:

School Year 3:

Explanation:

**7. Other:** Please use this area for any additional relevant information.

## SCC Waiver/Exception Process Signature Page

### School Community Council

The signatures on this page acknowledge that the decision to request the attached waiver/exception was reached through a collaborative process. If this request is an exception to a collective bargaining agreement, the decision by members of the bargaining unit was achieved through consensus. (Because exceptions to collective bargaining agreements involve the rights of other employees, consensus, specifically by affected unit members, is necessary to waive those rights. It is possible for these unit members to agree on a fall back decision-making option provided that the agreement on the fall back option was reached through consensus.)

Role	Signature	Date
Administration		
Community Representative(s)		
Parent Representative(s)		
Student Representative(s)		
Non-certificated Staff Representative(s)		
Teacher Representative(s)		

### Complex Area Superintendent (CAS)

This waiver/exception request serves to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.

Name	Signature	Date

**Instructions:**

- Schools must email the 1) **SCC Waiver/Exception Request Form**, 2) signed **SCC Waiver/Exception Signature Page**, and 3) the **HSTA Waiver/Exception Process Checklist** as PDF files to their CAS.
- CAS must review these documents to ensure they serve to further support improved teaching and learning and aligns with the goals and objectives of the school's Academic Plan.
- If approved, CAS will sign the **SCC Waiver/Exception Process Signature Page**, scan, and send as a PDF file to [scc@k12.hi.us](mailto:scc@k12.hi.us).

Note: Failure to submit a complete and timely SCC Waiver/Exception Request Form may result in the request not being processed.