

Tacoma Public Schools
SCHOOL-CENTERED DECISION-MAKING DISTRICT TEAM
Waiver Request

Process/Timeline

All waivers for 2005-06 school year are due on April 15, 2005 to the Superintendent's Office. The approval/disapproval will be given in writing by the SCDM anchors and schools will be notified by April 22, 2005.

If the waiver has a **financial impact**, the Director of Finance and appropriate assistant superintendent must be consulted prior to submitting the request. A budget, with funding source(s), must be signed by the Finance Director and attached to the waiver application.

If the waiver requires a change to the current **student transportation** schedule, the Director of Transportation must be consulted prior to submitting the request. A copy of the student transportation schedule(s) must be approved by the Director of Transportation and attached to the waiver application.

If the waiver requires a change to the **TEA/TPS collective bargaining agreement**, TEA Leadership must be consulted and a copy of the affected pages must be signed by the TEA president and attached to the waiver application.

Application

School _____

Principal/administrator _____ SCDM Chairperson _____

Type of waiver being requested:

Early Release _____ Alternative Daily Schedule _____
Late Arrival _____ Alternative School Calendar _____
Other (explain) _____

Period of time that the waiver is being requested:

from _____ to _____

*Include actual times and dates for **Late Arrival** or **Early Dismissal**.
Attach a copy of the proposed **Daily Schedule** or **School Calendar**.*

The information listed below must be provided in detail and in the order requested. Additional sheets can be attached, however, each sheet must list the school/site name and should be numbered.

1. Will the waiver impact required instructional contact hours? If yes, how many minutes, hours, days, etc. Will a state waiver be necessary? If yes, explain.
2. Description of the proposed plan.
3. What are the measurable expected outcomes? Please give examples of the assessment tools that will be used to determine improvement in student achievement.
4. Give a description of the professional development plan that supports the waiver focus.
5. Explain how the waiver aligns with your building SIP plan or accreditation process.
6. What process was used by the site/school to come to a consensus? Please list the individuals who were involved in developing the waiver.
7. What is your parent communication plan, i.e., does it include parents, members of the community and, when appropriate, student input? How did you involve the school community in arriving at this request, i.e., surveys, etc.? Attach the results of any surveys used.
8. Use page 3 of this document as a resource to contact departments that may be able to provide assistance in completing this waiver.
9. List the financial impact of this waiver:

Description

Amount

TOTAL _____

Principal/administrator's signature Date

SCDM Chairperson's signature Date

Assistant Superintendent's signature Date

| | | | | | |
|------------------------|---------------|-------------------------|---------------|------------------------|---------------|
| RECOMMENDATION | | ___ APPROVED ___ | | ___ DENIED ___ | |
| _____ TPS Signature | _____ Date | _____ TPS Signature | _____ Date | _____ TEA Signature | _____ Date |

Tacoma School District Resource List

The following is a checklist of areas that may impact or be impacted by your waiver request. Contact persons for each area are listed:

- 9 Finance Ron Hack, Chief Financial Officer (1201)
- 9 Transportation Sue Race, Director (1853)
- 9 Food Services Paul Scott, Manager (3371)
- 9 Research & Evaluation Robin Munson, Executive Director (1192)
- 9 Kindergarten Office Lynne Rosellini, Elem. Director (2534)
(Minimum flexibility permitted on contact time)
- 9 Human Resources (staffing) Bruce Ullock, Assistant Superintendent (1252)
- 9 Custodial Sam Bell, Executive Director (3300)
- 9 Maintenance Sam Bell, Executive Director (3300)
- 9 Community Relations Patti Holmgren, Director (1015)
(Boys & Girls Clubs, etc., if impacted)
- 9 Computer Services Greg Whiteman, Executive Director (1160)
- 9 Key People in a Subject Area Literacy - Carolyn Treleven (1135)
Math/Science - Craig Gabler (2633) or
Don Blagsvedt (1277)
- 9 Tacoma Education Association Gayle Nakayama, President 565-4411
(TEA)
- 9 Division Administration Elementary School, Karyn Clarke (1032)
Middle School, Terry Nelsen Bouck (1036)
High School, George Holmgren (1033)