



# SIP Bites - New Waiver Application

Kelli S. Blackburn, School Improvement Coordinator

October 17, 2024 ~ Volume 4, Issue 9

**Due Friday, January 31, 2025**

**PLEASE NOTE: Only schools that have an approved New Waiver Intent to Apply Form from the School Improvement Office will complete the New Waiver Application.**

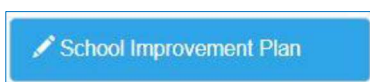
Florida Statute 1001.42 and SBBC Policy 1403 provide opportunities for schools to waive District policy or contract items that may create barriers to successful implementation of the School Improvement Plan (SIP) objectives. Waiver requests may be approved by the Board for a five-year period contingent upon a rigorous evaluation of the results. Policy 1403 outlines the requirements for developing a waiver and Article 15 of the Broward Teachers Union (BTU) Educational Professionals Contract details the process for conducting the faculty vote.

Schools with an approved *New Waiver Intent to Apply Form*, will complete the New Waiver process by the deadline noted in the School Improvement timeline. Detailed instructions for the waiver submissions are outlined in the *New Waiver Process and Procedures* and *New Waiver Checklist* resources located on the [School Improvement Website](#) to ensure a successful process.

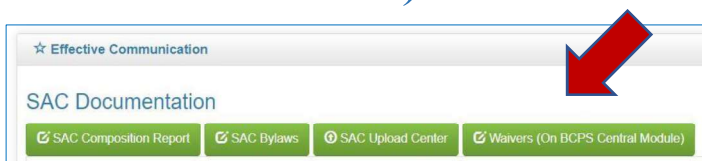
All required documents must be emailed to the School Improvement Coordinator, Kelli Blackburn and regional School Improvement Instructional Facilitator, **no later than one (1) week after each continuation waiver action**. In addition, all documents must be kept on file at the school and made available upon request.

## Steps to Complete the New Waiver Application

**Step 1:** In *BCPS Central*, click on [School Improvement Plan](#).



**Step 2:** Scroll down to the *Effective Communication/SAC Documentation* section and click on [Waivers \(On BCPS Central Module\)](#).



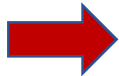
**Step 3:** Choose *New Waiver (Exam Exemption, Early Release, etc.)* or *New PSD (Professional Study Days) Waiver*.

+ New Waiver
+ New PSD Waiver

☆ School Waivers for Zaragoza School for Advanced Learning (TEST) (9997)

**Step 4:** Complete *Section A*.

- Type the **Board Policy/Contract Article**
- Select the **Target Area**
- Select the **Initial Year of Implementation (2025-2026)**
- Select the **District Strategic Plan Alignment** focus
- Select the **Cognia Key Characteristics** focus



☆ Section A

Waiver #	4		
School Name	Zaragoza School for Advanced Learning (TEST) (9997)	Board Policy/Contract Article	<input style="width: 100%;" type="text"/>
Board Approved	TBA	Years Approved	5 Years
Target Area	Professional Study Days	Waiver Status	New <span style="float: right;">▼</span>
Initial Year of Implementation	2024 - 2025 <span style="float: right;">▼</span>	District Strategic Plan Alignment	Select One <span style="float: right;">▼</span>
		<a href="#">Download PDF</a>	
Accreditation Standard Alignment <small>DISABLE after 2022-2023</small>	Select One <span style="float: right;">▼</span>	Cognia Key Characteristics	Select One <span style="float: right;">▼</span>
		<a href="#">Download PDF</a>	

**Step 5:** Complete *Section B*. Provide responses to the statements and/or questions for each item. **New Waiver:** complete items I – XII. **New PSD Waiver:** complete items I – XIV.



New Waiver Example

☆ Section B

I. is requesting a waiver for **Select Target Area** for a period of 5 years. will analyze the data and present them to SAC.

II. This waiver proposal was presented, reviewed and endorsed by all stakeholders of the local school community at meetings on:

Community Meeting 1:  ☐

Community Meeting 2:  ☐

Community Meeting 3:  ☐

III. The School Advisory Council voted on the **Select Target Area** Waiver by 1% (minimum of 51%) on  ☐

IV. The Faculty voted on the implementation of **Select Target Area** by 1% (minimum of 66 2/3%) on  ☐ according to the voting guidelines in the Broward Teachers Union Contract, Article 15.



New PSD Waiver Example

☆ Section B

I. is requesting a waiver for **Professional Study Days** for a period of 5 years. will analyze the data and present them to SAC. Also, the school will analyze the data each year to determine whether to continue the waiver as is, adjust the number of days requested, or discontinue the waiver.

II. is requesting 01 **Professional Study Days** per school year for the next 5 years.

III. Check the boxes for the **Professional Study Day** dates approved by your SAC and faculty members

**2023 - 2024**

☐ Day 1 (October 5, 2023)
☐ Day 2 (November 2, 2023)
☐ Day 3 (February 1, 2024)
☐ Day 4 (April 4, 2024)

IV. This waiver proposal was presented, reviewed, and endorsed by all stakeholders of the local school community at meetings on:

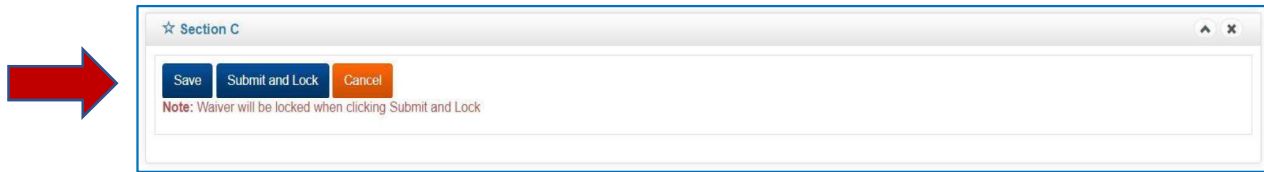
Community Meeting 1:  ☐

Community Meeting 2:  ☐

Community Meeting 3:  ☐

V. The School Advisory Council voted on the **Professional Study Days** Waiver by 1% (minimum of 51%) on  ☐


**Step 6:** Click the *Save* button in *Section C* upon completion.

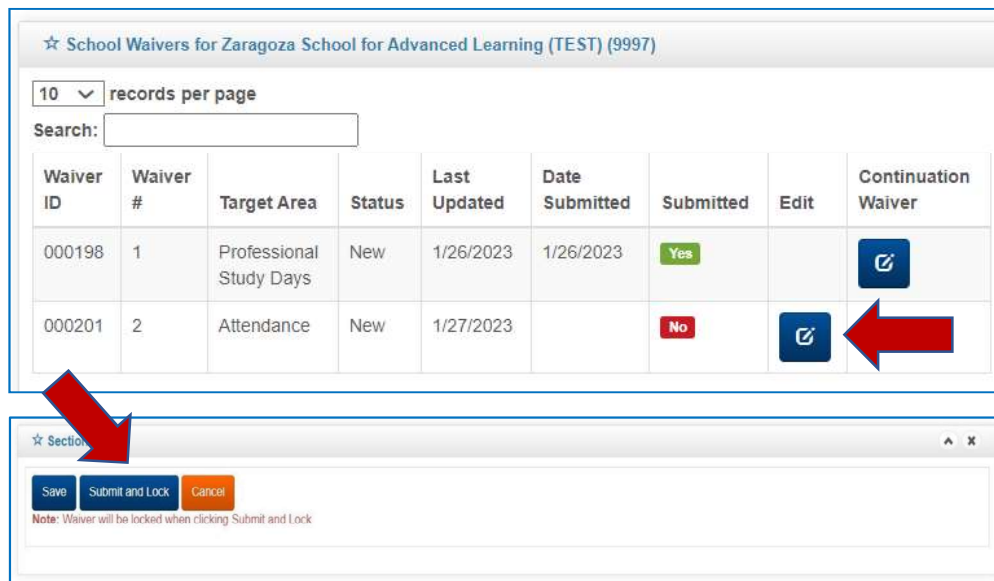


☆ Section C

Save Submit and Lock Cancel

Note: Waiver will be locked when clicking Submit and Lock



**Step 7:** Review all responses. If they are satisfactory and you are ready to submit, click the  icon to reopen your desired application. Scroll down to the bottom of the screen and click the *Submit and Lock* button to submit the waiver application.



☆ School Waivers for Zaragoza School for Advanced Learning (TEST) (9997)

10 records per page


Search:

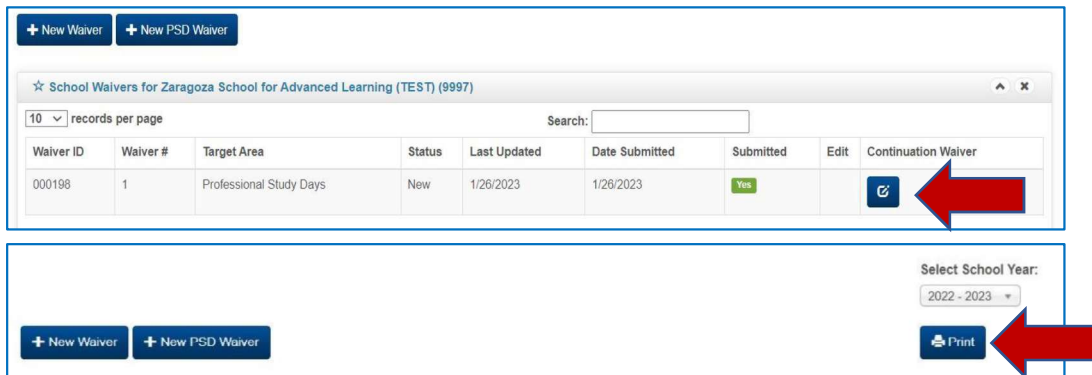
Waiver ID	Waiver #	Target Area	Status	Last Updated	Date Submitted	Submitted	Edit	Continuation Waiver
000198	1	Professional Study Days	New	1/26/2023	1/26/2023	Yes		
000201	2	Attendance	New	1/27/2023		No		

☆ Section C

Save Submit and Lock Cancel

Note: Waiver will be locked when clicking Submit and Lock

**Step 8:** To print the waiver application, click the  icon under the *Continuation Waiver* column. On the next screen, click the *Print* button to save the application. Save the waiver application as PDF. Per the *New Waiver Checklist*, email the application to Kelli Blackburn, School Improvement Coordinator, and regional School Improvement Instructional Facilitator by the deadline.




+ New Waiver + New PSD Waiver

☆ School Waivers for Zaragoza School for Advanced Learning (TEST) (9997)

10 records per page

Search:

Waiver ID	Waiver #	Target Area	Status	Last Updated	Date Submitted	Submitted	Edit	Continuation Waiver
000198	1	Professional Study Days	New	1/26/2023	1/26/2023	Yes		

+ New Waiver + New PSD Waiver

Select School Year: 2022 - 2023

Print

**Step 9:** The New Waiver Application and supporting documentation will be reviewed by the District Review Panel and presented to the School Board for approval.