

New Request

Renewal

**SCHOOL COMMUNITY COUNCIL  
WAIVER/EXCEPTION REQUEST FORM**

(Please use one form for each request)

SCHOOL: Jarrett Middle School

DATE: March 12, 2014

DISTRICT: Honolulu

COMPLEX: Kaimuki

School Strive HI Status:

Recognition

Continuous Improvement

Focus

Priority

Superintendent's Zone

**\*\*\*Attach Trend Report and Strive HI Performance System School Report.**

A. List the specific policy, regulation, rule, procedure or the specific article within the collective bargaining agreement from which the school is seeking relief.

- Act 167/52 : Hawaii Revised Statues 302 A-251 (Act 167/52)
- HSTA & State of Hawaii BOE Agreement, Article VI- Teaching Conditions and Hours, Section DD: Work Load (Teaching Schedules), pp.27 – 28, July 1, 2013
- HSTA MOU Appendix V (Act 167, 2010 & Act 52, 2011), p. 102, July 1, 2013

B. Describe 1) the desired change, and 2) what the school hopes to accomplish as it relates to improving student learning and increasing student achievement. Include specific quantitative, qualitative and longitudinal data to support the need for the request.

1) We are requesting approval of a modified option B bell schedule and to continue a 5 on 6 bell schedule with the following listed adjustments:

- Actual Minutes Scheduled Per Week
  - Increased instructional time from 1350 minutes to 1440 minutes
  - Increased instructional AA time from 76 minutes to 85 minutes
  - Added a study hall period of 35 minutes to Wednesday
  - Added a opening session of 15 minutes per week or 3 minutes per day
  - Increased recess time from 87 minutes to 95 minutes
  - Increased passing time from 90 minutes to 93 minutes
  - Decreased after school meeting time from 270 minutes to 127 minutes
  - Increased teacher prep time from 225 minutes to 240 minutes because of increased time per period
- Student Act 167/52 (Student Learning Time)
  - Increased instructional time from 1350 minutes to 1440 minutes
  - Increased instructional AA time from 76 minutes to 85 minutes
  - Added a study hall period of 35 minutes to Wednesday

- o Added a opening session of 15 minutes per week or 3 minutes per day
- Teacher 2013 – 17 Agreement (Teacher Instructional Time, Prep Time, Lunch, “Other Time”)
  - o Increased teacher instructional time from 1125 minutes to 1200 minutes because of increased time per period
  - o Increased instructional AA time from 76 minutes to 85 minutes
  - o Added a study hall period of 35 minutes to Wednesday
  - o Added a opening session of 15 minutes per week or 3 minutes per day
  - o Increased recess time from 87 minutes to 95 minutes
  - o Increased passing time from 90 minutes to 93 minutes
  - o Decreased after school meeting time from 270 minutes to 127 minutes
  - o Increased teacher prep time from 225 minutes to 240 minutes because of increased time per period

2) We are hopeful that the modified schedule will help us in the following areas:

- Current schedule allows for meetings on a daily basis. We would like to continue that current practice in order to meet the needs of all of our students. We want rigor, relevance, and continual school improvement. This is not possible without teacher meeting and collaboration.
  - At JMS, 22.4% of our students are SPED, 18.8% of them are ELL students, and 71.4% of them qualify for free and reduced lunch. According to our Strive HI results, there is an achievement gap of 35.1%. For ELL students, in comparing two years of WIDA ACCESS reports, results indicates that 52% of our ELL students made gains, 33% made no gains or there was a negative gain, and 15% of students were new students so there is no comparison score. Closing achievement gap is just beginning with the second year of implementing full inclusion of our ELL students into the general education classes, and targeted inclusion for our SPED students for the past three years. The proposed bell schedule will allow us to continue providing supports for these students in an inclusive setting because it allows for teacher collaboration and planning.
  - Classes will increase the number of minutes per class period on a daily basis enabling students to access the curriculum for each period daily without a break in the learning process. Having time to see students daily allows for consistency in implementation of a standards based curriculum as well as formative feedback on daily learning objectives. The schedule also allows 127 minutes of meeting time which will enable teachers and faculty to collaborate on student needs based on formative data, explore best practices and research-based strategies, and provide consistency of school-wide implementation. It will also ensure that there is set time for quality IEPs to be conducted.
- C. If a renewal, describe and evaluate the outcomes of the requested change. Explain what was achieved and the impact on student learning. (Include specific quantitative and/or qualitative data.)
- D. Please provide additional information (data and narrative) for the following type of request applicable:

**D1.) Parent-Teacher Conferences:**

For a waiver from the DOE Regulation 4510.3 Released Time for Conferences to Report Student Progress, the Superintendent requires that a parent satisfaction survey be conducted and the survey results submitted.

Number of surveys distributed	
Number of surveys returned	
Number of parents in favor	
Number of parents not in favor	
Number of parents undecided	

Summary:

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**D2.) School Attendance Procedures:**

For a waiver from the DOE School Attendance Procedures, Revised August 2001, a comparison of attendance data over a three (3) year period of time is required. Explain the increase or decrease in attendance rates. Provide provisions for allowing students to make-up missed work.

School Year	% of average daily attendance

Rationale:

**D3.) Reporting of Quarterly Grades:**

For an exception from the collective bargaining contract for teachers for Reporting Quarterly Grades for Schools, an explanation of the interventions provided and the impact on student learning is required.

Number of students failing	
Number of students who received tutorial assistance/interventions	
Number of students whose grades improved after receiving tutorial assistance/interventions	

Explanation:

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**D4.) Modified Assessment Schedule:**

For an exception from the collective bargaining contract for teachers for a Modified Assessment Schedule, an explanation of the interventions provided and the impact on student learning is required. Describe tutorial opportunities provided for students during the assessment week.

Number of students failing	
Number of students who received tutorial assistance/interventions	
Number of students whose grades improved after receiving tutorial assistance/interventions	

Explanation:

**E. All Other Requests:**

Provide information and explanation as indicated in Sections A, B, and C, and other additional information applicable.

F. Provide a chronology and summary of discussions and activities that document an inclusive, collaborative and consensus-building decision-making process.

Date	Type of Meeting	Summary of Outcome
12-11-13	Leadership Meeting	Sharing requirements of Act 167/52
12-19-13	Team Meeting	Discussion of schedule options
1-29-14	Faculty Meeting	Voted on approved schedules
2-5-14	Faculty Meeting	Shared samples of other middle school schedules
2-11-14	Bell Committee Meeting	Discussed possible schedules and criteria
2-19-14	Faculty Meeting	Voted for period 6 schedule and share of teacher generated schedules
2-26-14	Leadership Meeting	Discuss narrowing options
3-6-14	Faculty Meeting	Final vote on schedule
3-14-14	Faculty Meeting	Review proposed bell schedule & waiver form for final approval

G. SCC Waiver/Exception Signature Page

WAIVER/EXCEPTION SIGNATURE PAGE

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 fallback decision-making option provided that the agreement on the fallback option was reached through consensus.)

Administration Raelene Choob Date 3/12/14

Community Representative(s) J. H. [Signature] Date 3/12/14

Parent Representative(s) Allison Mikumia Date 3/13/14

Student Representative(s) Taylor Minner Date 3/13/14

Noncertificated Staff Representative(s) Shinya Yamada Date 3/12/14

Teacher Representative(s) Karen Larson Date 3/12/14  
Date \_\_\_\_\_

Complex Area Superintendent (CAS): Ruth Silberstein (print name)  
This waiver/exception request aligns with the goals and objectives of the school's strategic plan/academic and financial plan.

CAS Signature: Ruth Silberstein Date 3-13-14

**HSTA PROCESS CHECK REQUIREMENT:**

To ensure that the process to reach the decision for a contract exception request was followed, (the faculty either reached consensus or failing to reach consensus, the faculty held a secret ballot vote that resulted in active faculty members casting a ballot with 66-2/3% or higher affirmative vote), the Teacher Representative should email the UniServ Director with a cc to Raymond Camacho ([rcamacho@hsta.org](mailto:rcamacho@hsta.org)). Please attach a copy of the email sent to the UniServ Director.

RETURN FORM TO: OCISS, School Renewal and Redesign Section  
475 22<sup>nd</sup> Avenue, Room 109  
Honolulu, Hawaii 96816

OR FAX TO: 735-8379

Jarrett Middle School Schedule

Monday			Tuesday			Wednesday			Thursday			Friday		
Teacher Start Time: 7:57 am			Teacher Start Time: 7:57 am			Teacher Start Time: 7:57 am			Teacher Start Time: 7:57 am			Teacher Start Time: 7:57 am		
Student Start Time: 7:57 am			Student Start Time: 7:57 am			Student Start Time: 7:57 am			Student Start Time: 7:57 am			Student Start Time: 7:57 am		
Time	Mins	Description	Time	Mins	Description	Time	Mins	Description	Time	Mins	Description	Time	Mins	Description
7:57 - 8:00	3	Opening	7:57 - 8:00	3	Opening	7:57 - 8:00	3	Opening	7:57 - 8:00	3	Opening	7:57 - 8:00	3	Opening
8:00 - 8:25		HR/AR	8:00 - 8:25		Instructional AA	8:00 - 9:00		Instructional AA	8:00 - 8:25		HR/AR	8:00 - 8:25		HR/AR
8:25 - 8:28	3	Passing	8:25 - 8:28	3	Passing	9:00 - 9:03		Passing	8:25 - 8:28	3	Passing	8:25 - 8:28	3	Passing
8:28 - 9:18	50	Period 1	8:28 - 9:18	50	Period 1	9:03 - 9:43		Period 3	8:28 - 9:18	50	Period 1	8:28 - 9:18	50	Period 1
9:18 - 9:21	3	Passing	9:18 - 9:21	3	Passing	9:43 - 9:53	10	Recess	9:18 - 9:21	3	Passing	9:18 - 9:21	3	Passing
9:21 - 10:11	50	Period 2	9:21 - 10:11	50	Period 2	9:53 - 9:56	3	Passing	9:21 - 10:11	50	Period 2	9:21 - 10:11	50	Period 2
10:11 - 10:26	15	Recess	10:11 - 10:26	15	Recess	9:56 - 10:36		Period 1	10:11 - 10:26	15	Recess	10:11 - 10:26	15	Recess
10:26 - 10:29	3	Passing	10:26 - 10:29	3	Passing	10:36 - 10:39	3	Passing	10:26 - 10:29	3	Passing	10:26 - 10:29	3	Passing
10:29 - 11:19	50	Period 3	10:29 - 11:19	50	Period 3	10:39 - 11:19	40	Period 2	10:29 - 11:19	50	Period 3	10:29 - 11:19	50	Period 3
11:19 - 11:22	3	Passing	11:19 - 11:22	3	Passing	11:19 - 11:54	35	Lunch	11:19 - 11:22	3	Passing	11:19 - 11:22	3	Passing
11:22 - 12:12	50	Period 4	11:22 - 12:12	50	Period 4	11:54 - 11:57	3	Passing	11:22 - 12:12	50	Period 4	11:22 - 12:12	50	Period 4
12:12 - 12:47	35	Lunch	12:12 - 12:47	35	Lunch	11:57 - 12:37	40	Period 6	12:12 - 12:47	35	Lunch	12:12 - 12:47	35	Lunch
12:47 - 12:50	3	Passing	12:47 - 12:50	3	Passing	12:37 - 12:40	3	Passing	12:47 - 12:50	3	Passing	12:47 - 12:50	3	Passing
12:50 - 1:40	50	Period 5	12:50 - 1:40	50	Period 5	12:40 - 1:20	40	Period 4	12:50 - 1:40	50	Period 5	12:50 - 1:40	50	Period 5
1:40 - 1:43	3	Passing	1:40 - 1:43	3	Passing	1:20 - 1:23	3	Passing	1:40 - 1:43	3	Passing	1:40 - 1:43	3	Passing
1:43 - 2:33	50	Period 6	1:43 - 2:33	50	Period 6	1:23 - 2:03		Period 5	1:43 - 2:33	50	Period 6	1:43 - 2:33	50	Period 6
2:33 - 3:00	27	Meeting	2:33 - 3:00	27	Meeting	2:03 - 2:06	3	Passing	2:33 - 3:00	27	Meeting	2:33 - 3:00	27	Meeting
						2:06 - 2:41		Study Hall						
						2:41 - 3:00	19	Meeting						
Student End Time: 2:33 pm			Student End Time: 2:33 pm			Student End Time: 2:41 pm			Student End Time: 2:33 pm			Student End Time: 2:33 pm		
Teacher End Time: 3:00 pm			Teacher End Time: 3:00 pm			Teacher End Time: 3:00 pm			Teacher End Time: 3:00 pm			Teacher End Time: 3:00 pm		

09/17/11 09:11 JARRETT MIDDLE SCH 100 13:13 14 1027/17/11

	Actual Minutes Scheduled Per Week	Student Act 167/52	Teacher (2013-17 Agreement)			
		Student Learning Time	Teacher Instructional Time	Prep	Lunch	Other time
Instructional Time	1440	1440	1200			
Instructional AA	85	85	85			
Homeroom/AR	75	75				75
Study Hall	35	35				35
Opening	15	15				15
Recess	95					95
Passing	93					93
Lunch	150				150	
Meetings	127					127
Teacher Prep	240			240		
<b>Total</b>	<b>2355</b>	<b>1650</b>	<b>1285</b>	<b>240</b>	<b>150</b>	<b>440</b>
Requirement	n/a	1650	1285	225	150	440
Difference	n/a	0	0	15	0	0

Summary:  
 Rotating 5 periods every day  
 Periods are 50 minutes on M, T, R, F and 40 minutes on W with 3 minute passing  
 Floating teacher prep during the day.  
 Meetings daily



**SCC Waiver/Exception Request**

Fayanne Sasaoka to: SYap

Cc: rcamacho

03/25/2014 10:01 AM

The Jarrett faculty voted and 2/3 of the faculty agreed with the SCC Waiver/Exception request.

Mahalo,  
FayAnne Sasaoka  
Jarrett Middle School  
HSTA Representative

**110 William P. Jarrett Middle**  
**Trend Report:**  
**Educational and Fiscal Accountability**  
**School Report for School Year 2012-2013**



A Guide to Understanding Trend Reports explains the educational and fiscal measures and lists schools in each of the complexes for the school year 2012-13. The Guide is available on-line at <http://arch.k12.hi.us>.

**Background**

Student Enrollment	Total	SPED		ELL		Free & Reduced-Cost Lunch Program		Kindergartners Who Attended Preschool
		#	%	#	%	#	%	%
School Year	#	#	%	#	%	#	%	%
2010-2011	238	47	19.7%	49	20.6%	175	73.5%	na
2011-2012	244	47	19.3%	59	24.2%	161	66.0%	na
2012-2013	245	55	22.4%	48	18.8%	175	71.4%	na

Teachers	Total	Licensed	Years Experience	5+ Years at This School	Classes Taught by Teachers Meeting NCLB Requirements	Advanced Degree	Early Childhood Endorsement (Gr. K teachers)
					%	%	#
School Year	#	%	Average	%	%	%	#
2010-2011	26	84.6%	13.0	42%	51%	53.8%	na
2011-2012	25	100.0%	12.5	44%	76%	52.0%	na
2012-2013	24	95.8%	14.0	54%	84%	37.5%	na

**Academic Achievement**

Hawaii State Assessment Standards-Based	Reading % Proficient by Grade Level								Math % Proficient by Grade Level							
	3	4	5	6	7	8	10	3	4	5	6	7	8	10		
School Year																
2010-2011	na	na	na	60.0	67.1	64.2	na	na	na	na	61.3	60.5	54.3	na		
2011-2012	na	na	na	64.1	72.0	74.4	na	na	na	na	57.6	62.7	70.5	na		
2012-2013	na	na	na	59.7	68.0	68.0	na	na	na	na	48.1	48.5	64.0	na		

Hawaii State Assessment Standards-Based	Science % Proficient by Grade Level			
School Year	4	8	10	HS
2010-2011	na	44.3	na	na
2011-2012	na	43.6	na	na
2012-2013	na	49.3	na	na

School Year	Proportion Ready for Kindergarten	Retention Rate %			Dropout Rate % (4-year rate)	Graduate On-Time %	Others %
		Elementary	Middle	Grade 9			
2010-2011	na	na	0%	na	na	na	na
2011-2012	na	na	1%	na	na	na	na
2012-2013	na	na	1%	na	na	na	na

\*Results suppressed to protect student identity, in accordance with the Family Educational Rights and Privacy Act (FERPA)

### Safety and Well-Being

Students	Average Daily Attendance %		Offenses by Type of Incident (number of citations per 1,000 students)					
			Violence		Property		Illicit Substances	
			Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
School Year	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary	Elementary	Secondary
2010-2011	na	93.9%	na	273	na	97	na	0
2011-2012	na	94.1%	na	217	na	66	na	20
2012-2013	na	93.0%	na	220	na	82	na	49

School	Persistently Dangerous Schools (NCLB)	Workers' Compensation Claims	Student and Teacher Perceptions on School Quality Survey	Transition from home/preschool to Kindergarten	
School Year	Yes/No	Total # of claims	% of claims resulting in loss-time	Positive Responses % of student % of teacher	School mean (range 1-3)
2010-2011	No	1	0.0%	70.0% 90.1%	na
2011-2012	No	1	0.0%	86.7% 95.0%	na
2012-2013	No	2	50.0%	88.9% 98.3%	na

### Civic Responsibility

	Young Voter Registration	Kids Voting Hawaii		Students Who Are Not Suspended	Volunteer Hours
School Year	# of students participating	# of students participating	% of students participating	% of Enrollment	# of PCNC volunteer hours per 100 students
2010-2011	na	185	77.7%	73.1%	--
2011-2012	na	--	--	77.9%	--
2012-2013	na	192	78.4%	73.5%	--

### Fiscal Accountability

School Year	State General Funds				Significant Budget Changes*
	School Salaried Payroll	Allocation Excluding School Salaried Payroll	Expended	Carryover	
2010-2011	\$2,199,981	\$132,091	\$75,809	\$56,282	none
2011-2012	\$2,188,872	\$57,638	\$56,041	\$1,597	none
2012-2013	\$2,017,676	\$86,433	\$48,041	\$38,392	none

\*Explanation of Significant Budget Changes

# Jarrett Middle Strive HI 2012-13 Step: Continuous Improvement

