



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **Waiver Form to Reduce Instructional Time for Extraordinary Operational Conditions**

### **Background**

An educational institution, defined as a school in the District of Columbia Public Schools (DCPS) or a District of Columbia public charter school, shall have a school year comprised of at least 180 instructional days of at least six hours in length for students. (5A DCMR § 2100.3.) The six hours may include time allotted for lunch periods, recess, and class breaks. The Superintendent has the authority to approve a waiver from this requirement. The six-hour minimum instructional day requirement does not apply to an evening school program, adult program, pre-kindergarten program, or kindergarten program.

An LEA may request a waiver on behalf of a school when the school's calendar falls short of the regulatory requirements. This form shall be used to make such a request to the Superintendent of Education for approval. The form should be submitted to [OSSE.CalendarWaivers@dc.gov](mailto:OSSE.CalendarWaivers@dc.gov).

The Superintendent will respond to the waiver request within five business days. An LEA should not communicate a change to its schedule to students, families, or staff until it has been provided notice by the Superintendent that the waiver request has been approved.

### **Waiver to Reduce Instructional Time for Extraordinary Operational Conditions:**

Each school must begin the school year with an approved calendar by the Office of the State Superintendent of Education (OSSE). Approved calendars will have at least 180 instructional days with at least six hours of instructional time (including breaks, transitions, lunch, etc.). However, there may be instances where an extraordinary operational condition necessitates closing a school, causing the school to fall below the instructional day requirement. Extraordinary operational conditions are defined as: 1) a significant disruption to school operations; 2) a natural or man-made disaster; or 3) other situations that threaten the health, safety and well-being of the school community. Facing such circumstances, this form may be completed by an LEA and submitted to request approval of a waiver to fall below 180 instructional days, 1,080 instructional hours, or both. If conditions are of such an urgent and unexpected nature that a waiver cannot be submitted prospectively, an LEA may seek retroactive approval through this waiver. However, if the waiver is denied, the school must make up these days.

### **Respond to each of the questions that follow:**

#### **School Information**

LEA Name:

School Name:

School Year:

1. What dates did the extraordinary operational conditions take place?
2. Describe the conditions that led to the school's closure and what made it extraordinary in nature.
3. If the waiver is approved, how many instructional days and/or hours will the school fall below the required 180 instructional days and 1,080 instructional hours?
4. Explain why the school cannot make up the days to meet the regulatory requirements.

## Signatures

By signing below, the signatories attest that the information in this request is accurate to the best of their knowledge. Further, any description of action steps described in this waiver request will be executed upon approval of the waiver. If approved, the waiver is in place only for the school year for which the waiver request is made and does not mean future requests will be honored. Finally, the school should ensure that it makes the necessary modifications to its calendar to align with the approval of the waiver with OSSE procedures.

Head of School Signature

Date:

School Principal Signature

Date: