

2010-11 Calendar Clarification related to snow days on November 23 and 24 for Students, Families and SEA-Represented Employees

November 23 and 24, were designated as Snow Days for SEA Represented Employees. The District, the Seattle Education Association and Principals Association of Seattle Schools (PASS) are in agreement with the following steps and guidelines for making up the hours missed on Tuesday, November 23rd and Wednesday, November 24th, 2010.

SUMMARY: PLANS to make-up snow days November 23 and November 24		
	ELEMENTARY	MIDDLE AND HIGH
STUDENTS	No make-up days	Last day of school will move from June 21 to June 23.
CERTIFICATED STAFF	An equivalent number of hours to make-up two days before Winter Break (Saturday or evenings) to hold parent-teacher conferences	Last day for certificated staff moves from June 22 to June 24.

Elementary and K-8 Schools:

- Elementary/K-8 students will NOT need to make up the snow days. This is because no classes were scheduled for those days due to parent-teacher conferences.
- Seattle Public Schools has a goal that 100% of elementary and K-8 parent-teacher conferences will be completed by the beginning of the Winter Break. (That is, before December 20, 2010).
- Make-up days for November 23 and 24 (two days) will be made up in December, before winter break. Schools will schedule an appropriate combination of Saturdays and/or extensions of school days during which time the parent-teacher conferences can be scheduled.
- The decision about how each elementary/K-8 school makes up the two days will be decided by teaching staff and leadership using the schools' decision-making process (This time cannot be reported as extra time as these days are paid contracted days as part of the 180 day work year calendar). Examples of how this can be done, include but are not limited to: Two Saturdays, or four evening conferences, or one Saturday and two evenings.
- Principals will work with staff to create a plan. They will inform their Executive Director of the plan and publish the information for the school parent/guardian community.
- Time lost on Monday November 22 does NOT need to be "made up," but any conferences scheduled for Monday that were not held due to weather should be rescheduled.
- If a school worked on Saturday, November 20 or additional hours the week of 11/15-19 in order not to work on Wednesday the 24th, the school only has one day to make up rather than two.
- Last work day of the school year for elementary/K-8 staff will be June 22nd as originally scheduled, unless we declare additional snow days later this school year. The last work day may also vary if your building decided switch the last day of the 180 calendar, June 22nd with the September 2 LID Day loss.
- Current contract language for Classified employees (12 month employees) shall take leave for those two (2) days as specified in their collective bargaining agreement. Employees may use accrued personal leave, accumulated vacation time, or be permitted to make up the time lost per arrangement with their supervisors.

- Classified SAEOP and Paraprofessional employees who are **less** than 260 day employees should either work the make up days in December if they are to be a part of parent-teacher conferences or they should make up the two days at the end of the year. If they are not needed to be a part of parent-teacher conferences in December, employees shall collaborate with their supervisor to determine appropriate professional development activities to be performed at the end of the year or alternate activities during the year. This will extend their work year calendar by two (2) days.

Middle School and High School staff and students:

- Students and staff will make up the two snow days.
- The last day of school for students will move from June 21 to June 23.
- The last day of school for staff will now be June 24th.