

2023-2024 STAFF USE CALENDAR

JULY

12	Wednesday	Leadership Kickoff (Harrison High School)
18-21	Tuesday-Friday	New Teacher Academy for teachers new to Cobb – 8:00 a.m. – 4:00 p.m. (Harrison High School) (schedule & location varies by day & teaching assignment – refer to NTA schedule)
25	Tuesday	Pre-Planning: Local School Planning ¹
26	Wednesday	Pre-Planning: District-wide Learning Engagement Institute ²
27	Thursday	Pre-Planning: District Kickoff Broadcast (morning) ² Pre-Planning: Local School Planning (afternoon) ¹ Summer Commencement – 7:00 p.m. (Harrison High School)
28	Friday	Pre-Planning: Local School Planning Day ¹
31	Monday	Pre-Planning: Local School Planning Day ¹

AUGUST

1*	Tuesday	FIRST DAY OF SCHOOL
21	Monday	Asynchronous Learning Day
30	Wednesday	End of 1 st 4½ Weeks

SEPTEMBER

4	Monday	Labor Day Holiday – Schools Closed
6	Wednesday	4½ Week Progress Report Distribution – Elementary & Middle Schools
8	Friday	End of 1 st Six Weeks
12	Tuesday	CEOTY Luncheon (Cobb Energy Performing Arts Center Ballroom)
22*	Friday	Last Day Prior to Fall Break
25-29	Monday – Friday	Fall Break – Student/Teacher Holidays

OCTOBER

6	Friday	End of 1 st Nine Weeks, 1 st Quarter, and 2 nd 4½ Weeks
16	Monday	Asynchronous Learning Day
17-20	Tuesday – Friday	Elementary & Middle School Conference Days (Early Release for Elementary and Middle Schools only)
24	Tuesday	Cobb Chamber Sponsored Teacher of the Year Pep Rally (Wheeler High School Arena)
27	Friday	End of 2 nd Six Weeks

NOVEMBER

7*	Tuesday	Election Day ¹ (Student Holiday; Local School Professional Learning Day)
8	Wednesday	End of 3 rd 4½ Weeks
15	Wednesday	4½ Week Progress Report Distribution – Elementary & Middle Schools
20-24	Monday – Friday	Thanksgiving Holidays – Student/Teacher Holidays

DECEMBER

15, 18, & 19*	Friday, Monday, & Tuesday	Last Three Student Days of First Semester
18*	Monday	Early Release/Local School Professional Learning Day ¹
19*	Tuesday	Early Release/Teacher Workday ³
20-29	Inclusive	End of 1 st Semester, 2 nd Nine Weeks, 4 th 4½ Weeks, 3 rd Six Weeks, and 2 nd Qtr Winter Holidays – Student/Teacher Holidays

JANUARY

1-2	Monday & Tuesday	Winter Holidays – Student/Teacher Holidays
3*	Wednesday	Student Holiday; Teacher Workday ³
4*	Thursday	First Day of Second Semester
5	Friday	2 nd Nine Weeks Report Card Distribution – Elementary & Middle Schools 1 st Semester Report Card Distribution –High Schools
15	Monday	MLK, Jr. Holiday – Schools Closed

FEBRUARY

2	Friday	End of 5 th 4½ Weeks
9	Friday	4½ Week Progress Report Distribution – Elementary & Middle Schools
16*	Friday	Last Day Prior to Winter Break End of 4 th Six Weeks
19-23	Monday – Friday	Winter Break – Student/Teacher Holidays

MARCH

4	Monday	Asynchronous Learning Day
13	Wednesday	End of 3 rd Nine Week Grading Period, 6 th 4½ Weeks, and End of 3 rd Quarter
20	Wednesday	3 rd Nine Week Report Card Distribution – Elementary & Middle Schools
29*	Friday	Last Day Prior to Spring Break

APRIL

1-5	Monday-Friday	Spring Break – Student/Teacher Holidays
10	Wednesday	End of 5 th Six Week
19	Friday	End of 7 th 4½ Weeks – Elementary & Middle Schools
26	Friday	4½ Week Progress Report Distribution – Elementary & Middle Schools

MAY

TBD		Retirement Luncheon – 11:30 a.m. (TBA)
20*-22*	Monday- Wednesday	Last Three Days of Second Semester/School Year Early Release Days; Teacher Workdays ³
22*	Wednesday	LAST DAY OF SCHOOL End of 2 nd Semester, 4 th Nine Weeks, 4 th Quarter, 8 th 4½ Weeks, and 6 th Six Weeks
20-25	Monday – Saturday	High School Commencements
23*-24*	Thursday – Friday	Post Planning ³
27	Monday	Memorial Day Holiday – Schools Closed
29	Wednesday	4 th Nine Weeks Report Card Distribution – Elementary & Middle Schools 2 nd Semester Report Card Distribution – High Schools

LOCAL SCHOOL CRITICAL DAYS: Some circumstances as defined in Administrative Rule GARH-R (Leaves and Absences) allow the Principal to declare additional days as school specific critical days:

* Critical Days for All School Levels

** Critical Days for Elementary Schools and Middle Schools ONLY

NOTE: Twelve-month employees may not use vacation leave for those days identified as critical days, except with the advanced approval of the immediate supervisor and the Superintendent or designee (Administrative Rule GARK-R [Vacations]).

STAFF DAYS: Staff Days are dedicated to specific purposes as follows (Board Policy GBRC [Professional Personnel Work Loads]):

¹ **Local School Planning Days:** Local school planning days may include any activities the Principal deems necessary for the day including, but not limited to, school-planned in-services, structured subject/grade level collaboration/planning, student grade reporting, and individual teacher preparation. The Principal or designee shall establish and publish, in either written or electronic form, a schedule for the day.

² **District Professional Learning Day:** The District-wide professional learning day is reserved for professional learning opportunities planned and scheduled at the District level including, but not limited to, Academic and/or School Leadership activities.

³ **Teacher Workdays:** Teacher workdays are set aside for individual teacher activities including, but not limited to, class/conference preparation, classroom set-up, and storage/packing for the summer. The Principal or designee shall establish and publish, in either written or electronic form, a schedule for the day, which may include faculty/staff social activities and/or a brief faculty meeting to provide directions for or answer questions regarding the day.