

## 2024-2025 STAFF USE CALENDAR

### JULY

10	Wednesday	Leadership Kickoff (Harrison High School)
16-19	Tuesday-Friday	New Teacher Academy for teachers new to Cobb – 8:00 a.m. – 4:00 p.m. (Harrison High School)
25	Thursday	Pre-Planning: Local School Planning <sup>1</sup>
26	Friday	Pre-Planning: District-wide Learning Engagement Institute <sup>2</sup>
29	Monday	Pre-Planning: District Kickoff Broadcast (morning) <sup>2</sup> Pre-Planning: Local School Planning (afternoon) <sup>1</sup>
30	Tuesday	Pre-Planning: Local School Planning Day <sup>1</sup>
31	Wednesday	Summer Commencement – 7:00 p.m. (Harrison High School) Pre-Planning: Local School Planning Day <sup>1</sup>

### AUGUST

1*	Thursday	FIRST DAY OF SCHOOL
19	Monday	Digital Learning Day
30	Friday	End of 1 <sup>st</sup> 4½ Weeks

### SEPTEMBER

2	Monday	Labor Day Holiday – Schools Closed
6	Friday	4½ Week Progress Report Distribution – Elementary & Middle Schools
13	Friday	End of 1 <sup>st</sup> Six Weeks
17	Tuesday	CEOTY Luncheon (Cobb Energy Center Performing Arts Center Ballroom)
20*	Friday	Last Day Prior to Fall Break
23-27	Monday – Friday	Fall Break – Student/Teacher Holidays

### OCTOBER

11	Friday	End of 1 <sup>st</sup> Nine Weeks, 1 <sup>st</sup> Quarter, and 2 <sup>nd</sup> 4½ Weeks
14	Monday	Digital Learning Day
15-18	Tuesday – Friday	Elementary & Middle School Conference Days (Early Release for Elementary and Middle Schools only)
TBD	TBD	Cobb Chamber Sponsored Teacher of the Year Pep Rally (TBD)

### NOVEMBER

1	Friday	End of 2 <sup>nd</sup> Six Weeks
5*	Tuesday	Election Day <sup>1</sup> (Student Holiday; Local School Professional Learning Day)
6	Wednesday	End of 3 <sup>rd</sup> 4½ Weeks
13	Wednesday	4½ Week Progress Report Distribution – Elementary & Middle Schools
25-29	Monday – Friday	Thanksgiving Holidays – Student/Teacher Holidays

### DECEMBER

18-20*	Wednesday - Friday	Last Three Student Days of First Semester
19*	Thursday	Early Release/Local School Professional Learning Day <sup>1</sup>
20*	Friday	Early Release/Teacher Workday <sup>3</sup>
23-31	Inclusive	End of 1 <sup>st</sup> Semester, 2 <sup>nd</sup> Nine Weeks, 4 <sup>th</sup> 4½ Weeks, 3 <sup>rd</sup> Six Weeks, and 2 <sup>nd</sup> Qtr Winter Holidays – Student/Teacher Holidays

**JANUARY**

1	Wednesday	Winter Holidays – Student/Teacher Holidays
2*	Thursday	Student Holiday; District Professional Learning Day <sup>2</sup>
3*	Friday	Student Holiday; Teacher Workdays <sup>3</sup>
6*	Monday	First Day of Second Semester
10	Friday	2 <sup>nd</sup> Nine Weeks Report Card Distribution – Elementary & Middle Schools
		1 <sup>st</sup> Semester Report Card Distribution – High Schools
20	Monday	MLK, Jr. Holiday – Schools Closed

**FEBRUARY**

5	Wednesday	End of 5 <sup>th</sup> 4½ Weeks
7	Friday	4½ Week Progress Report Distribution – Elementary & Middle Schools
14*	Friday	Last Day Prior to Winter Break
		End of 4 <sup>th</sup> Six Weeks
17-21	Monday – Friday	Winter Break – Student/Teacher Holidays

**MARCH**

3	Monday	Digital Learning Day
14	Friday	End of 3 <sup>rd</sup> Nine Week Grading Period, 6 <sup>th</sup> 4½ Weeks, and End of 3 <sup>rd</sup> Quarter
21	Friday	3 <sup>rd</sup> Nine Week Report Card Distribution – Elementary & Middle Schools

**APRIL**

4*	Friday	Last Day Prior to Spring Break
		End of 5 <sup>th</sup> Six Week
7-11	Monday-Friday	Spring Break – Student/Teacher Holidays
23	Wednesday	End of 7 <sup>th</sup> 4½ Weeks – Elementary & Middle Schools
25	Friday	4½ Week Progress Report Distribution – Elementary & Middle Schools

**MAY**

8	Thursday	Retirement Luncheon – 11:30 a.m. (Cobb Energy Center Performing Arts Center Ballroom)
19*-21*	Monday- Wednesday	Last Three Days of Second Semester/School Year
		Early Release Days; Teacher Workdays <sup>3</sup>
21*	Wednesday	LAST DAY OF SCHOOL
		End of 2 <sup>nd</sup> Semester, 4 <sup>th</sup> Nine Weeks, 4 <sup>th</sup> Quarter, 8 <sup>th</sup> 4½ Weeks, and 6 <sup>th</sup> Six Weeks
19-24	Monday – Saturday	High School Commencements
22*-23*	Thursday – Friday	Post Planning <sup>3</sup>
26	Monday	Memorial Day Holiday – Schools Closed
28	Wednesday	4 <sup>th</sup> Nine Weeks Report Card Distribution – Elementary & Middle Schools
		2 <sup>nd</sup> 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]):

- <sup>1</sup> **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.
- <sup>2</sup> **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.
- <sup>3</sup> **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.