

2019-2020 STAFF USE CALENDAR

JULY

10	Wednesday	Enrollment – Elementary & Middle Schools (Local Schools)
11	Thursday	Leadership Kickoff – McEachern High School
17-22	Wed, Thur, Fri, and Mon	New Teacher Academy for teachers new to Cobb – 8:00 a.m. – 4:00 p.m. (schedule & location varies by day & teaching assignment – refer to NTA schedule)
24*	Wednesday	Pre-Planning: Local School Planning ¹
25*	Thursday	Pre-Planning: District-wide Learning Engagement Institute ²
26*	Friday	Pre-Planning: District-wide Opening Day Broadcast (morning) ²
		Pre-Planning: Local School Planning ¹ (afternoon)
29*	Monday	Pre-Planning: Local School Planning Day ¹
30*	Tuesday	Pre-Planning: Local School Planning Day ¹
31*	Wednesday	Pre-Planning: Local School Planning Day ¹

AUGUST

1	Thursday	FIRST DAY OF SCHOOL
28*	Wednesday	Early Release: Local School Professional Learning Day
30	Friday	End of 1 st 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 st Six Weeks
17	Tuesday	CEOTY Luncheon (Roswell St. Baptist Church)
20*	Friday	1 st Six Week Progress Report Distribution – High Schools
		Last Day Prior to Fall Break
23-27	Monday – Friday	Fall Break – Student/Teacher Holidays

OCTOBER

10*	Thursday	Early Release: Local School Professional Learning Day
11	Friday	End of 1 st Nine Week and 1 st Quarter
14-18**	Monday – Friday	Elementary & Middle School Conference Days (Early Release for Elementary and Middle Schools only)
		1 st Elementary & Middle School Nine Week Report Card Distribution (during conferences)
29	Tuesday	Cobb Chamber Sponsored Teacher of the Year Breakfast & Pep Rally

NOVEMBER

1	Friday	End of 2 nd Six Weeks
5*	Tuesday	Election Day (Student Holiday; Local School Professional Learning Day)
8	Friday	2 nd Six Week Progress Report Distribution – High Schools
13	Wednesday	End of 3 rd 4½ Weeks
20	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
20*	Friday	Early Release/Teacher Workday ³
		End of 1 st Semester, 2 nd Nine Weeks, 2 nd Quarter, and 3 rd Six Weeks
23-31	Inclusive	Winter Holidays – Student/Teacher Holidays

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JANUARY

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

FEBRUARY

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

MARCH

11*	Wednesday	Early Release: Local School Professional Learning Day
13	Friday	End of 3 rd Nine Week Grading Period and End of 3 rd Quarter
18	Wednesday	2020-2021 Kindergarten/New to First Grade Pre-Enrollment
20	Friday	3 rd Nine Week Report Card Distribution – Elementary & Middle Schools

APRIL

3*	Friday	Last Day Prior to Spring Break End of 5 th Six Week
6-10	Monday-Friday	Spring Break – Student/Teacher Holidays
17	Friday	End of 7 th 4½ Weeks – Elementary & Middle Schools 5 th Six Week Progress Report Distribution – High Schools
24	Friday	4½ Week Progress Report Distribution – Elementary & Middle Schools

MAY

18-20*	Monday – Wednesday	Last Three Days of Second Semester/School Year
19*	Tuesday	Early Release; Teacher Workday ³
20*	Wednesday	LAST DAY OF SCHOOL Early Release; Teacher Workday ³ End of 2 nd Semester, 4 th Nine Weeks, 4 th Quarter, and 6 th Six Weeks
TBD	TBD	High School Commencements
21-22*	Thursday-Friday	Post Planning ³
25	Monday	Memorial Day Holiday – Schools Closed
27	Wednesday	4 th Nine Weeks Report Card Distribution – Elementary & Middle Schools 2 nd Semester Report Card Distribution – High Schools
TBD		Retirement Luncheon (Roswell St. Baptist Church)

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.