



2009-2010 STAFF USE CALENDAR

JULY:

21	Tuesday	Elementary new student registration 9 a.m.-6 p.m.
29*	Wednesday	Teachers new to Cobb County: Durham Middle School-8:00 AM-4:30 PM
30*	Thursday	Teachers new to Cobb County: Durham Middle School-8:00 AM-4:30 PM
31*	Friday	Teachers new to Cobb County: Durham Middle School-8:00 AM-4:30 PM

AUGUST:

3*	Monday	Pre-Planning: Local School Planning Day ¹
4*	Tuesday	Pre-Planning: Local School Planning Day-Middle & High ¹ C&I Professional Learning Day-Elementary ² Parapro Institute-Elementary
5*	Wednesday	Pre-Planning: Local School Planning Day-Elementary ¹ C&I Professional Learning Day-Middle & High ² Parapro Institute-Middle & High
6*	Thursday	Pre-Planning: Local School Planning Day ¹
7*	Friday	Pre-Planning: Local School Planning Day ¹
10*	Monday	FIRST DAY OF SCHOOL

SEPTEMBER:

4	Friday	End of 1 st school month
7	Monday	Labor Day Holiday-Schools Closed
9	Wednesday	End of 1 st 4½ weeks – (22 days) – MS
16	Wednesday	4½ week progress update distribution – MS
18	Friday	End of 1 st six weeks (29 days)-HS
25	Friday	1 st six weeks high school report card distribution

OCTOBER:

5	Monday	End of 2 nd school month
9	Friday	End of 1 st K-5/middle nine week grading period (44 days)
16	Friday	1 st K-5/middle school nine week report card distribution
21*	Wednesday	Early Release: School-focused Professional Learning Day (Students dismissed two hours early)
30	Friday	End of 2 nd six weeks (30 days)-HS

NOVEMBER:

2	Monday	End of 3 rd school month
3*	Tuesday	Student Holiday; Area Professional Learning Day ²
9	Monday	2 nd six weeks high school report card distribution
11	Wednesday	End of 2 nd 4½ weeks – (22 days) – MS
18	Wednesday	4½ week progress update distribution – MS
21-29	Inclusive	Thanksgiving Holidays- Student/Teacher Holidays

DECEMBER:

8	Tuesday	End of 4 th school month
16-18*	Wednesday-Friday	Last Three Student Days of the Semester
18*	Friday	End of 1 st semester (88 days); End of 2 nd K-5/middle school nine week grading period (44 days); End of 3 rd six weeks (29 days)-HS
19-31	Inclusive	Winter Holidays-Student/Teacher Holidays

JANUARY:

1-3	Inclusive	Winter Holidays-Student/Teacher Holidays
4*	Monday	Student Holiday; Teacher Workday ³
5*	Tuesday	First Day of Second Semester
8	Friday	3 rd six week high school/2 nd K-5/middle nine week report card
18	Monday	MLK, Jr. Holiday-Schools Closed
21	Thursday	End of 5 th school month
25-29**	Monday-Friday	Kindergarten/elementary/middle conference days with report card distribution (Elementary and Middle students dismissed two hours early)

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FEBRUARY:

5	Friday	End of 3 rd 4½ weeks – (23 days) – MS
12	Friday	End of 4 th six weeks (28 days)-HS
15*	Monday	Student Holiday; C&I Professional Learning Day ² : AM; Area Professional Learning Day ² : PM
16	Tuesday	4½ week progress update distribution – MS
19	Friday	End of 6 th school month
22	Monday	4 th six week high school report card distribution

MARCH:

10*	Wednesday	Early Release: School-focused Professional Learning Day (Students dismissed two hours early)
11	Thursday	End of 3 rd K-5/middle nine weeks grading period (46 days)
18	Thursday	3 rd K-5/middle school nine week report card distribution
19	Friday	End of 7 th school month
31	Wednesday	Kindergarten Registration End of 5 th six weeks (32 days)-HS

APRIL:

2*	Friday	Last Student Day prior to Spring Holidays
3-11	Inclusive	Spring Holidays-Student/Teacher Holiday
16	Friday	5 th six week high school report card distribution End of 4 th 4½ weeks – (21 days) – MS
23	Friday	4½ week progress update distribution – MS End of 8 th school month

MAY:

19-21*	Wednesday-Friday	Last Three Student Days of the Semester
21*	Friday	Last day of school; End of 9 th school month; End of 2 nd semester for high school (92 days); End of 4 th K-5/middle nine week grading period (46 days); End of 6 th six Weeks (32 days)-HS
21*-22	Friday, Saturday	High School Graduations
24*	Monday	Post-Planning: Teacher Workday ³
25*	Tuesday	Post-Planning: Local School Planning Day ¹
28	Friday	6 th six week high school report cards; 4 th K-5/middle nine week report cards mailed
31	Monday	Memorial Day Holiday-Schools Closed

CRITICALS DAYS: Some circumstances as defined in Administrative Rule GCC (Short Term/Long-Term Leaves and Absences) allow the Principal to declare additional days as school specific critical days:

- * Critical Days for all levels
- ** Critical Days for Elementary and Middle only

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

STAFF DAYS: Staff Days are dedicated to specific purposes as follows (Administrative Rule GCL [Work Day/Work Week]):

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 inservices, 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 Days:** District professional learning days are reserved for professional learning opportunities planned and scheduled at the District level including, but not limited to, Curriculum and Instruction 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.

Approved: 12/21/07
Revised: 1/20/09; 4/21/09; 6/11/09