

SOUTH KITSAP SCHOOL DISTRICT
2023-2024 CERTIFICATED EMPLOYEES CALENDAR – SKEA
Sept 5 - June 14; Winter Break Dec 20 - Jan3

	M	T	W	TH	F	DATES	NOTES
AUGUST - SEPTEMBER					1	3	Aug 29 Professional Learning Day 7.5 hours (non-student workday) Elem Classroom Set Up 7.5 Hours/Sec PD 7.5 hours (non-student workday) Aug 30 Aug 31 Professional Learning 2.5 hours/Prep 5.0 (non-student workday) Sept 4 <i>Labor Day Observed</i> Sept 5 First Day of School Gr 1-12
	28	29	30	31			
	4*	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29	19	Sept 8 First Day of Kindergarten*
OCTOBER	2	3	4	5	6	21	Oct 6 District PD ½ Day Early Release PD 3.75 Oct 9 Professional Learning Day 7.5 hours (non-student workday) Oct 23 - 27 Elementary Parent-Teacher Conferences Oct 24 - 27 Middle School Parent-Teacher Conferences Oct 25 - 27 High School Parent-Teacher Conferences
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30	31					
NOVEMBER			1*	2	3	19	Nov 1 *District Joint Collaboration Opportunity Nov 7 MS and HS Quarter 1 Ends (45 days) Nov 10 Veteran's Day Holiday Observed Nov 22 ½ Day Release K-12 Nov 23 -24 Thanksgiving Break
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30			
DECEMBER					1	14	Dec 1 Elem First Trimester End (60 Days) Dec 20 ½ Day Release K- 12 Dec 21-Jan 3 Winter Break
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
JANUARY	1	2	3	4	5	18	Jan 1 – 3 Winter Break Jan 10 *District Joint Collaboration Opportunity Jan 15 <i>Martin Luther King Junior Holiday Observed</i> Jan 29 Non-Student Day, MS & HS 2 nd Qtr. Semester Ends, Elem Prof learn, Secondary Prep.
	8	9	10*	11	12		
	15	16	17	18	19		
	22	23	24	25	26		
	29	30	31				
FEBRUARY				1	2	19	Feb 19 – 20 President's Day Observed Feb 28 *District Joint Collaboration Opportunity
	5	6	7	8	9		
	12	13	14	15	16		
	19	20	21	22	23		
	26	27	28*	29			
MARCH					1	21	Mar 8 District PD ½ Day Early Release PD 3.75 Mar 13 Elementary Second Trimester End (60 days) Mar 25 - 29 Elementary Parent-Teacher Conferences Mar 26 - 29 Middle School Parent-Teacher Conferences Mar 28 - 29 High School Parent-Teacher Conferences
	4	5	6	7	8		
	11	12	13	14	15		
	18	19	20	21	22		
	25	26	27	28	29		
APRIL	1	2	3	4	5	17	Apr 1 -5 Spring Break Apr 11 MS and HS Third Quarter Ends (45 days) Apr 24 *District Joint Collaboration Opportunity
	8	9	10	11	12		
	15	16	17	18	19		
	22	23	24*	25	26		
	29	30					
MAY			1	2	3	22	May 27 Memorial Day Holiday Observed
	6	7	8	9	10		
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	31		
JUNE	3	4	5	6	7	10	June 14 Last Day of School June 19 Juneteenth Observed
	10	11	12	13	14		
	17	18	19	20	21		
	24	25	26	27	28		

Schools Closed
 Collaboration Days
 *see note at right

2023-2024 CALENDAR NOTES

Five non-student workdays (see section 6.1.2)

During 2023-2024, each 1.0 teacher has a total of five non-student workdays included in the base contract (prorated for less than 1.0 FTE.) Of these 30 hours are scheduled as follows; 7.5 on August 29 (Professional Learning), 7.5 on August 30 (Elementary Prep/Secondary Professional Learning), 7.5 on August 31 (Professional Learning/Prep), 7.5 on October 9 (Professional Learning), and 7.5 hours on January 29 (Elementary Professional Learning/Secondary Prep Day).

Collaboration Days (See Section 6.11)

Six (6) Collaboration Wednesdays will be set aside for analysis and reporting of student achievement by individual staff members. Four (4) Collaboration Wednesdays (Nov 1, Jan 10, Feb 28, & April 24) will be available for cross-district collaboration/workdays. Each building shall schedule these ten (10) Collaboration Wednesdays in advance and communicate the schedule to the District and SKEA office prior to the first student school day of the year. The remainder of Collaboration Wednesday time (approximately 24 Wednesdays) is to be used for staff collaboration: teachers and support professionals teaming together to improve student achievement according to a plan determined by a shared decision of staff and identified in the school improvement plan (SIP).

Early Release Days (See Section 6.1.3)

Certificated employees shall be released two and one-half (2½) hours early on the following dates.

Teacher 2½ hour early release	November 22, December 20

Parent-Teacher Conference/Student Early Release Days (See Section 6.1.4)

The calendar contains ten (10) one-half (1/2) student early release days for grades K-5 parent-teacher conferences, eight (8) one-half (1/2) student early release days for grades 6-8 for parent-teacher conferences, and five (5) one-half (1/2) student early release days for parent/teacher conferences and portfolio presentations.

	Fall Conferences	Winter/Spring Conferences
K-5	October 23 – October 27	March 25- March 29
6-8	October 24- October 27	March 26 – March 29
9-12	October 25- October 27	March 28 – March 29

Grades Due

End of term grades (quarter, semester, or trimester) are due on the beginning of the fourth workday after the end of the grading period. Year-end grades are due either 3 school days before or 3 school days after the last day of school as determined by a shared building-level decision involving the staff and principal. This process will be completed by October 31 of each year.

Elementary		Middle School		High School	
Trimester End	Grades Due	Grading Period	Grades Due	Quarter End	Grades Due
December 1	December 7	November 7	November 13	November 7	November 13
March 13	March 19	January 29	February 2	January 29	February 2
June 14	June 11 or June 20	April 11	April 17	April 11	April 17
		June 14	June 11 or June 20	June 14	June 11 or June 20

Emergency Closure Make-Up Days

Staff should not make plans that cannot be altered on tentative make-up dates as leaves will not be approved.

Emergency Make-Up Days	June 17, 18, 20	Added after the last scheduled day of school.
------------------------	-----------------	---

Other Important Dates

Learning Improvement Day (required workday)	August 29
Elementary Prep Day/Secondary Professional Learning (required workday)	August 30
Professional Learning/Prep Day (required workday)	August 31
Professional Learning Day (required workday)	October 9
Professional Learning Day/Secondary Prep Day (required workday)	January 29

