

Rome Grade School Student/Parent Handbook 2009-2010

233 West South Street
Dix, Illinois 62830
618-266-7214
<http://rome.roe25.com>

Mission Statement

The mission of **Rome Community Consolidated School District 2** is to provide a safe and healthy learning environment where all students will have the opportunity to grow and develop into well-rounded individuals. By acquiring literacy and developing sufficient skills in communications, in addition to knowledge in basic academic and technical skills, students will become life-long learners. Students should develop healthy lifestyles and be able to function in society as good citizens with acceptable morals and appropriate work ethics.

Student/Parent Handbook

The purpose of the *Student/Parent Handbook* is to acquaint students and their parents/guardians with rules, procedures and other information to assist with the orderly functioning of the school. The Student Handbook is not meant to be an irrevocable contract, and the administration has the authority to set additional policies. The Rome Grade School faculty and administration are available to respond to questions or concerns. Please view the Rome School web-site listed above for faculty/staff contact information, school events, textbooks, learning games, and sample tests. We are extremely proud of the programs we offer and we encourage you to make the most of your time with us.

NAME _____

GRADE _____ TEACHER _____

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Building Security

Rome Grade School's exterior doors are locked and remain locked throughout the school day. Video surveillance cameras are used throughout the school, in hallways and cafeteria. Cameras, which monitor the school on a twenty-four hour basis, are also located outside the school. Visitors should follow the visitors' procedure listed below.

Visitors' Procedure

All school visitors are to report to the school office. Visitors are to sign a visitor registry, recording their name, time of visit, and purpose of visit.

1. A secretary, administrator, or other staff member will give the visitor a tag to identify the individual as a visitor.
2. A staff member will then escort the visitor to the classroom or area of the building that they are visiting.
(or)
3. A secretary or administrator will give the visitor an access card so he/she can gain entry to the school.
4. Visitors are to return to the school office prior to leaving school to record their departure time and/or return their access card.

Accessibility and Accommodations

Rome Grade School facilities are accessible to students, parents, and guardians with disabilities. Translators can be provided, if needed, for events such as parent-teacher conferences. Please notify the school if you have other special needs.

Book Rental Fees

Book rental fees are \$20.00 for kindergarten and \$25.00 for first through eighth grade. Fee waiver applications are available in the school office.

Lunches

Rome Grade School offers healthy lunches every school day for \$1.75. Your children may qualify for free meals or for reduced-price (\$.40) meals. To apply for free or reduced-price lunch, use the Free and Reduced-Price School Meals Application, which is enclosed in your child's registration packet.

Immunizations

Students entering kindergarten and sixth grades must have all immunizations up-to-date as required by Illinois law.

Medication

Medication needed by students shall generally not be administered at school by a school employee. Students recovering from temporary illness or students on permanent medication who require medication during the school day must have a medication form, signed by the student's physician, on file at the school office.

Physical Examinations

Illinois law requires students entering kindergarten and sixth grade to have a physical examination. Physicals are also required of all athletes and are valid for one full year from completion. Dental examinations are also now required for students in second and sixth grades.

Dental Examinations

Illinois children in kindergarten, second, and sixth grades are required to have an oral health examination. The examination must be performed by a licensed dentist and a proof of examination form must be submitted to the school district office prior of May 15th of the school year. The Proof of Dental Examination and Waiver forms are available at the school district office and on the Illinois Department of Public Health and Illinois State Board of Education websites. State legislation allows the school to hold a child's report card if parents/guardians do not comply.

Vision Screening

Vision screening as mandated by the Illinois Department of Public Health will be done for children in kindergarten, second grade, eighth grade, special education, and transfers from other schools. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a form indicating that an examination has been administered within the previous twelve (12) months and that evaluation is on file at the school.

Head Lice

The teachers and administration will strive to collaborate with parents to prevent the spread of head lice infestations. Regular examinations at home are encouraged to prevent the spread of head lice. The school nurse, teacher, or principal may implement regular checks of students as needed. If eggs (nits) or lice are found, parents/guardians will be notified, and the child will be sent home. Caution will be used to protect the student's confidentiality. If more than one student in a classroom is found to have head lice, parents/guardians will be provided with information regarding the treatment of head lice.

Accident Insurance

Student accident insurance is optional, but is recommended. However, all student athletes must provide proof of accident insurance. Accident insurance coverage options can be purchased through the main office.

Attendance

Good attendance is crucial to each student's academic achievement. The parent/guardian of a student who is absent should phone the school office, at 618-266-7214, before 10:00 a.m. to report the absence. If a student becomes ill while at school, a school official or the student will phone the parent/guardian. The school office should be informed of current phone and emergency contact numbers at all times. Chronic truancy will be reported to the truancy officer at the Regional Office of Education.

Arrival at School

The school day begins at 8:30 a.m. and ends at 3:15 p.m. Students should arrive at school no earlier than 8:20 a.m. Students who leave school early must be checked out in the main office by a parent or guardian. If a student is to ride home with anyone other than the parent or guardian, he/she must present a note from the parent to the teacher. Also, if a student is to change his normal routine for dismissal or bus route, he/she must present a note to the teacher. The bus driver may allow or disallow students who are not normally on the bus route to ride the bus.

Student Release During School Hours

No student will be released from school to any person other than the custodial parent/guardian without the written or oral permission of the custodial parent/guardian. Parents/guardians should report to the school office to sign out their son/daughter.

Closing of School

In case of inclement weather, mechanical breakdown, or some unforeseen emergency, school may be closed, dismissed early, or started late. School closings, or changes in the normal daily schedule, will be broadcast over radio stations WMIX (94.1 FM), Mt. Vernon, WRXX (95.3 FM), Centralia, WJBD (1350 AM and 100.1 FM), Salem, and WRXX (195.3 FM), Centralia. School closings due to inclement weather will also be broadcast on television stations KSDK-News Channel 5, KMOV-4, KDNL ABC-30 in St. Louis, and WSIL-3 in Harrisburg.

Student Records

Rome Grade School maintains student records as required by federal and state laws. Parents/guardians have the right to see their child's school records. Parents/guardians wishing to view their child's records should submit a written request to the superintendent or his designee. Access to the records shall be granted within fifteen (15) school days of the district's receipt of such request. Records may not be removed from the school by the parent.

Student Achievement

Teachers will strive to collaborate with parents to help students to achieve. All Rome School teachers have a voice mailbox where parents may leave messages. Teachers will return calls from parents in a timely manner. Teachers also have e-mail addresses which may be found on the Rome School web-site.

The Rome School grading scale is:

| | |
|---|--------|
| A | 93-100 |
| B | 85-92 |
| C | 77-84 |
| D | 70-76 |
| E | 0-69 |

Students in grades 4-8 will be eligible for the Honor Roll. The Honor Roll is based solely on a student's grade point average, which must be 3.5 or above, based on a 4-point scale.

Promotion, Graduation, and Retention Policies

The Rome School Board of Education's promotion, graduation, and retention policies are based on the **School Code of Illinois**, which prohibits promotion based upon age or any other social reason not related to academic performance. The decision to retain or promote must be based on successful completion of the curriculum, attendance, and performance on the *Illinois Learning Standards Achievement Test*.

Extracurricular Code of Conduct

1. Participation in extracurricular activities is a privilege, not a right.
2. Participants are to conduct themselves as good citizens at all times, including after school, on days when school is not in session, and whether on or off school property.
3. A high level of good sportsmanship should be maintained at all times.
4. Inappropriate behavior is prohibited at extracurricular activities.
5. Uniforms should be maintained in accordance with care instructions and should be turned in on time.
6. Students must be present the majority of the school day to be eligible to participate in an extra-curricular event occurring on that same day or evening.
7. Eligibility Policy
 - Students' eligibility will be checked weekly,
 - A student must have passing grades in all subjects,
 - A student will be deemed ineligible until he/she has passing grades, and
 - A student will be deemed ineligible if his/her conduct is unsatisfactory
 - After two ineligibilities, the athlete will be removed from the team.
8. Failure to abide by this code of conduct could result in removal from the activity.

Behavior

The Rome School Discipline Plan is based on each student's respect of self, respect of others, and respect of property. All teachers have a classroom management plan which may include loss of privileges. Students and parents should read, discuss, and sign the agreement to follow the rules in the Student Handbook, as well as the teacher's classroom management plan. New students will receive a copy of the Student Handbook and the teacher's classroom management plan upon registration. Failure to follow school rules may also result in suspension from school. Students suspended from school will receive full due process rights and have the right to appeal their suspension to the superintendent and the school board. Appeals must be directed to the superintendent within ten (10) days of the first day of the suspension. Suspensions will be served while an appeal is pending. Students may not be on school property, including school buses and off-campus school events, during a suspension. Only the Board of Education may expel a student from school. Students are entitled to full due process rights.

Bullying and Physical Aggression

Bullying and physical aggression, of any kind, are prohibited. Students should be aware that the following guidelines may prevent incidents of bullying and physical aggression:

- Respect others at all times.
- If you are physically aggressive, you will be held responsible for your actions. It does not matter if you started things or not.
- Insults, cruel jokes, and threats are forms of bullying.
- Learn more skills for resolving conflicts.
- Report incidents of bullying immediately.

Students with Disabilities

All students with documented disabilities have the right to a free and appropriate education. In addition, a student with a disability who violates school rules shall be disciplined in accordance with Rome School's regular student disciplinary policies and procedures. The student is given all procedural protection required by the

I.D.E.A. Section 504 Rehabilitation Act. All procedural safeguards required by P.L. 94-142 shall be observed.

Drugs, Alcohol, and Tobacco

Possession, use, distribution, attempted distribution, sale of, or any attempted sale, of illegal drug/controlled substance or any attempted sale, of illegal drug/controlled substance and/or alcohol, or any substance represented to be an illegal drug or alcohol product, is forbidden at any school activity. The use or possession of any tobacco product is also forbidden at any school activity. In addition, the Rome School campus is a no-smoking area for adults.

Weapons

Possession, use and/or transfer of any weapon or instrument capable of inflicting bodily injury on school property are prohibited. This includes, but is not limited to, guns, knives, clubs, cigarette lighters, or any object intended to or altered to be used as a weapon.

School Searches

School officials may search all school property, such as lockers and desks. A student may be searched only when school officials have reasonable suspicion that a student has committed or is about to commit an offense.

Dress

Students should dress appropriately for learning (for example, pajamas are unacceptable). A student's clothing should not disrupt the educational process. Attire should contain no suggestive or sexual messages and should contain no reference to alcohol, tobacco, or drugs. A student's hair should not be styled with any hair product which might rub off on other students or on school property. Students should not wear headgear such as caps or bandanas. Also, students should not wear shoes which contain wheels or skates.

Authorization for Access to Electronic Network

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District and comply with the selection criteria for instructional materials

and library materials. Staff members may use the Internet throughout the curriculum

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers.

Students' use of the Internet will be supervised by teachers and other staff, and we have taken some measures to limit access to inappropriate material. Rome Grade School utilizes the Squid Guard (content filter) filtering system that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the superintendent or designee. Please be aware, however, that there are unacceptable and controversial material and communications on the Internet that a student could possibly access. It is not possible for us to always provide direct supervision of all students, nor can we filter all material posted on network-connected computers around the world.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Remember that student access to the Internet is a privilege, not a right. Students, as well as staff members are expected to adhere to the rules and regulations for online behavior or risk losing access to school computers, disciplinary action and/or appropriate legal action. Parents/guardians should read and discuss the Authorization for Electronic Network Access with their children. Parents/guardians, students, and staff members must sign this agreement in order for it to be valid. If there are any student infractions, parents/guardians will be notified.

Cellular Phones and Electronics

Cellular phones should remain turned off and safely stored in the student's locker during school. All use of cell phones, digital cameras, camera phones, or video recorders may not be used by students at any time during the school day or during after-school activities (including calling to retrieve forgotten items) without permission from a teacher, coach, bus driver, or administrator. School officials may issue consequences to students who disrupt the school day with their cell phones or other electronics.

Fire/Tornado/Emergency Drills

Fire, tornado, and emergency drills will be held periodically during the school year. Procedures will be posted in each classroom. In the event of an emergency, the Rome School Safety Plan will be followed. Communication with parents will be established through the local radio and television stations.

Bus Rules

Bus rules are in effect to ensure the safety of students and bus drivers. Bus drivers will assign a seat to each student who rides the bus. Students who ride the bus are to abide by the following rules. Failure to follow bus rules may result in a suspension from the school bus.

- *Present, to the attendance clerk, a request from parent/guardian to make a change of normal bus routine*
- *Remain seated while the bus is moving.*
- *Keep hands and feet off others and out of the aisle of the bus.*
- *Talk in a quiet voice, and do not curse or use profanity.*
- *Do not throw any items*
- *Do not use pencils, crayons, markers, or scissors while riding the bus*
- *Do not eat or drink while riding the bus.*
- *Ask the bus driver for permission to use personal electronic equipment.*

Homeless Students

In accordance with the Stewart McKinney Act of 1987, the school's homeless liaison will immediately enroll the homeless students. In addition, the school's homeless liaison will keep records of the enrollment and attendance, and services received of

homeless children and youth and will report to the Regional Office of Education in an end of year report. The school's homeless liaison will inform school personnel and advocates working with homeless families the rights and responsibility of homeless students. Questions pertaining to homeless students should be directed to:

Dr. Dwain Baldrige, Superintendent
233 West South Street
Dix, Illinois 62830
618-266-7214

Racial, Gender, and Sexual Harassment

Harassment based on gender, race or national origin is discrimination. Harassment disrupts equal education opportunities by interfering with the student's psychological, social, and physical well-being. Any form of racial, gender, or sexual harassment is prohibited at Rome Grade School.

Sexual harassment consists of, but is not limited to, unwelcome sexual advances, unwelcome requests, unwelcome physical contact or other unwelcome verbal or written words.

Students may report an instance of racial, gender, or sexual harassment to any responsible staff member. The staff member will then direct the report to the principal.

Nondiscrimination

Rome Grade School does not discriminate on the basis of sex, race, national origin, or physical handicapped in its courses, programs, extracurricular activities, or employment practices. Inquiries about compliance with such practices may be directed to:

Dr. Dwain Baldrige, Superintendent
233 West South Street
Dix, Illinois 62830
618-266-7214

Asbestos Management

The Rome Grade School asbestos management plan is available for inspection in the district office at 233 West South Street Dix, Illinois 62830. Questions pertaining to the asbestos management plan should be directed to:

Dr. Dwain Baldrige, Superintendent
233 West South Street
Dix, Illinois 62830
618-266-7214

Grievance Procedure

It is usually most desirable for an aggrieved party and the principal to resolve problems through free and informal communication. If, however, the informal process fails to satisfy a party, a grievance may be processed as follows:

1. The student or the parent/guardian may submit the grievance in writing to the superintendent at the following address:

Principal
Rome Grade School
233 West South Street
Dix, Illinois 62830

2. If the grievance is not resolved by the principal, the student or the parent/guardian may submit the grievance in writing to the superintendent at the following address:

Dr. Dwain Baldrige, Superintendent
Rome Grade School
233 West South Street
Dix, Illinois 62830

3. If the grievance is not resolved by the superintendent, the student or the parent/guardian may submit the grievance in writing to the Board of Education at the following address:

Mr. Harry Hills, Jr., Board President
Rome Grade School
233 West South Street
Dix, Illinois 62830

**Acknowledgement of Student Discipline Plan
2009-2010**

The goal of Rome Grade School is to provide learning in a safe and positive environment. One of the ways we can accomplish our goal is to provide guidelines for student behavior. Please take this opportunity to ask you to review the **Rome School Student/Parent Handbook** with your child. Feel free to contact your child's teachers, the superintendent, or principal if you have questions or concerns. Please sign below, indicating that you have read and discussed the **Student/Parent Handbook** with your child, sign, and return to your child's teacher.

STUDENTS: I have read or discussed the school discipline plan and understand it. I will honor it while at Rome School.

Signature _____ Date _____

PARENTS: My child has discussed the school discipline plan with me. I understand it and will support it.

Signature _____ Date _____

TEACHERS: I will be firm, fair, and consistent in administering the discipline plan for my classroom at Rome School.

Signature _____ Date _____

Rome Grade School Bus Rules 2009-2010

Dear Parent/Guardian:

Bus rules are in effect to ensure the safety of students and bus drivers. Even if your child does not ride a bus to and from school, he/she will occasionally ride a bus while participating in school activities.

Bus drivers will assign a seat to each student who rides the bus. Students who ride the bus are to abide by the following rules. Failure to follow bus rules may result in a suspension from the school bus.

- Present, to the attendance clerk, a request from parent/guardian to make a change of normal bus routine,
- Remain seated while the bus is moving,
- Keep hands and feet off others and out of the aisle of the bus,
- Talk in a quiet voice, and do not curse or use profanity,
- Do not throw any items,
- Do not use pencils, crayons, markers, or scissors while riding the bus
- Do not eat or drink while riding the bus, and
- Ask the bus driver for permission to use personal electronic equipment, and comply with his/her decision.

Please sign below, indicating that you and your child have read and discussed the bus rules, and return to your child's teacher.

Thank you,

Dr. Dwain Baldrige, Superintendent

STUDENTS: I have read or discussed the bus rules. I will honor the bus rules while riding the bus to and from home or school activities.

Signature _____
Student Date

PARENTS: My child has discussed the bus rules with me. I understand the rules and will support them.

Signature _____
Parent/Guardian Date

Rome Grade School
Extracurricular Code of Conduct
 (Revised June 9, 2009)

1. In reference to Rome CCSD2 Board Policy, 7:300, student participation in school-sponsored extracurricular athletic activities is contingent upon the following:
 1. The student must meet the academic criteria set forth in the Board policy.
 2. The parent/guardian must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
 3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
 4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent's/guardian's written statement that the student is covered under a family insurance plan.
2. Participation in extracurricular activities is a privilege, not a right.
3. Participants are to conduct themselves as good citizens at all times, including after school, on days when school is not in session, and whether on or off school property.
4. A high level of good sportsmanship should be maintained at all times.
5. Inappropriate behavior is prohibited at extracurricular activities.
6. Uniforms should be maintained in accordance with care instructions and should be returned on the assigned date.
7. Students must be present the majority of the school day to be eligible to participate in an extracurricular event on that same day/evening.
8. Eligibility Policy
 - Students' eligibility will be checked weekly,
 - A student must have passing grades in all subjects,
 - A student will be deemed ineligible until he/she has passing grades, and
 - A student will be deemed ineligible if his/her conduct is unsatisfactory,
 - A student with more than two ineligibilities will be removed from the team.
9. Failure to abide by this code of conduct could result in removal from the activity.

 Please sign and return to the Athletic Director or coach.

I agree to abide by the *Rome Grade School Extracurricular Code of Conduct*.

Student Date

My child has permission to participate in *Rome Grade School* extracurricular activities. He/she will abide by all parts of the *Extracurricular Code of Conduct*.

Parent/Guardian Date

Rome School Board of Education and Staff

Mr. Harry Hills, Jr., President
Mrs. Donna Fally, Vice-President
Mr. Terry Prosis, Secretary
Mr. Shawn Ashby
Mr. Greg Martinez
Mr. Mike Moore
Mrs. Kelly Tinsley

Administration

Dr. Dwain Baldrige, Superintendent

Office Staff

Mrs. Martha Miller, Secretary/Attendance Clerk

Mrs. Mary Beth Voss, Bookkeeper

Instructional Support Staff

Mrs. Terri Bachelor, Instructional Aide

Mrs. Penny Knox, Instructional Aide

Ms. Flo O'Brien, Instructional Aide

Mrs. Mary Mullinax, Instructional Aide

Mrs. Debbie Simmons, Library Clerk

Mrs. Marijo Swinnen, Instructional Aide

Cooks

Mrs. Diana Boyd

Mrs. Abbie Best

Mrs. Angelica Williams

Custodial and Maintenance

Mr. Clayton Dial

Mr. Andy Kendrick

Mrs. Abbie Best

Teachers

Mr. Chad Beckham

Mrs. Beth Coats

Mrs. Angela Courtright

Mrs. Janelle Edwards

Mrs. Debbie Esser

Mrs. Meredith Fox

Mrs. Stacey Fults

Mrs. Allyson Heitmeyer

Mrs. Gail Kirsch

Mrs. Betty Malone

Mrs. Mary McKinney

Mrs. Sarah Mellott

Mrs. Kathy Presley

Mrs. Christa Rexing

Mrs. Holly Shirley

Mr. Cam Smith

Mrs. Michelle Taylor

Mrs. Lisa Tucker

Ms. Melynda Wesling

Mrs. Stacie Woodrome

Coaches/Sponsors

Mr. Chad Beckham, Volleyball

Mr. John Burkett, Basketball

Mr. Denny Clark, Baseball

Mrs. Angela Courtright, Scholar Bowl

Mrs. Stacey Fults, Softball

Mrs. Janelle Edwards, Cheerleading

Mr. Cam Smith, Track

Ms. Melynda Wesling, Athletic Director, Cheerleading, Cross Country, Track

Rome Community Consolidated School District Two
Dix, Illinois
School Calendar for 2009-2010

| | |
|--------------------------------|--|
| Tuesday, August 11, 2009 | New Student Registration |
| Monday, August 17 | Teacher Workshop (No student attendance) |
| Tuesday, August 18 | First Day of Student Attendance (10:00 a.m. dismissal) |
| Monday, September 7 | Labor Day (No school) |
| Friday, September 18 | School Dismissal at 12:00 Noon (Teacher In-service) |
| Thursday, October 8 | Parent-Teacher Conferences: 5:00 p.m. – 8:00 p.m. |
| Friday, October 9 | Parent-Teacher Conferences: 8:30 a.m. – 1:00 p.m. |
| Monday, October 12 | Columbus Day (No school) |
| Friday, October 16 | End of First Quarter |
| Thursday, October 29 - 30 | Mt. Vernon Teacher Conference (No student attendance) |
| Wednesday, November 11 | Veteran's Day (No school) |
| Friday, November 13 | Early Student Dismissal at 2:30 p.m. (Faculty/Staff Meeting) |
| Wednesday, November 25 | Early Student Dismissal at 2:30 p.m. |
| Thursday, November 26-27 | Thanksgiving Break (No school) |
| Friday, December 18 | End of Second Quarter |
| Tuesday, December 22 | Early Student Dismissal at 2:30 p.m. |
| Wednesday, December 23 – Jan 1 | Christmas Break (No school) |
| Monday, January 4, 2010 | School Resumes after Christmas Break |
| Friday, January 15 | School Dismissal at 12:00 Noon (Teacher In-service) |
| Monday, January 18 | Martin Luther King's Birthday (No school) |
| Friday, February 12 | School Dismissal at 12:00 Noon (Teacher Inservice) |
| Monday, February 15 | Presidents' Day (No school) |
| Monday, March 1 | Pulaski Day (No school) |
| Friday, March 5 | End of Third Quarter |
| Monday, March 29 –April 5 | Spring Break (No school) |
| Tuesday, April 6 | School resumes after Spring Break. |
| Friday, April 23 | Early Student Dismissal at 2:30 p.m. (Faculty/Staff Meeting) |
| Monday, May 24 | Teacher Workshop (No student attendance) * |
| Tuesday, May 25 | Last Student Attendance Day (Report Card Day) * |

* If no emergency days are used.