DIXON STUDENT HANDBOOK

2026-2027 School Year

Dixon Office: 262.785.3970
Dixon Health Room: 262.785.3972
Riteway Bus: 414.249.5048
Here Comes the Bus App # 83571
Attendance: dixattendance@elmbrookschools.org

Dear Parents:

LOVE INSPIRE GROW

The staff at Dixon School would like to welcome you to our school community and the 2026-2027 school year. We strive to provide the children at Dixon School with a solid learning foundation in a safe, positive and respectful school environment. We make special efforts to promote a collaborative relationship between home and school. Together we make a difference and foster high achievement with each individual child.

It is my hope that the student handbook (now available exclusively on Dixon's website) will help you better understand Dixon School and the Elmbrook School District. Please read through it with your child and refer to it throughout the school year. Feel free to ask for explanations from your child's teachers and/or me. It is only through continuing interest in your school that we can provide your child with the best possible education.

I trust the school year will be a positive one for you and your child. Please call if you have any questions or ideas now or throughout the year. The staff is enthusiastic about working with you and your child for a successful school year! Remember our primary goal is to provide a strong educational program for all students while always showing love and kindness!

Sincerely,

Luke Sadowski
Dixon School Principal

VISION FOR THE SCHOOL DISTRICT OF ELMBROOK AND DIXON SCHOOL

The future of the School District of Elmbrook is to be an exemplary district with an uncompromising commitment to achieve powerful results for all students.

Students are confident, inquisitive, principled and respectful. All students are actively engaged, share in the responsibility for their own learning and attain high standards. Personal and interpersonal growth, leadership and service are valued and fostered. Each student graduates prepared for success.

All staff collaborates to deliver exceptionally strong, balanced programming through relevant, dynamic instruction focused on student learning. We demonstrate our commitment to continuous improvement through research, ongoing professional development and use of best practice. We work relentlessly to develop meaningful connections with every student to ensure success.

Families and community participate in the life of the schools and partner with the district to support the commitments, mission and vision. The district values the strong partnership, effectively communicates and safeguards the community's investment.

The culture of the School District of Elmbrook is built on a commitment to excellence and continuous improvement. Together we celebrate success.

DIXON SECURITY PLAN

1. Exterior Entrance

   All exterior doors will be locked during the school day.

2. Front Entrance

   Use the northwest main entrance during the school day.

3. Visitors

   All visitors need to come into the office and check in with Raptor Visitor Management System (ID Required). All visitors should park in the main parking lot to the north of the school.

4. Items Being Brought to School

   Items that need to be taken to the classroom should be dropped off in the office or a parent may use a visitor badge to take the item to the classroom.

5. Volunteers

   All volunteers must also check into the office via the Raptor Visitor Management System (ID Required). Volunteers must complete a background check with the Elmbrook School District.

6. Strangers In The School

   All staff members have been instructed to introduce themselves to anyone not wearing a visitor/volunteer badge and request that he or she return to the front office for a badge.

7. Staff Badges

   Dixon School personnel wear badges that clearly identify them as employees of the school.

8. Playground Emergencies

   Each playground supervisor carries a walkie talkie so they may have instant communication with the office and the health room. Classroom teachers will also use walkie talkies when on playground duty during recess times.

9. Exterior Threat/Danger Outside the Building

   A building-wide plan of action has been written and reviewed with staff and students.

10. Interior Threat/Danger Within the Building

    A building code and plan of action has been created and reviewed with staff and students.

11. Evacuation

In the event the building would need to be evacuated (including a bomb threat) an agreement has been reached with the Brookfield Park & Recreation to use the Wirth Park Pool Building. A secondary site is the Baptist Church on North Avenue.

12. Fire and Tornado Emergency Procedures

A building-wide plan has been created and practiced with staff and students.

13. Student Drop Off

Parents should drop off their child in the morning at the "Student Drop Off" location on the north side of the school. This will decrease congestion for buses on south side of the school.

14. Student Pick Up During School Hours

Parents should report to the office and our staff will contact the classroom teacher. The student will be released from the classroom to the office where parents will meet their child. . Teachers have been instructed not to release students to parents informally during the day. IF SOMEONE OTHER THAN A PARENT IS PICKING UP A CHILD, WE NEED WRITTEN AUTHORIZATION FROM THE PARENT TO RELEASE THE CHILD.

Please report any absences or early-pick up/drop off at:dixattendance@elmbrookschools.org

15. Student Pick Up After School

Parents picking their children up after school should line up their car along the walkway on the north side of the building and then pick up their child(ren) as they are called at the north doors at 3:40 p.m. Students are not allowed to walk through the traffic line of Parent Pick Up. For safety reasons, students will be waiting outside with supervision until a parent picks them up. Staff will be on duty until 3:55 p.m. to release students to parents. Students who are waiting for pick up after 3:55 p.m. will be sent to the office to call their parents.

16. Unusual Circumstances/Emergency Situations

The Brookfield Police may be contacted if there is the possibility of inappropriate behavior that interferes with a safe and orderly environment for staff and/or students.

17. Crisis Plan

Dixon's building-wide Crisis Plan was coordinated through a district-wide administrative effort in conjunction with the City of Brookfield and Elm Grove Fire & Police Departments. The plan addresses multiple concerns and crisis. Staff members are alerted as to the nature of the crisis and the plan of action. The goal is to keep the children in safe areas away from immediate danger.

If we do have a crisis, please do not call the school. Our first priority will be to initiate the Crisis Plan and get everyone in a safe area. When you are notified that your child may be picked up from school or another location, you must check your child out with your child's teacher or the staff member in charge. Each child must be accounted for during the crisis and as we are releasing students.

Strings/Band/Chorus

Fourth and fifth grade students may choose to participate in Band, Orchestra & Chorus.

School Day Schedule

	START TIME	DISMISSAL
K-4	AM 8:30 / PM 12:45	AM 11:35 / PM 3:43
Kindergarten through Fifth Grade	8:50 a.m.	3:43 p.m.

All students are expected to be in their classrooms by 8:50 a.m. or they will be counted tardy. Students not riding the bus should arrive between 8:30 and 8:45 a.m. and dropped off at the Parent Drop Off / Pick Up area on north side of school. Parents should enroll their children in the Before School Program if they need to be at school prior to 8:30 a.m.

Children are expected to go directly home after school unless they are participating in a special activity or are under a teacher's supervision. We ask that you communicate with your child and send a note to your child's teacher if it is necessary for them to go somewhere other than home after school.

STUDENT RESPONSIBILITIES IN LEARNING

Your school makes every effort to provide well-planned and appropriate instruction for all children. Lessons in basic skills are designed to be interesting and exciting to motivate children. Students, however, must be responsible for their part of the education process. We expect our students to:

1. Have a positive attitude.
2. Take pride in their work.
3. Come to class on time with necessary materials. Forgotten books and papers provide delays and reduction of learning time for all children.
4. Follow the directions given by teachers and staff members.
5. Listen carefully in class.
6. Complete assigned work.
7. Work in a manner which does not interfere with the learning of others.
8. Dress in a fashion suited to the classroom and playground, keeping in mind the weather at the time.
9. Help keep our school and classrooms neat and clean.
10. Walk quietly in the halls and lunchroom.
11. Participate cooperatively in group work, respecting the strengths and rights of others.

Please refer to Board Policy 5131.3, Classroom Code of Conduct, in the District Policies and Procedures Section of this Handbook. If students develop responsible behavior, we can expect maximum learning. Your support is needed!

SCHOOL RULES:

Kindness is everything! We meet each child where they are developmentally and push them to improve. Dixon is a special place that creates opportunities for students to grow in every way. We believe teaching children is the most important aspect of discipline. We have a progressive model for discipline and do everything to make sure each student feels healthy and safe at school.

District Weapon Policy 5131.8

Playground Rules

1. Be respectful and responsible to all people at all times.
2. Please return equipment back to the bins after recess.
3. No food should be brought outside on the playground.
4. No climbing on the top or outside edges of the play structure.
5. In the winter, students should dress appropriately for the weather.

STUDENT CONDUCT – POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

The primary function of the elementary school is to provide students with the fundamental building blocks of knowledge that will allow the student to grow into and accomplish the goals of the student, the parents, and the community. Each student has the right to the best educational opportunities that school, teachers, parents, and the community can provide. To accomplish this goal, we wish to maintain an atmosphere conducive to learning. **Read the Code of Conduct Policy 5131.1 in the District Policies and Procedures Section of this handbook.**

Staff incorporate Social Contracts into their classroom to facilitate student responsibility for their choices. We believe disciplinary action should incorporate teaching and learning. It should take place whenever possible at the most appropriate level, i.e. when or where the problem arises or occurs.

The exact nature of disciplinary action depends on the circumstances of each individual case. Consequences of actions which interfere with the educational process, violate the rights or safety of others, violate school or classroom rules, or state or federal laws may include, but are not limited to:

1. Teacher or staff conference with student
2. Teacher-Parent contact by phone or letter
3. Detention
4. Referral to support staff
5. Referral to principal
6. Restricted privileges
7. Parent conference
8. Supervised isolation
9. Suspension (in school and out of school)
10. Recommendation for expulsion by the school board

Consistency is the key to good behavior. We believe the school and home connection is the most powerful way to support student development.

We will continue to implement Positive Behavior Interventions and Supports or PBIS. A team of staff members have developed our PBIS system including the positive behavior expectations for school and how these expectations lead to a safe and effective learning environment. Students will be taught these expectations during the first weeks of school in the following areas: classroom, hallway, recess areas, cafeteria, bus, bus lines and the bathrooms.

STUDENT DECISION MAKING

Students need to learn how to make sound decisions in school and at home. We'd like to suggest this simple formula for student decision making. When your child is faced with a tough decision or situation, teach him/her this simple three-step system.

1. Stop and count to ten. **2.** Think & plan: Solve the problem. **3.** If not resolved, talk to an adult.

During the student decision making process, we encourage students to utilize their problem-solving skills learning in the *Second Step* program. We will reinforce this system at school.

TRANSPORTATION TO AND FROM SCHOOL

All students are assigned to a bus route. At the elementary level, three students may be assigned to a seat. Please help your child understand the importance of good manners and safety enroute to the bus, school, and home again. **Riteway Bus: 414.249.5048** **Here Comes the Bus App # 83571**

If you choose to have your child walk to school, select the safest and most protected route, choosing crossings carefully. If you allow your student to ride a bicycle to school, he/she should park them in bicycle racks for the day. Bike helmets should always be worn. No bike riding during the school day is permitted. Students who walk or ride bikes will need to wait until all buses have left the area.

The earliest arrival time to drop off your child is 8:30 a.m. There is no supervision prior to 8:30 a.m.

BUS LOADING AT SCHOOL

Buses will be parked on the south side of school prior to the dismissal of school. Designated teachers will supervise the students at the bus loading area. Teachers are to emphasize:

l. Students are to remain on the sidewalk prior to bus loading.

2. Students are not to run, push or crowd as they approach the bus.

3. No student should attempt to approach or board a bus until it has come to a complete stop, has parked and the driver instructs the students to enter.

DISCIPLINE ON THE BUS -- BUS SUSPENSION PROCEDURES

The bus supervisor or bus driver shall report the names of students who cause disturbances on the bus to the Principal/designee. Copies of bus discipline reports are sent to parents. After three notices, the student may be temporarily suspended from riding the bus. Only the Principal/designee has the authority to suspend a student from transportation privileges. The student should not be suspended from bus transportation privileges without first being advised of the cause for the suspension. As soon after the incident as possible, the parent/guardian of the suspended student must also be advised of the reason for the suspension. Other disciplinary measures may also be implemented. A situation of misconduct that is of serious threat to the welfare of the passengers, of an extreme disrespectful nature to the driver and his/her authority over the operation of the vehicle may result in an immediate suspension with the student and parent advised of the cause for the suspension as soon as possible. Seats may be assigned on the bus for individual students or the whole route to help maintain a safe ride to and from school.

Continued misconduct on the bus may result in permanent removal from the bus. Absences due to missing the bus or suspension from the bus are unexcused absences.

LOST AND FOUND

Our school has a Lost & Found that is located in the hallway near the Library. Uncollected items will be given to charity.

VOICEMAIL / E-MAIL

E-Mail: Staff members e-mail addresses follow the format of the first seven letters of their last name, followed by the initial of their first name @elmbrookschools.org (example: sadowskl@elmbrookschools.org). Staff members check their e-mail during the day but it should not be used to relay urgent, time-sensitive messages.

Please call the office for urgent messages.

BEFORE/AFTER SCHOOL DAY CARE

The West Suburban YMCA School-Age Child Care is available at Dixon. This quality, on-site program is offered for children ages 4-12. The hours of operation are 6:30 a.m. until 8:45 a.m. and 3:43 p.m. until 6 p.m., Monday through Friday. To enroll your child or for further information, call the YMCA at 414.302.9622 or wsschoolage@gwcymca.org.

PARENT-TEACHER ORGANIZATION (PTO)

Dixon has a wonderful PTO that supports the school program and students in a number of special activities and programs. These services are encouraged and valued by our school. Please check out our Dixon PTO Facebook page. All parents are welcome and encouraged to participate. Similar to our students, we encourage our parents to have fun at school!!!

PTO OFFICERS FOR 2026-2027

President:	Emily Schultz & Kelly Corroy
Executive Vice President:	Laura Haeberle
Vice President/Committees:	Jenn Koch & Megan Repsa
Secretary:	Lacey Sobotta
Treasurer:	Morgan Austgen

DixonDragonPTO@gmail.com

SCHOOL SPIRIT DAYS

Dixon School has spirit days throughout the year. Dixon's mascot is Dudley the Dragon.

PARTIES

Students should not give other students gifts at school. Invitation to outside-of-school parties may be distributed at school only if all students (or all students of the same gender) in your child's class will receive one. Please refrain from sending birthday gifts, balloons or special deliveries to your child at school. Birthday treats may be shared within the classroom only. If you do not want your child to participate in holiday or birthday celebrations for personal or religious reasons, your desires will be honored. Please contact the classroom teacher about what your child may or may not participate in and to decide what he/she will do during these events.

PERMISSION SLIPS FOR AFTER-SCHOOL EVENTS

If there are activities that will occur on a routine basis after school, please write a note or email to your child's teacher. Please review your child's schedule with them weekly.

PICTURES

School Pictures will take place during Strong Start Conferences 8/27 (11-7pm) & 8/28 (8-12pm)

Posters

Posters are to be placed on the Community Bulletin Board. All posters need to be approved by the principal.

Written Materials and/or Announcements

All handouts and/or written materials require the approval of the building principal (or designee) if to be distributed within the school building. Every effort should be made to include items on our website and NOT copied and distributed to students.

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Websites

Communication with parents and students is critical for the success of our school. Elmbrook Schools redesigned our website to provide quicker access to the information our stakeholders need. Please visit www.elmbrookschools.org and click Schools > Dixon Elementary for the latest Dixon news, announcements, events, lunch menus and documents. Also check out the Dixon PTO Facebook page.

Parents will continue to receive the weekly Dixon e-mail newsletter, filled with all the news, announcements and calendar events so you can be informed as you plan your week.

Please follow Dixon on Twitter -- @dixon_SDE
Elmbrook Preschool Twitter -- @preschool_SDE