

DIXON PUBLIC SCHOOLS #170

"A Place to Grow"

www.dps170.org

1335 Franklin Grove Road
Dixon, Illinois 61021

Phone: (815) 284-7722
Fax: (815) 284-8576

May 18, 2016

Margo Empen, Superintendent

M. Empen

Dear Parent/Guardians:

Dixon Public Schools has decided to go to an on-line registration system for the start of the 2016-2017 school year. **This means there will be no walk-in registration held in August.**

Your child will be considered enrolled for the 2016-2017 school year as long as you verify the following information either through the parent portal or by hard copy: authorizing field trips, pictures/images for publications, viewing handbooks, the Internet Policy, and Parent Consent to take Tylenol or Ibuprofen at school.

If your child will NOT be returning to Dixon Public Schools in the Fall, please notify us.

Parents can make any changes to their address, phone number, contact and emergency information through the Parent Portal. They can also view their child's schedule or teacher assignment and pay for the school fees through the Parent Portal.

****Please note – this is a new process for the District. We recognize there could be some unforeseen circumstances that may arise. If that should happen, we will implement a back-up plan and will notify parents as soon as possible.**

Beginning the week of July 11th – the District Office, at 1335 Franklin Grove Road, and Dixon High School, will be available for new or returning parents to drop off or pick up any paperwork if they prefer to do so. Computers will be available for parents for the on-line verification process, if you do not have computer access at home.

On **Wednesday, July 27th and Thursday, July 28th**, the District Office & DHS office will remain open until **6:30 p.m.** for any parents who need to drop off paperwork or complete the on-line process. KSB will also provide school physicals for 6th and 9th grades as well as sports physicals for all grades on these dates. Specific times for physicals will be posted on the DPS and KSB websites and Facebook pages. Please call KSB Community Wellness at 815-284-5719 to schedule an appointment. Walk-ins will also be accepted.

During the summer months, the District Office hours are 7:30 a.m. to 4:00 p.m., Monday thru Thursday, closed from noon to 1:00 p.m. for lunch, and closed at Noon on Fridays. Dixon High School hours are 7 a.m. to 3 p.m., closed from 11:30-12:30 p.m. for lunch, and also closed at Noon on Fridays.

Dixon Public Schools, in cooperation with the community, will provide students with a comprehensive educational program that produces well-educated, self-sufficient, and involved citizens.

Reagan Middle, Madison, Jefferson, and Washington Schools' offices will be open beginning Monday, July 25th – from 7:30 a.m. to 3:30 p.m.

Payment incentive – parents who pay for their child's school fees on or before Monday, August 15th will pay the current fees of \$100 for K-8 grades and \$110 for high school fees. After the August 15th date, the fee for K-8 will be \$110 and \$120 for high school. Fees can be paid through the parent portal by using a credit card, or cash/check payments can be dropped off at the schools or the District Office.

Physicians medication authorization forms will still need to be completed and signed by a physician if your child needs to take prescription medicine at school. This form needs to be returned to District Office or your child's school before the first day of school. If you have a child with medical concerns and need to speak to the school nurse, they will be available beginning August 4th during regular office hours. Please contact the school nurse if your child's medical condition has changed.

***Physical & Immunization forms for Kdg., 6th, and 9th grades will need to be turned in by Friday, August 5, 2016. Also, 12th graders need to have the Meningococcal vaccine by the first day of school.**

Free or Reduced Lunch information – parents whose students are directly certified from the State of Illinois, will receive a letter in the mail sometime in July. If you need to complete a free or reduced lunch form, please contact the District Office or stop by the District Office or Dixon High School during the hours listed above to complete the form. If you have qualified for free or reduced during the current school year, you have 30 days to re-apply. School fees will be waived or reduced when the lunch paperwork is completed. Free/reduced lunch forms and waiver of fees form can be found on our website at www.dps170.org.

Bus information – If your child is changing grade levels and going to a new building, such as 1st grade going to 2nd grade (Washington going to Jefferson) and so on, your child's bus information will most likely change. We have provided a link on our website that shows our bus routes – under the District link click on "Transportation" and then click on "bus routes". The transportation (bus) form is included with this letter – please return this form by Thursday, July 28th for your child to be assigned a bus route. The bus company will have personnel available to answer questions beginning Monday, August 1, 2016.

***Included with this letter is a 2016-17 school calendar; student supply list; a list of the Open Houses for each building; physicians medication authorization form; and the transportation form (due back by July 28, 2016).**

DHS & RMS Athletics – in order for your child to go out for sports at DHS or RMS, you must register them on-line – go to the DPS website – www.dps170.org – click on the "Athletics" link and then click on "Registration" to set up an account, or if you have an account, log in and follow the prompts. **The Fall Athletic meeting will be held on Monday, August 8, 2016.**

****The first day of school is Monday, August 15 and it is a half-day of school.****

Be sure to follow us on Facebook & Twitter - <https://www.facebook.com/Dixon-Public-Schools-170> and https://twitter.com/DPS_170

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**Dixon Public Schools
School Calendar
2016-17**

August 11 & 12 (Thursday – Friday).....	(Institute Days)*
August 15 (Monday).....	First Day of Student Attendance
September 5.....	Labor Day*
October 7.....	Institute Day*
October 10.....	Columbus Day*
October 14.....	End of First Quarter
October – (see schedule below).....	Parent-Teacher Conferences*
November 11.....	Veterans’ Day*
November 23-25.....	Thanksgiving*
December 22.....	First Semester Ends
December 23 – January 6 (inclusive).....	Winter Break*
January 9, 2017.....	School Resumes
January 16.....	M.L. King’s Birthday*
February 20.....	Presidents’ Day*
March 10.....	End of Third Quarter
March 20-24 (inclusive).....	Spring Vacation*
April 14-17.....	Easter Break*
May 23.....	Last Day of Student Attendance
May 24.....	Institute Day*
May 25 – June 8.....	Emergency Days

*School is not in session

Parent-Teacher Conference Days

August 15, 2016

(First day of student attendance)

Thursday, October 6th

All Schools..... 4:00 p.m. – 7:30 p.m.

Tuesday, October 11th

All Schools..... 4:00 p.m. – 7:30 p.m.

May 23, 2017

(Last day of student attendance
- pending unused emergency days)

Number of days school is in session

(includes Institute days, P/T conference days & emergency days)

August	15	February	19
September	21	March	18
October	20	April	18
November	19	May	22
December	16	June	6
January	16		190

School Improvement In-Service Days

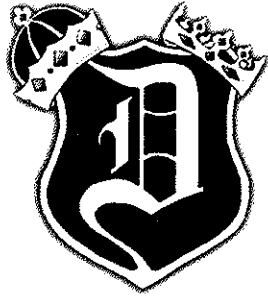
(A.M. Attendance Only)

Aug. 15, Sept 8, Oct. 5, Jan.31,
Feb.28, Apr.27, & May 23

Approved 1/20/16

**DIXON PUBLIC SCHOOLS
SUPPLY LIST**

Supply Item	K	1st	2nd	3rd	4th	5th	6th	7th	8th
Baby Wipes	1	1	2	2					
Binder 3-ring (1")								3	1
Binder 3-ring (2")									1
10-tab dividers for 3-ring binder (2")									1
4-tab dividers for 3-ring binder								1	1
Book Bag (NO WHEELS)	1	1	1	1	1	1	1	1	1
Scientific Calculator TI 30								1	1
Colored Pencils-box of 12				1	1	1	1	1	1
Composition Book				2**		1	3	1	1
Crayons box of 24	2	2	1	1	1	1	1	1	
Disinfecting wipes				1	1	1	2	1	1
Erasers-pink	2	2	2	2	2	2	1	1	1
Facial tissue - large box	2	2	2	2	2	2	3	3	3
Glue Sticks	8	8	6	6	6	2	2	4	4
Gym Shoes (New or Used)	1	1	1	1	1	1	1	1	1
Hand Sanitizer	1	1		1		1			
Headphones (Comp. Lab)- (Earbuds NOT recommended for K thru 3)	1	1	1	1	1	1	1	1	1
Highlighter-yellow (individual)	1	1		1	1	1	1	1	1
Index Cards 3"x5"-1 side lined/blank on other side				1	1	1		1	1
Loose Leaf Notebook Paper-Wide Ruled					1	2	4	2	1
Markers-Dry erase-4 pk.-Wide tip-(EXPO preferred)	1				1	1	1		
Markers-Dry erase-4 pk.-Fine tip-(EXPO preferred)		1		1	1				
Markers-washable-8-12 pack thin tip						1		1	1
Markers-washable-8-12 pack wide tip-classic colors	2	1	1	2			1		
Paint Shirt (old big T-Shirt)	1	1	1						
#2 Pencils-box of dozen	1	2	3	3	3	2	3	3	3
Pencil Box -Normal Size	1	1	1	1	1				
Pens - Red - 1 pkg.				1		1	1	1	1
Pens- Blue & Black - 1 pkg. each							1	1	1
Pocket Folder w/3 prong holes			2		5		6		
Pocket Folder	1	2	2		2		1	6	6
Ruler / Standard & Metric				1	1	1	1	1	1
Scissors	1	1	1	1	1	1	1	1	1
Spiral Notebook / Wide Line	1	2	3		3	1	2	4	5
USB Flash Drive							1	1	1
White Glue - 4 oz. size	2	1	1	1	1	1	1	1	1
Ziplock bags-1 gal. size	1(Girls)	1(Girls)	1(Boys)	1	1(Girls)	1(Girls)			
Ziplock bags - 2.5 gal. size	1(Boys)			1					
Ziplock bags-2 gal. size		1(Boys)	2						
Ziplock bags-quart size	1(Girls)				1(Boys)	1(Boys)			
Ziplock bags-sandwich size		1(Girls)	1(Girls)	1	1(Girls)				
Ziplock bags-snack size	1(Boys)	1(Boys)			1(Boys)				
Zipper Binder							1		1
Zippered Pouch/3 Hole			1	1		1	2	1	
** Wide ruled, 7 1/2 x 9 3/4, bound, no rings									



Dixon Public Schools

"A Place to Grow"

PLEASE JOIN US FOR OUR 2016-17 OPEN HOUSES:

Thursday, August 11, 2016

Washington School – Kindergarten – 4:30 to 5:00 p.m.
Washington School – First Grade - 5:30 to 6:00 p.m.
Dixon High School – 9th thru 12 grades – 6:00 to 7:30 p.m.

Monday, August 15, 2016

Jefferson Elementary School – 2nd and 3rd grades – 6:00 to 7:00 p.m.

Thursday, August 18, 2016

Madison Elementary School – 4th and 5th grades - 6:00 to 7:00 p.m.

Wednesday, August 24, 2016

Reagan Middle School – 6th, 7th and 8th grades – 5:30 to 6:30 p.m.

**LET'S HAVE A GREAT
SCHOOL YEAR**



**Transportation questions please call 815-284-8600
STUDENT TRANSPORTATION FORM 2016 / 2017**

STUDENT INFORMATION				
LAST NAME:	FIRST:	MIDDLE:	School	Grade <small>(16-17 School Year)</small>

*****Home Address, (Morning pickup will be based on this address.)**

AM Address:

	Home - Guardian	Emergency / Alternate Contact
NAME:		
Home phone#:		
Cell phone #:		
Work phone #:		

ALTERNATE AFTER SCHOOL LOCATION

**(Applies for all School Days including Early Dismissal)
(Limited to one Location only and this must be for all 5 days. (No Variances)
To change location a 48 hour notice must be given.**

PM information if differs from AM address

Guardian/Sitters Name:

Address:	Phone Numbers:
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As guardian of the above student; I will review attached bus rules with my student.

Guardian Signature:

Date:

ROUTING INFORMATION – ICSB OFFICE USE ONLY

ICSB	AM		Midday <small>(E - Routes Only)</small>		PM	
	ROUTE	TIME	ROUTE	TIME	ROUTE	TIME
ROUTE NUMBER:						
ROUTE SHUTTLE:						

Comments:

*****Return this form no later than July 28, 2016*****

Dixon Public Schools #170
Physician's Medication Authorization

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

Physicians' Direction: Dixon Public Schools (Policy #270.14) states "That self-administration of prescription medicines by pupils will be done only in the exceptional circumstances wherein the child's health, behavior/attention span may be in jeopardy without it. If medication must be self-administered, it must be under the following conditions:

1. A signed order by a physician with specific directions for administration must be submitted to the school nurse (District Health Services Coordinator).
2. If the medication is a prescription medication, a container with a pharmacist's label designating patient's name and name of physician must be submitted to the schools"

Physician's Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Non-Prescription Medication:	TYLENOL _____	IBUPROFEN _____
Dosage: _____	Time: _____	Frequency: _____
Prescription Medication: _____		

Dosage: _____	Time: _____	Frequency: _____
Medication shall be administered under what circumstances: _____		

Diagnosis required medication: _____		
Must this prescription medication be administered during the school day in order for the child to attend school or to address the student's medical condition? _____ Yes _____ No		
Side Effects: _____		
Other medications student is receiving: _____		

Physician's Signature	Date	