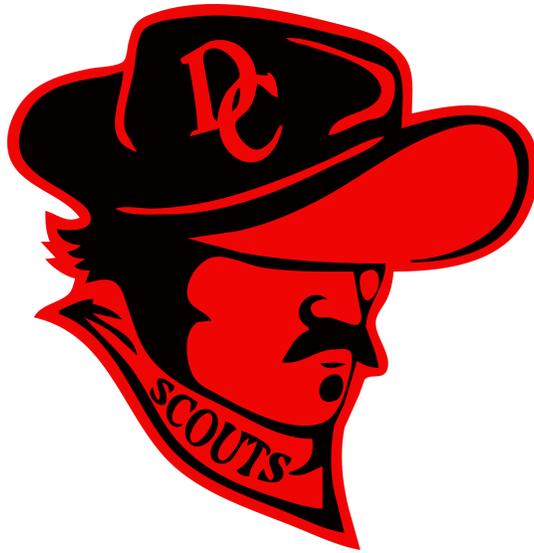


# **David City Public Schools Combined Elementary Handbook**



## **Bellwood Elementary & David City Elementary 2025-2026**

**Bellwood Elementary  
612 Park Street  
PO Box 100  
Bellwood, NE 68624  
402-538-4805**

**David City Elementary  
826 E Street  
David City, NE 68632  
402-367-3779**

**DAVID CITY ELEMENTARY SCHOOL  
ADDENDUM**

**TABLE OF CONTENTS**

Bellwood Staff List	3
David City Elementary Staff List	4
Philosophy	5
Beginning & Dismissal Times	5
Arrival at School	5
School Dismissal	6
Late Arrival	6
Breakfast Schedule	6
Lunches	6
Dress & Personal Appearance	7
Absences from School	8
Tardy to School	8
Leaving School	8
Make-up Work	9
Excused Participation from Recess and Activities	9
Student Rights and Responsibilities	9
Student Conduct at Activities	9
Equity for Students	9
Parental Custody Information	10
Accidents	10
Change of Contact information	10
Visitors	10
Student Visitors	10
Inclement Weather Procedure for Recess	10
Bicycles	10
Pets	10
Birthdays	11
Classroom Snack, Treat & Celebration Policy	11
Emergency Procedures	12
Library Facilities	12
Teacher & Staff Supervision	12
Field Trips	13
Expectations	13
Positive Behavior in School (PBIS)	13
Positive Tickets	14
Citations	14
Homework Detention	15
Problem Procedure	15
When to Keep Your Child Home Sick	16
District Calendar	17
Availability of Handbooks	18

# **Bellwood Elementary School Staff Assignments**

**Dr. Chad Denker - Superintendent**  
**Peggy Romshek - Elementary Principal**  
**Kari Daniels - Special Services Director**

Shelby Hein - PreKindergarten  
Sara Ockander - Kindergarten  
Sierra Meysenburg - Grade One  
Payton Gissler - Garcia - Grade Two  
Laura Warriner - Grade Three  
Peyton Eickmeier - Grade Four  
Shelby Tachovsky - Grade Five  
Mistyn Kozisek - Music  
Amy Williams - Title I  
Grace Lenz - Special Education  
Morganna Lukert - Administrative Assistant  
Missy Glodowski - Counselor  
Jennifer Johnson - School Psychologist  
Annie Chrisman - School Psychologist  
Anna Kouba - Speech Pathologist  
Diane Eloge - School Nurse  
Austin Schafer - Media Specialist  
Travis Worm - Physical Education  
Lori Meusch - Art  
Stephanie Roemmich - ELL  
Joyce Vavricek- Food Service  
Mary Hough - Food Service  
Jenny Grape - Sped Para  
Paula Perske - Sped Para  
Jessica Colburn - Sped Para  
Jennifer Torpin - Sped Para  
Madison Lee - Sped Para  
Mark Kobza - Maintenance Custodial

# David City Elementary School Staff Assignments

**Dr. Chad Denker - Superintendent**  
**Mrs. Lindsey Greenfield - Elementary Principal**  
**Ms. Kari Daniels - Special Services Director**

Julie Zrust - PreKindergarten	Kaci Aldrich - Special Education Para
Madeline Papa - PreKindergarten	Lisa Buntgen - Special Education Para
Madison Sander - PreKindergarten	Nicole Demaray - Special Education Para
Brandy Barlean - Kindergarten	Molly Glodowski - Special Education Para
Mary Veskrna - Kindergarten	Sheralyn Harms - Special Education Para
Olivia Drozd - Grade One	Laura Kucera - Special Education Para
Jaime Selden - Grade One	Ashlee Marvin - Special Education Para
Morgan Smith - Grade Two	Kimberly Palensky - Special Education Para
Karli Hanson - Grade Two	Danielle Root - Special Education Para
Jane Kroese - Grade Three	Kris Roper - Special Education Para
Isabel Schmid - Grade Three	Lindsay Slonecker - Special Education Para
Theresa Tvrdy - Grade Four - Science	Maureen Stearns - Special Education Para
Lisa Scoville - Grade Four - Social Studies	Lily Viscarra - Special Education Para
Amy Moravec - Grade Five - Science	Amy Watson - Special Education Para
Taylor Nitzsche - Grade Five - Social Studies	Yvonne Wendt - Special Education Para
Caroline Wilson - Grade Six - Social Studies	Emily Ewert - Special Education Para
Jennifer Hanna - Grade Six - Science	Rachel Johnson - Full-Time Substitute
Stephanie Roemmich - HAL, ELL	Morgan VanWinkle - Full-Time Substitute
Barb Svoboda - Title I, Flex Funding	Sarah Fadschild - School Nurse
Jodi Andel - Title I	Stephanie Dubbs - Administrative Assistant
Missy Glodowski - Counselor	Jessica Andel - Food Service
Annie Chrisman - School Psychologist	Shari Angell - Food Service
Jennifer Johnson - School Psychologist	Carmen Broman - Food Service
Jessica Creal - Speech Language Pathologist	Jake Kucera - Food Service
Shelli Oborny - Special Education	Jennifer Lowe - Food Service
Madison Makovicka - Special Education	Debbie Polivka - Food Service
Eileen Gahan - Special Education	Lynn Styskal - Food Service Manager
Michael Bader - Special Education	Beth Zeilinger - Food Service
Mistyn Kozisek - Instrumental/Vocal Music	Travis Hays - Maintenance Director
Joseph Brumm - 5th/6th Band	Chris Stinson - Custodian
Tali Reeves - Physical Education	Tammy Teply- Custodian
Lori Meusch - Art	
Morgan Schlautman - Media/Assessment	
Shantelle Adkisson - Special Education Para	

## **SCHOOL PHILOSOPHY**

Every student has a right to an appropriate education. The school must provide a well-planned, systematic pattern of educational experiences, which will ensure the full development of the students' abilities and meet educational needs while encouraging and allowing exploration of educational interests.

It is vital for the school, community, and parents to work effectively together to ensure the commitment of the resources, time, and effort necessary for complete educational development.

Our goal is to provide the best education possible for all students. Your cooperation in adhering to the policies will assist our staff in making this year a pleasant and profitable one for every student.

## **BEGINNING & DISMISSAL TIMES**

- **Regular Schedule**
  - Kindergarten – 6th Grade - 8:00 am - 3:35 pm
- **Late Start/Inclement Weather Schedule**
  - Kindergarten – 6th Grade - 10:00 am - 3:35 pm

On inclement weather or late start days, a telephone call from the superintendent/designee will give parents information about the late start or cancellation. Announcements will also be issued over the radio and TV stations. THERE WILL BE NO BREAKFAST SERVED ON LATE START DAYS.

## **ARRIVAL AT SCHOOL**

Please note the time of school arrival for each building below. No supervision will be provided prior to the times listed below.

### **BELLWOOD ELEMENTARY**

- Students can be dropped off at Bellwood Elementary starting at **7:15 a.m.** and staff will be present out front to supervise.
- Lobby doors will be opened at **7:20 a.m.** for any student wanting to eat breakfast. All other children should remain in the arrival area until sent to clubs and/or dismissed to their classroom.
- Morning clubs are used to engage students who arrive early
  - Clubs are open to K-5th grade students
  - A weekly schedule is set up to allow for students to do a different activity each day
  - Students are sent to clubs based on their age level
    - K-1 club
    - 2-5 club
- After clubs, students gather in the lobby at 7:50 to be dismissed to their classrooms

### **DAVID CITY ELEMENTARY**

- Lobby doors will be opened at **7:30 a.m.** for any student wanting to eat breakfast.
- Students riding the bus will be dropped off at the office entrance and walk to cafeteria doors.
- Students being dropped off by a parent/guardian for breakfast will use the south cafeteria doors on the circle drive entrance.

- Non breakfast eaters may arrive at **7:30 a.m.** and will be supervised during various morning clubs. Students can be dropped off on 9th Street and use the sidewalk to enter the playground gate or the east doors for other inside morning clubs.

## **SCHOOL DISMISSAL**

### **BELLWOOD ELEMENTARY**

- Parents or anyone picking up children at the end of the school day are asked to wait on the North side of the school on Warren Street.
- Students who ride the bus are dismissed to the lobby or gym after school depending on what bus they ride.
  - The students who ride the 1st bus are dismissed to the lobby. When the driver is ready for them, they will load the bus.
  - Students who ride the 2nd bus will be dismissed to the gym. Staff will supervise them until the second bus arrives. Weather permitting, they will go outside and play on the playground as they wait for the bus to arrive. When the 2nd bus arrives, students are lined up and then escorted to the bus when the driver is ready for them to load the bus.
- If the dismissal plan for your child changes, please notify the school prior to 3:10 so we can notify the teacher.

### **DAVID CITY ELEMENTARY**

- Parents or anyone picking up children at the end of the school day are asked to wait outside at the end of the sidewalk for the teachers to dismiss the students.
- Students who ride the bus are dismissed to the office lobby to line up for the bus.
- Kindergarten Parents may park in the North parking lot behind the gym and walk to the area outside the office doors. Kindergarten students will be handed to parents.
- 4th-6th grade students will dismiss out the East doors on 9th Street. Parents will pull up and students will load. No parking allowed, keep traffic moving forward.
- 1st-3rd grade students will dismiss out the South doors on the circle drive. Parents will pull up and students will load. No parking allowed, keep traffic moving forward.
- If you need to visit with a teacher, parents must park in a stall and get out to visit.
- If the dismissal plan for your child changes, please notify the school prior to 3:10 so we can notify the teacher.

## **LATE ARRIVAL**

Doors lock at 8:00 a.m. If your student arrives late, they must check in at the office. Parents/guardians are asked not to be in the hallway for safety reasons as well as your presence disrupts beginning and end of the day routines.

## **BREAKFAST SCHEDULE**

The breakfast program will begin on the first day of school.

- Breakfast will be served from 7:20-7:50 at Bellwood Elementary.
- Breakfast will be served from 7:30-7:50 at David City Elementary.

## **SCHOOL LUNCHES**

Deposits to student lunch accounts may be made in any amount through the student's teacher or in the office. Notices will be sent home from the office when another deposit needs to be made. A weekly text reminder will be sent via our automated system to all accounts that have a negative balance.

Students can choose to purchase a school lunch or to bring their own lunch, but they cannot do both. Students who bring a cold lunch are welcome to purchase a carton of milk.

STUDENT LUNCH K - 6	\$4.00
ADULT LUNCH	\$5.10
STUDENT BREAKFAST K - 6	\$2.25
ADULT BREAKFAST	\$3.10
EXTRA BREAKFAST ITEM	\$0.75
EXTRA LUNCH ITEMS	\$1.75
EXTRA MILK	\$0.50
Kindergarten Snack Time (DCE only)	\$16.00/quarter or \$64.00/Year

### **DRESS AND PERSONAL APPEARANCE**

Children are encouraged to come to school neat, clean, and suitably dressed for the weather.

Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. As identified in [school policy 5101](#) page 8.

Within a school setting, certain guidelines must be established to ensure a proper learning environment. In addition to the district student appearance policy & dress code the following guidelines have been established:

- If students wear sandals, they need to bring tennis shoes, so they can change for PE and recess. Sandals give little support and are not made for running. Dress shoes and/or boots leave marks on the floor of the gym.
- All students should wear boots when there is any mud or snow on the ground to keep them from having wet feet and also to prevent tracking into the building.
- Inappropriate Clothing consists of the following:
  - Clothing that is too tight and revealing
  - Clothing that contains wording or symbols that are not school appropriate
  - Headware (hats, caps, bandanas, and hoods)



## Weather Guidelines for David City Public Schools (Preschool - 6<sup>th</sup> Grade Students)

- The temperatures below are based on the “feels like” temperature.
  - Warmer than 60 degrees - short sleeves and shorts are appropriate
  - 50 - 60 degrees - long sleeves or a light jacket
  - 40 - 50 degrees - jackets are necessary
  - 30 - 40 degrees - Winter coat, hat, and gloves are encouraged
  - Below 30 degrees - Must wear winter coat, hats, gloves (boots and snow pants dependent on weather precipitation)
- If the weather is below 50 degrees, legs should be covered to go outside.
- We will go outside unless the feels like temperature is below zero degrees.

The above guidance and graphic is provided as guidelines to appropriate dress, and the teaching and administrative staff will interpret the spirit of these guidelines as it applies to each situation. If a child is wearing apparel or personal grooming is not appropriate, the student will call home to ask a parent to bring a change of clothing.

### **ABSENCE FROM SCHOOL**

Children will not be excused from school before dismissal time without a call or written request from the parent. If a child will be gone from school, parents should call the school before 9:00 am.

### **TARDY TO SCHOOL**

Excessive tardiness results in a significant disruption to the classroom learning environment. Students will be considered tardy to school if they are not in their classroom when the bell rings unless they were eating breakfast or the bus was late. Students in 1st grade and above that are tardy more than one day a week will serve a detention for each day thereafter.

### **LEAVING SCHOOL**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student’s parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office. Students who leave without permission will be considered truant.

### **ATTENDANCE IS REQUIRED TO PARTICIPATE IN ACTIVITIES**

Students must attend school on the day of any scheduled school activity in order to participate in the activity. This includes school programs, field trips, class parties, etc. The principal retains the right to grant participation should exceptional circumstances prevail.

### **MAKE-UP WORK**

To receive credit for work missed due to an absence the student is responsible (a) for requesting from each teacher assignments for make-up work and (b) for completing the make-up work on the student's own initiative by the due date established by each teacher. The amount of assistance the teacher is to provide will be determined by the teacher and on the student's needs for completing the make-up work. The teacher may assign the student to different work to make-up than that actually missed, in the same subject or topic area.

The date when make-up work is due will be determined by the teacher based on the content being studied and the length of the student's absence. Teachers may also require the student to do extra work to make up for lost time in classroom activities. When students know in advance that they are going to miss school, they should notify the classroom teacher and pre-arrange the absence. Students will be required to complete all work missed during absences.

### **EXCUSED PARTICIPATION FROM RECESS AND ACTIVITIES**

A child who must remain indoors due to a cold or other illness should bring a note or contact the office to that effect. If a child needs to remain out of an activity, there will need to be a note from a doctor. Otherwise, the teacher's judgment will be used.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities if students act in an objectionable manner or disregard rules and regulations adopted for the benefit of all persons.

#### **The student responsibilities are:**

1. To apply themselves to the best of their ability to the learning tasks assigned.
2. To attend school regularly and punctually.
3. To act in a manner that will enhance the learning environment for all students.
4. To use school facilities and property in an appropriate manner.

The Board of Education may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, principals, within their school, may establish certain written rules and regulations not inconsistent with those established by the Board. The rules and standards apply to all school buildings or any school grounds during, before or after school hours. They also apply to any school function or event, whether on or off school grounds.

### **STUDENT CONDUCT FOR ACTIVITIES**

Elementary students are encouraged to be escorted by a parent/guardian to all school programs or performances. Student conduct that interferes with others, such as running around, being loud, destructive, distracting, etc., may result in consequences from administration. We encourage your support in the fostering of proper conduct of students at programs and activities.

### **EQUITY FOR STUDENTS**

Any student who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis

of sex, race or handicap in violation of the law may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

### **PARENTAL CUSTODY INFORMATION**

It is the responsibility of the parents to keep the principal, office staff, teachers informed with legal documentation about which parent has custody of the child and about any visitation restrictions. In custodial situations, the school cannot accept responsibility for the child once he leaves school premises. School reports of student progress will be given to both parents when requested and contact information has been provided.

Parents are called in the event of an accident. In case of an emergency and we are not able to reach either parent, the student may be taken to the clinic for medical attention.

### **ACCIDENTS**

Parents are called in the event of an accident. In case of an emergency and we are not able to reach either parent, the student may be taken to the clinic for medical attention.

### **CHANGE OF CONTACT INFORMATION**

Please keep the emergency information of your child up to date at the school. Parents should notify the office immediately of any change in address, phone number or family doctor. All information is confidential. If you do not have a working telephone, the school needs another number on file where you can be reached.

### **VISITORS**

Any visitors to the elementary building are required to check in and out at the elementary office and wear a visitor badge. Even if it is before or after school, parents/visitors should check in at the office first.

### **STUDENT VISITORS**

If a student wants to have a special visitor come to school and stay during school hours, the parent/guardian must call the school to talk to the teacher in advance of the visit. The decision will be up to the teacher/principal depending on what activities are taking place in the classroom at the time requested. Visits should not extend past one school day.

### **INCLEMENT WEATHER PROCEDURES FOR RECESS**

In the case of inclement weather, either the principal or their designee will make the decision to hold recess inside or outside.

### **BICYCLES**

Students are to park their bikes in the racks located on the south side of the building upon arrival and leave them there until dismissal. Bikes, skateboards, scooters, and ripsticks should not be ridden on crowded school sidewalks before or after school. Roller blades, roller skates, and hoverboards should not be brought to school.

### **PETS**

If a child has a special pet he/she would enjoy showing to classmates, they may do so if previous arrangements have been made with the building principal and their teacher. A parent must accompany the pet to the classroom for a short visit. Do not bring pets to school and leave them at any time.

## **BIRTHDAYS**

- Birthday invites may only be handed out at school if they are for **all** students in that grade level.
- If a child would like to bring treats for his or her birthday, they must follow the board approved Wellness Policy (5106). A physical activity is also an option for birthday celebrations. Please see the wellness policy attached below for more information.

## **POLICY 5416 WELLNESS**

### **CLASSROOM SNACK, CELEBRATION, AND TREAT POLICY**

We encourage all students to develop lifelong healthy eating practices. David City Public School is committed to the health and safety of all its students. As part of this commitment, healthy snack guidelines were developed and will apply to food distributed during the school day as part of a special celebration, birthday, or school party. Due to food safety and food allergy concerns and in an effort to provide healthy foods, **home-baked goods are NOT ALLOWED** parents and staff are encouraged to find a healthy food alternative from the list. Food items not on the list provided must be approved by the building principal, school nurse, or school secretary.

#### **Allowed**

Fresh fruit  
Fresh vegetables  
Fruit cups  
Yogurt/Gogurt  
Gogo Squeez  
Applesauce  
Beef Jerky  
Rice Krispie Treats  
(pre-packaged)  
Cheez-its  
Goldfish  
Ritz  
Graham Crackers  
Whole-grain cookies  
Whole-grain snacks  
Whole-grain pastries

Chex Mix  
Trail Mix  
Popcorn  
Pretzels  
Chips  
Granola bars  
Cereal bars  
Nutri-grain bars  
Bagels  
Cheese Sticks  
Gum  
Fruit roll-ups  
Fruit snacks

Sparkling Water  
Naked Juice  
Capri Suns/Hi-C  
Hot Chocolate  
Mini Gatorade  
Propel  
Water

\*Be aware of any and all allergies in the classroom.

#### **Not Allowed**

Donuts  
Home baked goods

Cupcakes/Cakes  
(includes store-bought)

Cookies  
(includes store-bought)

### **Physical Activity Options**

Another option with these celebrations is to choose a physical activity. Celebrations do not have to include food. Instead, they can be done with movement. Parents and teachers can choose activities like an extra period of recess, games, relay races, dancing, or a scavenger hunt. If a parent chooses to use physical activity for a classroom party or celebration, the classroom teacher needs to be notified ahead of time.

## **EMERGENCY PROCEDURES**

David City Public Schools follows standard response protocol procedures to ensure the safety of its students. Drills are done to practice these procedures throughout the school year.

# IN AN EMERGENCY TAKE ACTION

---



**HOLD! In your room, office or area.  
Clear the halls.**

**OCCUPANTS**  
Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

**STAFF**  
Close and lock door  
Account for occupants and staff  
Do business as usual

---



**SECURE! Get inside. Lock outside doors.**

**OCCUPANTS**  
Return inside  
Do business as usual

**STAFF**  
Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for occupants and staff  
Do business as usual

---



**LOCKDOWN! Locks, lights, out of sight.**

**OCCUPANTS**  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

**STAFF**  
Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for occupants and staff  
Prepare to evade or defend

---



**EVACUATE! (A location may be specified)**

**OCCUPANTS**  
Evacuate to specified location  
Bring your phone  
Instructions may be provided about retaining or leaving belongings

**STAFF**  
Lead evacuation to specified location  
Account for occupants and staff  
Notify if missing, extra or injured people

---



**SHELTER! Hazard and safety strategy.**

**OCCUPANTS**  
Use appropriate safety strategy for the hazard

**STAFF**  
Lead safety strategy  
Account for occupants and staff  
Notify if missing, extra or injured people

**Hazard**  
Tornado  
Hazmat  
Earthquake  
Tsunami

**Safety Strategy**  
Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

© 2021 All Rights Reserved. The "Lockdown" Trademark, "Clear" (TM), The Standard Response Protocol and "All Clear" Trademarks of The "Lockdown" Foundation and may be registered in some jurisdictions. This poster is available for distribution for \$100.00 per 1000 copies. Contact: 800.221.1111 | Website: 800.221.1111/lockdown.org

## **LIBRARY FACILITIES**

Materials (books, magazines, reference materials) may be checked out for two weeks. Students are responsible for all materials checked out in their name, and they will be expected to pay for any fines assessed for damage or loss of materials.

Students who have overdue materials will not be allowed to check out new materials or get report cards until the overdue materials are returned or paid.

## **TEACHER AND STAFF SUPERVISION**

Each staff member in this system has full authority over every student in this school.

## **FIELD TRIPS**

The following guidelines are used when planning a field trip:

- One out of town trip per grade level.
- Educational in nature and related to the curriculum.
- Reasonable distance (K-5) depending on the nature of the trip.
- Well planned and supervised. Parents may be asked to help monitor.
- Privilege of participating in the field trip experience may be revoked due to discipline issues. This will be based on a joint teacher/principal decision.
- “Request for Permission” forms will be sent home for parents to sign for trips out of town. This slip must be signed and returned in order for your child to participate.
  - Should Bellwood Elementary students go to David City for a school activity or event, this is not considered a field trip. Parents will be notified, but a separate permission form will not be signed.

## **PLAYGROUND EXPECTATIONS**

Children need to play outside. Parents’ cooperation in seeing that children dress according to the weather is requested. The following playground expectations have been outlined so that all children know the playground expectations.

- Be Safe
  - Wear appropriate clothing for the weather.
  - Avoid all play fighting and leave all dirt, rocks, sticks and snow on the ground.
  - Stay in designated play areas where supervisors can see you.
- Be Respectful
  - Use playground equipment as intended.
  - Listen to all adults.
  - Follow the rules of the game.
- Be Responsible
  - Play tag in the open areas, such as the grass football area or tennis courts.
  - Let a grownup know when you need to use the bathroom or to see the nurse.
  - Put away all equipment.
- Be the Owner of Your Actions
  - Be honorable.
  - Accept the consequences for your actions.
  - Be a Good Scout.

## **POSITIVE BEHAVIOR IN SCHOOLS (PBIS)**

Positive Behavior in Schools (PBIS) is a program designed to teach behavioral expectations, set school wide norms, and acknowledge appropriate behavior. PBIS provides positive reinforcement, a continuum of consequences, and support for individuals with specific needs. Parents are a key figure in the success of our PBIS program. It is important for parents to acknowledge citations and positive recognition.

Four school wide expectations include:

- BE SAFE
- BE RESPECTFUL
- BE RESPONSIBLE
- BE THE OWNER OF YOUR ACTIONS
- These 4 expectations apply to all areas of the school.

## **POSITIVE TICKETS**

Students earn tickets for positive behaviors. Tickets can be given out by any staff member and are sent home to parents. Drawings are held on a regular basis for the students to win prizes for their positive behavior.

## **CITATIONS**

Citations are given to students with non-compliant behaviors. These fall into 2 groups, minor and major according to the definitions within the program guidelines.

- **Minor Citations** are issued for non-compliance of acceptable social skills:

Examples of minor infractions include, but are not limited to:

- Inappropriate Language
- Unsafe or rough play
- Teasing
- Improper use of property
- Non-Compliance
- Pattern of not completing homework
- Dishonesty
- Aggression
- Disrespectful - Tone, Attitude, Body Language

Examples of consequences:

- Time out in office
- Loss of privileges
- Reinforce others for poor behavior
- Phone call to parents
- Note sent home
- Have student state school-wide expectation

- **Major Citations** are issued for repeated non-compliance of social skills and major behaviors.

Examples of major infractions include, but are not limited to:

- Aggression-physical contact/fighting
- Property Destruction
- Weapons
- Leaving school property
- Cheating
- Credible Threats
- Harassment
- Chronic disruption
- Chronic refusal to follow Unsafe or rough play
- Theft
- Major Dishonesty
- Pattern of aggressive or profane language

Examples of consequences:

- Time out in office
- Loss of privileges
- Phone call to parent
- Detention
- In-school suspension

- Suspension
- All Major Citation will be sent home to be signed by the parent/guardian and returned the next day. If the Major Citation is not returned the following day with a parent/guardian signature, the child will go to the principal's office.
- For more detailed information on how behavior is handled, please see [board policy 5101](#)

### **HOMEWORK DETENTION**

After-school detention will begin in the first quarter for students in grades 3-5 who do not complete their homework. Students who do not complete their homework will be issued a Homework Ticket. When issued a Homework Ticket, the student will be required to call his/her parent/guardian. The student will inform the parent/guardian what was not completed and the time they can be picked up from detention. The Homework Ticket will be sent home with the student to be signed and returned the next day. Parents are asked to make transportation arrangements for any bus students or students who are usually picked up after school. Tickets will be issued for Reading/Language Arts, Social Studies, Math and Science for the following reasons: homework not completed, homework left at home, homework left at school.

### **PROBLEM PROCEDURE**

There may be times during a school year when a problem situation may develop involving your child. In an attempt to save time for all concerned, parents are encouraged to contact the school employee most closely associated with the issue. The following is a list of topics and the requested sequence for you to contact school personnel:

#### Topics

Your child's work  
 Discipline  
 Bus routes/times  
 Activities  
 Health Related  
  
 School regulations  
 School policies, budget, personnel  
 Student absences/tardiness  
 Lunch Account  
 School lunches  
 Buildings/grounds

#### Contact

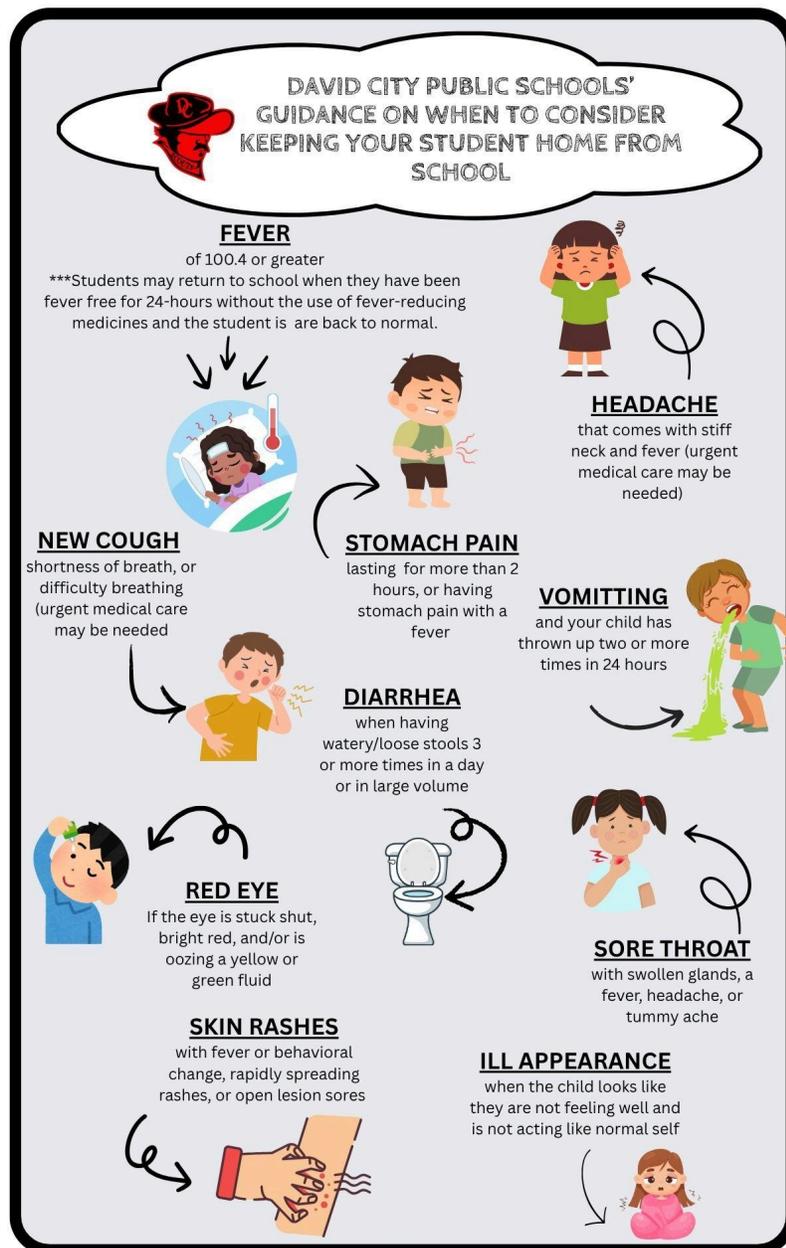
Teacher, Counselor or Principal  
 Teacher or Principal  
 Driver, Principal  
 Sponsor, Principal  
 Principal, Teacher, Secretary or  
 School Nurse  
 Principal  
 Principal  
 Principal  
 Secretary  
 Head Cook, Principal  
 Maintenance Supervisor

**It is the school's goal to resolve each issue at the first step. If this is not attained, the party may request the issue be addressed by the principal and, if necessary, the superintendent.**

## WHEN TO KEEP YOUR CHILD HOME SICK

Sometimes it is difficult to know whether or not to send your child to school. The below graphic should be used to help you determine whether or not to send your child to school. You are always welcome to call the school and confer with school personnel. If you choose to send your child to school and conditions worsen, the school will be in communication with you if it is determined they need to go home. (Refer to the Section 3 Health Services starting on page 12 of the District Student Handbook for more information on health practices).

**Please remember to keep your child home until they have been fever-free for 24 hours without the use of fever-reducing medicine and they are back to normal.**



This resource was adapted using information from the following resource:  
Children's Nebraska. (2023). *The NICE Nebraska Infection Control for Education Book*.

Created June 2025

# DISTRICT CALENDAR

David City Public Schools      Revised 2025-2026 School Calendar      Board Approved Wed July 9, 2025

<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23* 24 25 26 27 28 29 30 31
<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2* 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21- 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Reporting Periods	Student	Teacher
August 5 - October 10	43	48+
October 13 - December 19	44 87	46 94+
January 5 - March 12	45	47
March 17 - May 22	44 89	46+ 93+
Total Days in Session	176	188
Teacher Contract Days		186
Aug 4 - New Teachers and Mentors Work Day		
Aug 5,6,7,8 - Staff Prof Dev Days; No School For Students		
Aug 8 - Open House; Elem - 5pm; HS - 6pm		
Aug 11 - First Day of School For Students; 1:30 Dismissal		
Sept 1 - Labor Day; School NOT in Session		
Sept 29 - Staff Prof Dev Day; No School For Students		
Oct 10 - End of 1st Quarter (43 Days)		
Oct 13 - 2nd Quarter Begins		
Oct 23 - pK-12 P/T Conf 12noon-8pm; No School For Students		
Oct 24 - School NOT in Session		
Nov 14 - Staff Prof Dev Day; No School For Students		
Nov 26,27,28 - Thanksgiving; School NOT in Session		
Dec 19 - End of 2nd Qtr (44/87 Days)		
Dec 24 through 28 - NSAA Practice Moratorium		
Dec 22 through Jan 2 - School NOT in Session		
<b>2 snow days already built into the calendar, however,</b>		
<b>Mar 6, Mar 13, Apr 20 could be student days if necessary</b>		

Key
<b>23*</b> pK-12 P/T Conf 12noon-8pm; No School For Students
<b>10</b> End of Quarter Oct 10, Dec 19, Mar 13, May 22
<b>1</b> School NOT in Session
<b>29</b> Staff Prof Dev Day; No School For Students
<b>14</b> New Quarter Aug 11, Oct 13, Jan 6, Mar 17
<b>11-</b> 1:30 Dismissal Aug 11 & May 21
Jan 1,2 - School NOT in Session
Jan 5 - Staff Prof Dev Day; No School For Students
Jan 6 - 3rd Quarter Begins
Jan 23 - DC WR Inv; Staff Prof/Work Day; No School For Students
Feb 13 - School NOT in Session
Mar 6 - School NOT in Session
Mar 12 - End of 3rd Qtr (45 Days)
Mar 13 - School NOT in Session
Mar 16 - School NOT in Session; Possible Dist Speech Host
Mar 17 - 4th Quarter Begins
Apr 2 - pK-12 P/T Conf 10am-6pm; No School For Students
Apr 3 - School NOT in Session
Apr 6 - Staff Prof Dev Day; No School For Students
Apr 20 - School NOT in Session
May 13 - Seniors Last Day
May 16 - Graduation at 1pm
May 21 - End of 4th Qtr (44/89 Days); 1:30 Dismissal
May 22 - Staff Work Day 8am-12n; No School For Students

**AVAILABILITY OF HANDBOOKS**

The 2025-26 Student-Parent Handbook of David City Public Schools is available on the internet at [www.davidcitypublicschools.org](http://www.davidcitypublicschools.org) .

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2025-26 Student Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this use of technology to improve school-home communication.

Please return to the Principal’s Office within 10 days of receipt of the handbook. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2025-26 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
- I prefer a paper copy of the Handbook\_\_\_\_\_**

Name

**RECEIPT OF 2025-26 STUDENT-PARENT HANDBOOKS**

This signed receipt acknowledges receipt of the 2025-26 Student-Parent Handbook of David City Public Schools. It is understood that the handbook contains student conduct, acceptable use of technology, discipline rules, and information about Safe and Drug-Free Schools and that the undersigned, as students, agree to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

**Each child will be required to sign their school’s acknowledgment form for the building which they attend. Parent signature is also required.**

Student #1 Signature:\_\_\_\_\_

Student #2 Signature:\_\_\_\_\_

Student #3 Signature:\_\_\_\_\_

Student #4 Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

\_\_\_\_\_

Parent or Legal Guardian’s Signature

Date:\_\_\_\_\_