

BRIDGEWATER-EMERY SCHOOL

Elementary Handbook 2022-2023

THE HUSKIE WAY

BE RESPECTFUL

BE KIND

BE RESPONSIBLE

BE HARDWORKING

"Empowering all students to succeed in an ever-changing world."

BRIDGEWATER-EMERY ELEMENTARY SCHOOL DISTRICT STAFF

Board of Education

James Hanssen, Chair
Bryan Harberts, Vice Chair
Dale Becker
Kelsha Kressman
Lisa Schleich
Carolyn Meyer
Jerry Hofer

Administration

Superintendent: Jason Bailey
Elementary Principal: Kim Aman
Business Manager: Lori Jansen
Activities' Director: Jeff VanLeur
Elementary Secretary: Krista Kayser
Technology Coordinator: Connie Whistler

Elementary School Staff

Kindergarten – Shawn Giesler
Kindergarten – Dayna Jones
First Grade – Tamee Schultz
First Grade – Cheryl Deibert
Second Grade – Kelsey Hanssen
Third Grade – Cindy Weber
Fourth Grade – Mary Ernster
Fourth Grade – Kari Saarie
Fifth Grade – Gary Thury / Student Council Advisor
Fifth Grade – Stephanie Marquardt/Student Council Advisor
Title I R & M, EL, PBIS Skill Groups, K-5 Cloud 9 – Pam Steen
K-5 Library – Anne Stahl
Special Education – Jessie Uher
PE/Health – Hunter Hayenga
Music – Tracy Gilliland
Band – Tim Zorr
Speech – Jen Zulk
Counselor – Jenelle Sigler
SOC Southeastern Behavioral – Micki Pollman
SED Southeastern Behavioral - TBD

Support Staff

Lila Jaeger	Paraprofessional
Lorie Langreck	Paraprofessional
Terri Shape	Paraprofessional
Kori Jaeger	Paraprofessional
Head Custodian –	Cork Golder
Head Cook –	Lisa Lange
Assistant Cook -	Megan Northern

SCHOOL CALENDAR

The School Board has adopted a 172 student contact-day calendar, and this allows three built-in snow days. If we have more than three snow days during the year, the days will be added to the calendar. The last day of school may be changed to meet the requirements.

SCHOOL HOURS:

Classes begin at 8:25 A.M. and end at 3:20 P.M.

ARRIVAL AND DISMISSAL

We would like to ask for the cooperation of parents whose children do not ride the buses. Please help your children gauge their time leaving for school, so they do not arrive at school any sooner than 8:00 A.M. if they are eating breakfast, and 8:10 A.M. if they do not eat breakfast. Teachers are not in the building to supervise classrooms or outside on the playground. Please remember, there will be no supervision on the playground after school, and the school is not responsible for students using the playground at those times.

ADDRESS CHANGE

The school should be notified of any change of address or home/work phone number. Emergency situations may arise when this information is vital to the school and your child.

ATTENDANCE POLICY

If your child will be absent from school due to illness or for some other reason, please call the school. If we do not receive a call from you by 8:25 A.M., the secretary will be contacting you at home or at work.

SOUTH DAKOTA COMPULSORY SCHOOL ATTENDANCE LAW (13-27-1)

Every person having under his control a child of the age of six years and not exceeding age of sixteen years, shall annually cause the child to regularly attend some public or non-public elementary school for the entire term during which the public school in the district in which the person resides, or the school to which the child is enrolled to attend, is in session, until the child shall have completed the first eight grades, or shall have reached the age of sixteen years, unless excused as proved in this chapter. However, the South Dakota Board of Education shall promulgate rules pursuant to Chapter 1-26, to establish the school term for kindergarten programs.

Any child under age six enrolled in any elementary school or kindergarten program shall be subject to the compulsory attendance statutes of this state. A waiver of the compulsory attendance requirement for children under the age of seven years of age shall be granted by the school district upon the request of the parents.

TARDINESS

Tardiness causes the students to miss valuable instructional time. Please make every effort to have your child to school on time.

WITHDRAWAL PROCESS

Please notify the Elementary school office in sufficient time to process a withdrawal (at least one full day if possible). This involves each of the student's teachers, the Librarian, and food service supervisor collecting fees, books, etc. Parents or legal guardians must be present when a student is withdrawn from school.

SCHOOL CLOSING

KMIT, WNAX, KKLS/KXRB, KELO, KSOO, and KORN radio stations will be used to contact the public if school should have to be closed. All local television stations will be used. Parents of K-5 students will be notified using the automatic school calling/e-mail system.

PARENT VISITATION

Bridgewater Emery School encourages visitors this school year. Please arrange visits in advance with your child's classroom teacher.

DAMAGE TO BOOKS OR OTHER PROPERTY

Students are expected to take good care of textbooks, library books, or any other materials or equipment they use. Students should not write in books. A charge will be made for damages to books or equipment, for lost books or for any damages to school property.

FIELD TRIPS

Students in grades K-5 will be participating in local field trips, visiting the DCC, and 5th grade students will be assisting with meals at the Senior Center in Emery.

THE HUSKIE WAY

Please refer to the PBIS Elementary Handbook for more detailed information.

DISCIPLINE POLICY:

The Bridgewater Emery Elementary believes that high standards of discipline allow students to develop appropriate behavior and are a necessary part of the student's education. Our staff strives to make our school a safe, engaging, and happy place for students. Bridgewater Emery Elementary School is a Positive Behavior Intervention and Support (PBIS) school. Positive reinforcement is used to teach and shape appropriate behavior. Basic rules and procedures are implemented, so a safe school environment can be provided for all students. The following expectations are provided so all staff, parents, and students are aware of the behavior policies at our school. Classroom expectations are developed by each teacher and always support PBIS school-wide behavioral expectations.

THE HUSKIE WAY PBIS Behavioral Expectations:

1. Be Respectful
2. Be Kind
3. Be Responsible
4. Be Hardworking

PBIS Positive Reinforcement:

All K-5 staff recognize students for appropriate behavior:

Bus
Playground
Classroom
Hallways
Bathrooms
Assemblies
Lunchroom

Classroom rewards and special opportunities

Special recognition in school by Principal and others

Communication with parents – such as emails, texts, notes, or phone calls

PBIS Rewards Store (spend points earned when appropriate behavior is recognized by staff)

PBIS Consequences for not following expectations:

Verbal warnings and reminders of PBIS expectations by all K-5 staff as needed

Individual behavior lessons reviewed with students by all K-5 staff as needed

Warnings and loss of privileges according to individual classroom expectations

Warnings and loss of privileges given by the Principal & Supt. (case-by-case basis)

PLAYGROUND, RECESS, AND NOON RECESS RULES

1. All students, regardless of level, are expected to follow directions from all school staff.
2. A K-5 decisions will be announced as to whether or not the students will go outside or stay in for recess based on current weather conditions.
3. Skateboards and roller skates/blades will not be at school.
4. Bikes are to be left parked during the school day. Bikes should be placed off the sidewalks.
5. No playing on or around the gas tanks.
6. Students are allowed to play in areas around the school building and windows, if not too distracting.
7. Students are expected to get the playground supervisor's permission to retrieve balls from the street area around the school.
8. All students will line up promptly and quietly on the bell or whistle. All playing should stop. No pushing or shoving while in line. Actions such as pushing, tripping, wrestling, fighting, tackling, calling names, improper language, or playing games that are dangerous are not allowed. Rocks, snowballs, etc. must never be thrown while on the playground.

9. Children must not leave the playground or enter the building during recess without permission from the playground supervisor. Sick students must have a note from home if they wish to stay in during recess time unless they are obviously ill.
10. Touch and flag football are acceptable games. Unnecessary rough games like tackle football, etc. are not acceptable. No baseballs or softballs are to be used.
11. Students should be properly dressed for playground time. Hats, gloves, and warm coats are needed during the winter months. When snow and mud are present on the playground, students are required to wear boots. Snow pants should be worn when playing in the snow. If a student is not equipped with snow boots, they will not be allowed to play on the playground and need to remain on a hard surface. There will be no King of the Mountain on the snow piles. Winter sleds may be used on the playground, but students must remain in a sitting position while on the sled.

PLAYGROUND EQUIPMENT GUIDELINES

1. Swings
 - a. Running under swings while others are swinging is not allowed.
 - b. Swings are not to be twisted.
 - c. Standing in swings is not allowed
 - d. Jumping from swings is not allowed.
2. Slide
 - a. The only acceptable position is seated, feet downward, one at a time.
 - b. Obstructing users is not allowed.
 - c. Objects on the slide are not allowed.
 - d. Going up the slide in the wrong direction is not allowed.

SUSPENSION POLICY

The Superintendent has the right to suspend a student for a maximum of ten days. Students suspended will receive zeroes for all the classes missed during the suspension but will be required to make up the work for their own benefit. Reasons for suspension include:

- a. Injury to other individuals.
- b. Disrespect to professional or support staff members.
- c. Abusive language.
- d. Continued violation of school rules.

EXTENDED EXPULSION POLICY

The School Board has the legal capacity to expel from school any pupil insubordinate or habitually disobedient for a period not extending beyond the end of the current school year. Should this become necessary, the Board will provide the proper procedural due process hearing as outlined by the State School Board as on file in the Principal's office.

RETENTION

Students in grades K-5 may be retained in their same grade if they do not show adequate progress with grade-level material. Every effort will be made by the school to keep you informed of your child's progress.

SCHOOL BUS POLICY

The Superintendent and the bus service are responsible for the routing of the buses, and the routes are set up to serve the greatest number of people in an efficient manner. All students outside the city limits may ride the buses to and from school without charge under the laws of South Dakota.

Policy pertaining to safe student transportation:

1. The bus service shall keep the buses in good mechanical order, with proper servicing and employment of licensed drivers. The buses will be covered by adequate insurance. It is not a good policy to have students drive to school in cars when there is transportation available.
2. Drivers shall operate the buses in a safe manner, observing speed limits.
3. Parents are asked to see that the students are on time so that bus routes may be run according to schedule.
4. Students are expected to show respect to other passengers, drivers, and chaperones.
5. Students shall help keep the bus neat and avoid any damage to the bus. The bus service will notify parents as soon as a problem arises of which the parent should be aware.
6. Students riding the buses in cold weather should dress accordingly.
7. Elementary children riding the buses will report to their rooms upon arrival of the bus. Children will be escorted to their respective bus at the close of the school day. Once a child has boarded the bus, they will not be allowed to leave the bus unless removed by a parent or teacher.
8. If a student misbehaves on the regular routes, the bus service may suspend them for a period of time.

PARENTS-TEACHERS PROBLEM-SOLVING PROCEDURES

If a problem develops between a student and a teacher or the parent feels they have a complaint with the teacher, the following steps are to be taken.

1. Parent with a problem should contact the teacher to discuss and resolve the problem.
2. Parent, student, and teacher will meet to discuss and resolve the problem.
3. Parent, student, teacher, and Principal will meet to discuss and resolve the problem.
4. Parent, student, teacher, Principal, and Superintendent will meet to discuss and resolve the problem.
5. Parent and student shall meet with the School Board for a final solution to the problem.

STUDENT COMMUNICABLE DISEASES

Students who are afflicted with a communicable contagious and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

The Board recognizes the need and right of all children to receive a free and appropriate education. The Board further recognizes its responsibility to provide a healthy environment for all students and school employees.

A determination of whether an infected student be excluded from the classroom or school activity shall be made on a case-by-case basis, under the direction of the Principal/building administrator designee.

In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision-making.

The advisory committee may be composed of :

1. A representative from the State Health Department
2. The student's physician
3. The student's parents or guardian(s)
4. The school Principal or designee
5. The school health service's supervisor
6. The Superintendent or designee
7. Primary teacher(s)

In making the determination, the advisory committee shall consider:

1. The behavior, developmental level, and medical condition of the student.
2. The expected type(s) of interaction with others in the school setting.
3. The impact on both the infected student and others in that setting.
4. The South Dakota Department of Health guidelines and policies.
5. The recommendation of the County Health Officer, which may be controlling.

The advisory committee may officially request assistance from the State Department of Health.

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the Superintendent/Principal will follow the following procedure:

Information will be provided, as appropriate, to school employees who have regular contact with the student, as to the student's medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation, and health/hygiene care performed in different sick and work areas, maintenance cleaning, and other personal hygiene measures are part of creating a healthy environment.

LEGAL REF: SDCL 13-28-7.3

REFERENCE: Control of Communicable Diseases, 14th Ed., 1985—Abram S. Benenson, Ed.

STUDENT COMMUNICABLE DISEASE GUIDELINES

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life-threatening in nature. Some are both.

Disease and Incubation* Period and Rules for School Attendance:

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS): 6months-5years: Determination will be made by the advisory committee as outlined in the Communicable Disease policy.

CHICKEN POX: 14-21 days: The student may attend school after all pox are dry and scabbed.

CYTOMEGALOVIRUS (CMV) SALIVARY GLAND VIRUS: The student may attend school. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

FIFTH DISEASE (ERYTHEMA INFECTIOSUM): 6-14 days: The student may attend school with physician's permission.

GIARDIASIS (INTESTINAL PROTOZOAN INFECTION): 5-25 days or longer: The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day or drug treatment. Good hand washing in all cases should eliminate risk of transfer or infection.

HERPES SIMPLEX: 2-12 days: The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.

IMPETIGO: Variable 4-10 days: The student may attend school if treatment is verified and covered dry.

INFECTIOUS HEPATITIS: 15-40 days-average 25 days: The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.

MEASLES (RED, HARD, RUBEOLA, 7-DAY): 8-14 days: The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up-to-date.

INFECTIOUS MONONUCLEOSIS (FLANULAR FEVER): 2-6 weeks: The student may attend school with physician's permission. The student may need adjusted school days and activities.

MUMPS: 12-21 days: The student may attend school after swelling has disappeared.

PEDICULOSIS (LICE, CRABS): The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.

PINK EYE (CONJUNCTIVITIS): 5-12 days: The student may attend school after the eye is clear, under treatment, or with a physician's written permission.

PLANTAR'S WART: The student may attend school. Students should not be permitted to walk barefoot.

RINGWORM (SCALP, BODY, ATHLETE'S FOOT): The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.

RUBELLA (3-DAY GERMAN MEASLES): 14-21 days: The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women.

SCABIES (7-YEAR ITCH, MITES): The student may attend school after treatment.

STREPTOCOCCAL INFECTIONS (SCARLET FEVER, SCARLETINA, STREP THROAT):
1-3 days: The student may attend school 24 hours after initiating oral antibiotic therapy, and clinically well.

All communicable and chronic diseases should be reported to Health Services.

***Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.**

LEGAL REF: SDCL 13-28-7.3

DRESS CODE

Students wearing T-shirts, jackets, etc., with alcoholic beverage ads or suggestive slogans on them will have to change them. This may mean parents bringing in alternative clothing. Students are to wear shoes and clothing that will cover them decently and properly. Shorts of a decent length are allowed during hot weather. Boots should be worn when wet and cold weather requires.

HOT LUNCHESES

The school provides a wholesome, nutritious lunch, which meets both the state and federal government regulations. The cost for K-5 lunch will be \$3.25 and \$4.50 for adults. Additional milk will be \$.40 per carton. Second servings will cost \$1.25 each. Each student will be billed at the end of each month for the meals that they have eaten. Please pay promptly!

INSURANCE

Student insurance is available at a reasonable rate. Insurance envelopes will be sent home the first week of school and are to be returned to school promptly. Delta Dental Insurance is also available.

TITLE I PROGRAM AND RESOURCE ROOM

Special reading and math instruction will be available for students in the elementary grades. This type of instruction is supplemental in nature for any students having special problems in reading or math. The service provided will be determined by the Title I teacher and classroom teachers.

COUNSELING SERVICES

Jenelle Sigler will provide guidance classes. Various staff members may hold large group, small group, and individual sessions to promote positive relationship building and character development on an as-needed basis for students in grades K-5. Private counseling will be done only with the parent's permission.

SPEECH THERAPIST

All students in need of speech, language, and hearing services are given that opportunity. Screening and testing may be done with parental consent for all students in grades K-4. Kindergarten and new students are tested in the middle of the school year.

BAND

Students in 5th grade will be given the opportunity to receive instructions on musical instruments. There is a \$20 rental fee per year to use a school instrument or to play the drums. Rent is due at the beginning of the school year. If a student quits, the rental fee will not be refunded. Repair of damage to an instrument beyond reasonable use will be the responsibility of the student/parents renting the instrument.

GRADING

A report card will be issued each quarter in grades K-5. These will be sent home following the end of the nine-week period. If the date falls near a conference period, the report card will be given to the parent at that time. Conference times will be sent home with students prior to conferences. Progress reports will be sent home near the middle of each quarter. The following grading system will be used for grades 3-5:

A+	100	B-	86-87	D	72-75
A	95-99	C+	84-85	D-	70-71
A-	93-94	C	80-83	F	69 and below
B+	91-92	C-	78-79		
B	88-90	D+	76-77		

The S/U grading system will be used in grades K-2.

BUS ROUTE CHANGES It is the parent's responsibility to be aware of when the bus route changes every nine weeks. The dates are listed on the calendar. Any questions should be directed to Craig and Carolyn Meyer.

BREAKFAST PROGRAM

Breakfast will cost \$2.15 for K-5 students, and \$2.75 for adults. Additional milk will cost \$.40 per carton. There will be no breakfast when school has a late start.

Social Media Apps/Websites

Many teachers will use social media to share news and pictures from their classrooms with parents. The 5th Grade Student Council also has a Facebook page and will share K-5 activities and announcements during the school year. Pictures of the students may be on the Apps/websites at various times. Parents will need to sign a permission form and return it to the school.

CALCULATORS

There will be calculators available for use in the classrooms.

CELL PHONES / All Electronic Devices

Students are asked to show respect with cell phone usage in the school building. When a teacher is instructing a student should not be using a cell phone. Each individual teacher has the authority to determine cell phone usage in the classroom. Students may check text messages during lunch hour or during free time when permission is granted. If a staff member observes the cell phone as distraction to the owner or anyone in the classroom, the staff member has the authority to take the phone and turn it into the administration. 1) First violation - cell phone confiscated and returned at the end of the school day 2) Second violation – cell phone confiscated, and a parent/guardian will be required to retrieve the device from the administrative office at the end of the day 3) Each subsequent violation -detention or ISS may be assigned The cell phones must be turned off or on silent mode when they are inside the building. Teachers have authority to require students to turn in cell phones to be stored in a safe place prior/during class if the phones become a constant disruption. If the student refuses to hand over their cell phone to any district employee for suspected improper usage, the student will be assigned one day of in-school suspension. Any use of a camera, camera phone or any picture/video recording device in the locker room, bus, playground, restroom, or inappropriate use on school property, before and after school events, or school vehicles that includes, but is not limited to, nudity, graphic depictions, or sexual innuendos will be subject to disciplinary action ranging from detention to expulsion, dependent on the severity of the incident, and the incident may be referred to law enforcement.

TELEPHONE

Students must have permission from their teachers to use the phones in their classrooms to call home. Students may communicate with parents using cell phones during designated times set by their teachers as long as teachers are aware of all pertinent issues relating to the school.

LOCKERS

Lockers are the possession of the Bridgewater-Emery School and may be inspected by school staff, police, or search dogs at any time. Each student will be assigned a hall locker that cannot be changed without permission from the administration. Locks are not permitted. DO NOT store money and/or valuables in lockers. Bridgewater-Emery School is not responsible for lost, damaged, or stolen items. Fines will be assessed for damaged lockers. Please keep locker doors closed at all times. Lockers should also be kept clean both outside and inside.

MEDICATION

If parents wish their student to have any medication, they must provide it and complete a form indicating frequency, dosage, and type of medication. This form must be completed before any medication will be provided to the student. All medication (prescription and non-prescription) must be in the original bottle with the student's name on it. If your student uses an inhaler and keeps it with him/her, please come to the office and complete the medical form. Forms will be on the school website. All other medication must be kept locked up in the classroom or office.

CHAIN OF COMMAND

The Board and Administration believe that concerns are best handled and resolved as close to their origin as possible, and the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. The proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board

ALCOHOL, TOBACCO, VAPING & OTHER DRUGS

Student use or possession of alcohol, tobacco, controlled substances, or caught vaping on buses, school property or at school-sanctioned events will not be tolerated by the school. A student found using or in possession at such times will be immediately suspended.

Internet Use Agreement

The students will use the Internet in their classrooms and in computer class on a regular basis. Internet and e-mail users are responsible for their actions in accessing online resources; therefore, any accessing of inappropriate material may result in revoked access privileges, school disciplinary action, and/or appropriate legal action. The Bridgewater-Emery School District cannot be responsible for inappropriate or offensive material encountered on the Internet.

The following activities are NOT permitted:

- Sending, displaying, or accessing offensive messages or graphics
- Using obscene or vulgar language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or networks
- Violating copyright laws
- Logging on to other student accounts
- Using the network services for illegal means

** All students wishing to check out a computer during the school day or for use at home must complete a technology agreement. Students may obtain an agreement from the Technology Coordinator on an as needed basis.

