



# Bridgewater - Emery School District 30-3

Kim Aman, Elementary Principal  
Christena Schultz, Secondary Principal

Jason Bailey, Superintendent  
Lori Jansen, Business Manager



## Section 3: Response

### Section 3.1 - Crisis Incidents

“Crisis incidents” shall include situations that do not occur on school property or at a school event but negatively affect schools and to which schools must respond. These typically do not require an emergency response. Examples include the death of a student, school personnel, or a member of a student's immediate family, illness, or accident; non-school incidents injuring or victimizing a student or staff member; perceived crises such as tensions arising from racial incidents and rumors of potential violence between students. School administrators, guidance counselors, and other student services professionals typically have primary responsibilities in responding to crises incidents. The school Principal shall have the discretion to determine what qualifies as a crisis incident and when to convene the Crisis Management Team.

#### **3.1.A Death of Student/Staff Outside of School**

If the case of an unfortunate circumstance, such as death of a student or staff member, the following steps will be taken:

1. The Superintendent will notify the principal (or vice versa) immediately.
2. The Superintendent will activate the Crisis Management Team, team counselors trained to assist students and staff in dealing with the crisis (area clergy, area counselors, and Cornbelt Coop counselors and psychologists).
3. The Crisis Management Team members will meet to develop a plan of action and responsibilities will be delegated at that time.
4. When school is not in session, an email will be sent to alert staff members.
5. A staff meeting, including all persons employed at that building, will be held to:
  - a. Present the facts of the crisis and answer questions.
  - b. Relay school district policy for that crisis.
  - c. Identify high-risk students and develop strategies to deal with student reactions.
  - d. Present a plan for individual classroom meetings.
6. An announcement will be prepared for teachers to read to students in their classrooms.
7. Teachers in the classroom will:
  - a. Allow students to discuss concerns.
  - b. Acknowledge student feelings.
  - c. Dispel rumors.
  - d. Let students know where counseling is available.
8. The Crisis Management Team will provide counseling to staff and students.



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## 3.1.B Bullying Policy – Off Site

The Bridgewater-Emery School District 30-3 is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student.

Bullying by Bridgewater-Emery School District students or other persons shall not be tolerated and is strictly prohibited. The prohibition against bullying applies to students when not on school property or at a school event off school property when the bullying conduct results in substantial interference with the work of the school, causes material and substantial interference with schoolwork and discipline, or reasonably causes school authorities to forecast substantial disruption of or material interference with school activities.

For more information on this policy and procedures on how to handle bullying (both on-site and off-campus), please refer to the Middle School/High School Handbook.

## 3.1.C Reporting Suspicious Incidents After School Hours

If any staff member is suspicious of a person who is on school property after school hours or over the weekend, he or she must immediately notify the Superintendent. If the Superintendent is not available, call 9-1-1 to report the incident.

Once notified of the situation, the Superintendent will then:

1. Communicate with the Principal regarding the incident and call 9-1-1 if the situation appears to be an emergency.
2. Confirm with law enforcement officials whether or not a district-wide alert is recommended.
3. If necessary, the Superintendent will then e-mail a district-wide alert and follow-up communications to all buildings.

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