

SECTION K: COMMUNITY RELATIONS

KA	School-Community relations Goals
CAA	School-Community Relations Priority Objectives
KB	Public Information Program
KBA	Public's Right to Know
KBB	School-Sponsored Information Media
KBC	News Media Relations
KBCA	News Releases
KBCB	News Conferences and Interviews
KBCC	News Media Services and Board Meetings (Also BDDI)
KBCD	Broadcasting and Taping of Board Meetings (Also BDDJ)
KBCE	Sports and Special Events news Coverage
KBD	Speaker Services
KBE	Bond Campaigns (Also FD)
KBF	Use of Students in Public Information Program
KC	Community Involvement in Decision-making (Also ABA)
KD	Public Participation at Board Meetings (Also BDDH)
KE	Staff participation in Community Activities (Also GBF)
KF	Community Instructional Resources (Also IIC)
KFA	Special Interest Materials (Also IIAD)
KG	Community Use of School Facilities
KG-R	Administrative Regulations
KGA	Public Sales on School Property
KGB	Public Conduct on School Property
KGC	Smoking on School Premises at Public Functions
KH	Public Gifts /Sponsorships
	<i>SN Pertains to gifts offered by individuals or groups to either the district-at-large or to Indi schools or school organizations. See also GBI, Staff Gifts and Solicitations and JL, Student Gifts and Solicitations.</i>

SECTION I: INSTRUCTION

KI	Public Solicitation in the Schools
KI-E	Solicitation/Fundraising Form <i>SN pertains to charity appeals and fund-raising campaigns for special purposes. See also IGDF, Student Fund-Raising Activities; GBI, Staff Gifts and solicitations; and JL, Student Gifts and Solicitations.</i>
KIA	Solicitation in the School (Noncurricular Materials)
KJ	Advertising in the Schools
KK	Visitors to the Schools
KL	Public Complaints
KLA	Public Complaints about Policies
KLB	Public Complaints About the curriculum or Instructional Materials
KLC	Public Complaints about Facilities or Services
KLD	Public Complaints about School Personnel
KM	Relations With Community Organizations
KMA	Relations With Parents Organizations
KMB	Relations With Booster Organizations
KMC	Relations With Neighborhood Associations
KMD	Relations With Churches
KME	Relations With Youth Organizations
KMF	Relations With Private Social Service Organizations
KMG	Relations With Business Organizations
KMH	Relations With Labor Organizations
KMI	Relations With Political Organizations
KMJ	Relations With Shoshone and Arapahoe Tribal Councils
KN	Relations With Governmental Authorities <i>SN pertains to agencies of government other than education agencies. See Section L, Education Agency Relations.</i>
KNA	Relations With Local Governmental Authorities
KNAA	Relations With Fiscal Authorities
KNAB	Relations With Taxation Authorities
KNAC	Relations With Election Authorities
KNAD	Relations With Anti-Poverty Authorities
KNAE	Relations With Housing Authorities
KNAF	Relations With Health Authorities
KNAG	Relations With Welfare Authorities
KNAH	Relations With Parks Authorities
KNAI	Relations With Recreation Authorities
KNAJ	Relations With Police Authorities
KNAK	Relations With Fire Authorities
KNAL	Relations With Civil Defense Authorities
KNAM	Relations With Environmental Authorities

NEWS MEDIA RELATIONS

1. The Superintendent is the official spokesperson for the Board and of the school. Non-routine times of significant importance should be cleared with the Board; other daily matters may be handled the discretion of the Superintendent. e.g. Community School Activities, Snow days or Emergency School Closure.

2. The Principal should keep in close communication with the parents/guardians and community concerning school functions, activities and schedule change.

School personnel may release other items of communication after it's approved by the principal. e.g. school activities, class trips, and athletics schedules.

Adopted: February 28, 1995

Board President: Eugene J. Monroe

Revised: December 15, 2018

Signature: _____


Chairman, SSISEA Board of Director

SPECIAL INTEREST MATERIALS

Commercial organizations offer many material for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have only limited educational value, and should be avoided.

In general, supplementary printed materials from commercial, political, religious, or other non-school sources, should have the approval of the Superintendent before being used in the schools. This approval may be given to materials which are of obvious educational quality, which supplement and enrich text and reference book materials for definite school courses, which are timely and up-to date, and which promote American democratic ideals and moral values and Native American Traditions.

Advertising materials of commercial, political, or religious nature should not be displayed or distributed in the schools or on the school grounds. Pupils may not be used as the agents for distributing non-school materials to the homes without the approval of the Superintendent.


Teachers may use special aids (non-printed materials) such as models, cuts, films, slides, pictures, charts, and exhibits for educational purposes with the approval of the principal although such materials may bear the name for a commercial business firm which may have provided the aid.

Adopted: June 28, 1978

Board President: John A. Warren

Revised: December 15, 2018

Signature: _____


Chairman, SSISEA Board of Director

St. Stephens Indian School Educational Association
(SSISEA) Wind River Indian Reservation
St. Stephens, Wyoming 82524

FILE: KG

COMMUNITY USE OF SCHOOL FACILITIES
(USE OF SCHOOL FACILITIES AND EQUIPMENT)

Approval for the use of facilities are to be made through the Superintendent's and Plant Managers office.

A fee of \$150.00 is due one week prior to the event and is Non- refundable.

\$24 an hour for custodians (Minimum of 2 hours).

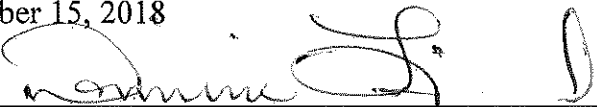
Forms must have signatures by the Superintendent, Principal and Plant Manager before approval. The fee is to cover custodial overtime for cleaning & security.

Adopted: September 11, 2001

Board President: Eugene J. Monroe

Revised: December 15, 2018

Signature: _____


Chairman, SSISEA Board of Director

ADMINISTRATIVE REGULATIONS

1. Use or occupancy of school property shall comply with all applicable laws, rules and regulations and school policy. Any use contrary to or in violation of any law, rule or regulation shall be grounds for cancellation of the permit and removing the users from the property and shall bar such individual, group or organization from further use thereof.
2. The Superintendent or Plant Manager is authorized to issue all permits for the use and occupancy of school property by authorized individuals, groups or organizations during non-school hours. The applicant in his/her application shall state the date of use requested, the hour of opening and closing, the names of supervisors, the purpose of use, and name of the organization for which the application is made.
3. St. Stephens Indian School Educational Association, Inc., its governing board, and all school employees are free and harmless from any loss, damage, liability, cost or expenses that may arise during use of occupancy of school property.
4. School property shall be protected from any damage or mistreatment by the permit tees, and are responsible for the condition in which they leave the school grounds. In case school property is damaged, the cost shall be paid by the permit tee and any other request for use of facilities will be denied.
5. For all groups of minors using school facilities, an adult supervisor must be present at all times.
6. Permit tees must use the parking lot south of the school gymnasium.
7. No alcoholic beverages or illegal drugs are permitted on school grounds.
8. Our paid security will be provided if any activity expecting spectators time and ½.

Adopted: April 21, 1977

Board President: John A Warren

Revised: December 15, 2018

Signature: _____



Chairman, SSISEA Board of Director

PUBLIC GIFTS/SPONSORSHIPS

1. District personnel may request funds or gifts for unfunded items for the improvement of instruction, the education process, or a facility building. Such requests must be approved by the Superintendent. Examples of requested items could include but are not limited to:

playground equipment	technology
books	athletic equipment
scoreboards	landscaping
funds	

2. Accounting for all money donations shall be maintained with the Business office.

3. When accepting funds or gifts, only the Superintendent can grant exclusivity on a per school basis, but it may not be granted district-wide without the prior approval of the Board of Trustees. The Superintendent will determine if the school will accept funds or gifts after approval from the board.

4. To be considered for acceptance, a gift, shall satisfy the following criteria:

- Would not imply the endorsement of any particular business, product or any specific political or religious viewpoint.
- Would not violate any state or local laws.
- Would have a purpose consistent with the goals of St. Stephens Indian School.
- Would not be inappropriate or harmful to the welfare of students or staff.
- Would not result in excessive costs for maintenance, installation, or replacement for the St. Stephens Indian School.


5. Donations of funds will be received through the St. Stephens Indian School Business office. Receipts for tax deductions shall be requested through the Business office.

Adopted: June 28, 1978

Board President: John A Warren

Revised: December 15, 2018

Signature: _____


Chairman, SSISEA Board of Director

PUBLIC SOLICITATION IN THE SCHOOLS

The St. Stephens Indian School Board of Directors recognizes the value of many commercial education products in raising the educational awareness and motivation towards learning of the students and families associated with St. Stephens School. The Board is also concerned that all such products are for the benefit or potential benefit of its students and /or families and that families not be subjected to undo harassment or exploited in any way by sales people.

Therefore, solicitation by commercial organizations from outside of the Wind River Reservations is allowed provided the organization has a tribal permit and written permission from the school Superintendent.

The administration is directed to make its decision concerning and school or school related solicitations by the following guidelines:

The outcome of any solicitation should be of direct or indirect benefit or of potential benefit to the St. Stephens Indian School students.

- Commercial organizational approaches should be friendly clean and generally without the use of the school name as an endorsement of the product.
- No pressure should be placed on parents through the children to buy a product.
- School time used to distribute or collect materials and/or money should not interfere with the educational process.
- Strict accounting procedures should be used.
- Solicitation and/or fundraisers must have a signed letter from the Superintendent on School letter head with his signature.
- All checks will made out to St. Stephens Indian School.

Adopted: June 28, 1978

Board President: John A Warren

Revised: December 15, 2018

Signature: _____


Chairman, SSISEA Board of Director

PUBLIC SOLICITATION IN THE SCHOOLS

Solicitation and/or fund raising form

Group Name: _____

Sponsor: _____

Activity: _____

Dates: _____

Grades Involved: _____

Sponsor Signature: _____

Approved: _____

Disapproved: _____

Reason: _____

Superintendent Signature: _____ **Date:** _____

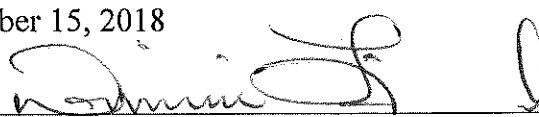
Comments:

Adopted: June 28, 1978

Board President: John A Warren

Revised: December 15, 2018

Signature: _____


Chairman, SSISEA Board of Director

SOLICITATION IN THE SCHOOL
(NONCURRICULAR MATERIALS)

The schools should avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions.

- ❖ The school may regulate or prohibit the distribution of materials that are being communicated or distributed in a way that creates a reasonable belief that it is sponsored or endorsed by the Board.
- ❖ Direct sales by outside vendors to students in school is prohibited.

Materials, which are deemed unacceptable as defined by this policy, will not be permitted to be distributed. Unacceptable material includes:

- ❖ Material which promotes hostility, disorder or violence such as would create a substantial disruption of the school program;
- ❖ Material or information that is unlawful, including libelous material which promotes unlawful activities, including the unlawful use of distribution of drugs and alcohol;
- ❖ Any material that inhibits the function of the school or advocates interference with the normal operations of the school;
- ❖ Material that is profane, obscene or pornographic as defined by prevailing community standards;
- ❖ Material, which advertises or promotes for profit entities, their products or services.

Adopted: April 17, 1978

Board President: John A Warren

Revised: December 15, 2018

Signature: _____



Chairman, SSISEA Board of Director

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Constructive criticism of St. Stephens Indian School is most welcome when it is motivated by a sincere desire to improve the quality of the community educational program and the school of this district to do its task more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are free from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment and presentation of the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purpose of fuller study and a decision by this body. Generally, all parties involved, including the school administration, shall be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumors shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

The Board shall conduct such meetings in as fair and just manner as possible the Board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.

Adopted: June 28, 1978

Board President: John A Warren

Revised: December 15, 2018

Signature: _____



Chairman, SSISEA Board of Director

**RELATIONS WITH SHOSHONE AND ARAPAHOE TRIBAL
COUNCILS**

The St. Stephens Indian School Board of Education desires to maintain the best possible working relationship with representatives of Shoshone and Arapaho Tribal Councils. The Board recognizes that the relevance of its educational program for students depends to a large degree upon the insights, special knowledge, and concerns that only parent groups, community leaders and the Shoshone and Arapaho Tribal councils can bring to the Board and its Staff.

The Superintendent is to maintain formal and informal communication channels between the Shoshone and Arapaho Tribal Councils and staff. He/she is further instructed to keep the Board fully informed of the effectiveness of this policy and when necessary, to make informed recommendations for improving its effectiveness.

Adopted: April 26, 1979

Board President: John A Warren

Revised: December 15, 2018

Signature: _____


Chairman, SSISEA Board of Director