

Policy K, General Public Relations – August 2020 – Update to KM September 2021

K – GENERAL PUBLIC RELATIONS

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KB STAKEHOLDERS INFORMATION PROGRAM

The Administration will provide necessary information to all stakeholders.

KBA STAKEHOLDER'S RIGHT TO KNOW

The meetings and records of the Board will be a matter of public information except such meetings and records pertaining to individual personnel and other classified matters, as provided by law.

KBC NEWS MEDIA RELATIONS

All representatives of the media will be given equal access to information about the school.

KC BOARD COMMUNITY RELATIONS

The Board will establish and maintain a working relationship with the school community.

KCB COMMUNITY INVOLVEMENT IN DECISION MAKING

All school board meetings are open to the community for input. The regular monthly agenda includes an item specifically for community. The parent group meets for parent trainings, to address concerns and other issues.

KCC SCHOOL COMMUNITY RELATIONS

The goals of the school and community relations are:

1. To provide systematic, continuous, two-way, honest communications between the school and the school community.
2. To communicate student success toward learning outcomes.
3. To inform the school community about the mission and goals of the school system.
4. To create a positive perception about the school system.
5. To educate the school community about the school's educational system, program, standards, curriculum and other pertinent information.
6. To gain political and financial support for the school.

KD STAFF COMMUNITY RELATIONS

Staff members are considered to be a part of the community, in which they work and are encouraged to actively involve themselves in community activities. Staff will refrain from community involvement activities which create a conflict with personnel policies and procedures of the school or which may result in a conflict of interest or reduction in employee performance.

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KG USE OF SCHOOL FACILITIES

Use of School Facilities must be prior approved by the Superintendent. Lease agreement and deposits are required prior to usage. Access to and use of school facilities are prioritized by school functions and activities. Refer to policy EBH.

KHE GIFTS TO SCHOOLS

The Superintendent, on behalf of the Board, are authorized to accept gifts to the school. The Superintendent will report such acceptance to the Board, which will officially acknowledge the gifts and thank the donors.

KF ADVERTISING

All advertising will be approved by the Superintendent prior to posting.

KM VISITORS TO THE SCHOOLS Ref. JGFH

Tanyan owas yahipi Toka Nuwan Wayawapi! Visitors are welcome at Enemy Swim Day School! Parents are an important part of a child's education and learning. (Ref: GBDB) You are welcome to visit their child's classroom to observe instruction and participate in class activities. Student visitors to classrooms are allowed when accompanied by a parent. To help maintain a continuous and effective learning environment, please follow these guidelines to schedule and visit your child's classroom:

- Parents are welcome to visit their child's classroom or participate in class activities at any time.
- Please contact your child's teacher (or admin office 947-4605 or 1-888-825-7738) at least 24 hours in advance if you would like to set up a specific time to conference about concerns. The office staff will notify the teacher of the time and date of arranged visit.
- The classroom teachers encourage guest presenters. Please call the principal or the classroom teacher to make arrangements if you are interested in special areas of instruction.
- When you arrive at school, please stop in the front office. The entrances to the ESDS building are locked for security of our students and staff. Visitors use the front (south) doors and press the entrance button to alert the office personal for admittance. Once buzzed in, take an immediate left when you enter through the front doors. Please come into the administration office to sign the register and receive a visitor's badge.
- Office personnel will call to the classroom to announce your arrival. You may be escorted to the classroom if you need directions.
- While visiting the classroom, parents are asked to quietly observe during instruction. Parents are welcome to interact with their child during student

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engagement activities. There may be opportunities for parents to provide assistance to the teacher or students, if desired.

- For the safety and privacy of all our students, please take photographs of your children only. ESDS staff can take class pictures of activities and ensure permissions before sharing with others or newspaper.
- During your visit, the teacher will continue to provide instruction to the students. Any questions should be addressed to the teacher at a later time. You may leave a note or email the teacher with your comments, questions and contact information.
- If you would like to meet with your child's teacher, please contact the teacher with 24 hour advance notice to make an appointment.
- Parents are welcome to join their child for lunch at anytime. ESDS will pay for parent meal once per week. Additional meal tickets may be purchased for more frequent lunch dates.

During a pandemic/epidemic, all visitors may be required to make an appointment and may be required to show proof of vaccination.

KMA SEX OFFENDERS (Ref: GBDB) (Ref: SWO-Chapter 75-05-12)

Registered Sex Offenders (RSO) are not allowed within 500 feet of any school; however there are limited exceptions when a RSO may need to visit ESDS for a legitimate purpose. RSO may be the parent, step-parent or legal guardian of an enrolled student at ESDS. ESDS will take all precautionary measures to operate in accordance with SWO Chapter 75 and will work closely with the SWO Sex Offender Registry Office (SORO) to maintain the safety of staff, students and general public while maintaining the integrity of situations that may occur in relationship to hosting a RSO. Under no circumstances is a RSO allowed on school premises without first contacting the Sisseton Wahpeton Oyate Sex Offender Registry Office (SWO SORO). These are the steps that must be followed prior to a school visit:

- a) The RSO must contact the SWO SORO, three (3) days in advance prior to entering school property/campus or school event.
- b) The SWO SORO will contact the school at least two (2) days in advance of a school visit to confirm event and approval for visit and to ensure the school has a designated monitor.
- c) The school will provide information to the SWO SORO regarding the event date and time frame a RSO will be allowed access to the school.
- d) The SWO SORO will meet with the RSO, sign an acknowledgement of the event date and time frame that they will be allowed on campus.
- e) ESDS will designate a Monitor to escort the RSO for the full duration of their visit. A RSO will be restricted to certain areas of school property; failure to adhere to the guidelines specifying the areas of the school the RSO will be found as Failure to Comply. RSO may have access to the cafeteria restroom only or the alternative outdoor facility.

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- f) The RSO is required to take the most direct path to the school event. The RSO must only be in attendance 5 minutes prior and 5 minutes after the event.
- g) At any given time ESDS may prohibit any RSO from being on campus. Should this occur, the school will contact the SWO SORO and provide written documentation as to the name of the RSO.

KN PUBLIC COMPLAINTS

Complaints should be handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows: teacher, Principal, Superintendent and Board.

An individual Board member should refer a person making a complaint in writing to the Superintendent. If the reply is not satisfactory, the person may request a hearing before the Board.