

Fremont County School District #21

Communication Plan

Fremont County School District #21
90 Ethete Road
Fort Washakie, WY 82514

<https://www.fortwashakieschool.com/>
(307) 332-5983

District Vision

- For all students to *excel* and *succeed* while sustaining the knowledge, values, and history of our culture in a global society.
- For all teachers to provide a *rigorous* and *relevant* learning environment that is *student-centered*.

District Mission

To prepare all students to reach their full potential and be prepared to meet the challenges of the 21st century.

Special Considerations

Communication during weather or crisis situations will be through our Infinite Campus notification system and the following media contacts:

KFTW-FM	335-8039
KOVE/KDLY	332-5683
KTAK-FM	856-2251
KWRR	335-8740
KCWC-TV	856-6744
KTRZ	856-2922
KVOW-AM	856-8851
Wind River News	332-2323
Riverton Ranger	856-2244

CRISIS TEAM CONTACT NUMBERS

Security	Antoine Tidzump	332-0142	Ext 4026
	Don Ferris	332-2380	Ext 1612
	Nate LeClair	332-2380	Ext 5022
Superintendent	Deb Smith	332-5983 office 349-3390 cell	Ext 1400
Business Manager	Michelle Neuenschwander	332-5983	Ext 1100
Elementary Principal	Owen St. Clair	332-2380	Ext 5021
Front Office	Kanani Shoyo	332-2380	Ext 1600
MS Principal	Hillary Reisig	332-2380	Ext. 5505
Principal FWHS	Christy Wright	332-0412	Ext 4004
FWHS Front Office	Lindsay Hereford	332-0142	Ext 4000
School Nurse	Susan Anderson	332-2380	Ext 1800
	Abby Smits		
Transportation	Dwight Ferris	332-2380	Ext 1700
Maintenance	Todd Trosper	332-2380/5983	Ext 4034
Grounds	Kevin Ferris Sr.	332-2380/5983	
Elem/Middle Counselor		332-2380	Ext 1611
	Karen Harms		
FWHS Counselor	Scott Polson	332-2380	Ext 4101
	Manuela Twitchell	332-2380	Ext 4116
Wind River Police Department		332-3112	
Fremont County Sheriff's Office		332-5611	

Communication Audience

<u>Internal</u>	<u>External</u>
Students	Parents
Staff	Community
Administration	Shoshone & Arapaho Tribes
Board of Trustees	Media
	Governmental Agencies/Representatives

COMMUNICATION PLAN OBJECTIVE

Our objective is to improve communications with both our internal and external audiences with the specific goal of creating open, two-way communication.

Goal 1: Internal Communication

Fremont County SD #21 will implement and maintain strategies to enhance communication with internal stakeholders to include students, teachers, support staff, administration, and the Board of Trustees.

- Principals will provide weekly updates and communication to staff.
- Superintendent will provide monthly updates to staff.
- All administration will be visible in the buildings to include hallways, commons, classrooms, and other areas.
- The Infinite Campus (IC) messaging service and email will be utilized to communicate important school information.
- New teachers will be part of the Initial Contract Teachers (ICT) mentoring meetings.
- All staff will be responsible to check and respond to their email daily.

Goal 2: External Communication

Fremont County SD #21 will implement and maintain strategies to enhance communication with external stakeholders to include parents, community, tribes, media, and governmental agencies/representatives.

- Our website will be maintained and updated regularly so that current information about school events and stakeholder needs.
- A quarterly newsletter will be created and sent to stakeholders within the district.
- Fremont County SD #21 will maintain a procedure of allowing stakeholders within the district access to administration to communicate concerns and ask questions.
- Fremont County SD #21 Board of Trustees will conduct open meetings accessible to all stakeholders within the district. Agendas are available through Board Docs <https://www.boarddocs.com/wy/fcsd21/Board.nsf/Public>

Goal 3: School/Community Relations

Fremont County SD #21 will utilize various forms of communication to support school/community relations and build ongoing collaboration with the community.

- The superintendent will prepare an annual report for stakeholders. [Report Card](#)
- The district newsletter will be utilized to communicate school events and updates.
- The monthly newsletter will be mailed out to stakeholders and available on the district website.
- The Board of Trustee meeting minutes are available on Board Docs <https://www.boarddocs.com/wy/fcsd21/Board.nsf/Public>
- It is recommended that communication follows the Fremont County SD #21 Organizational Chart.