

NOTICE

Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in executive session. Additionally, other topics a patron wishes to address may only be appropriate for executive session. In such instances, the Board will determine if the patron's comments are appropriate for open or executive session and will notify the patron accordingly.

A person who disrupts the educational process or whose presence is detrimental to the morals, health, safety, academic learning, or discipline of the students or who loiters in schools or on school grounds, is guilty of a misdemeanor.

COMPLAINTS

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the Board of Trustees for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff;
2. Principal or Supervisor;
3. Director or Administrator;
4. Superintendent; then
5. Board of Trustees.

If these channels have been exhausted, this policy should be completed and handed to the Board Chair, Superintendent, or Board Clerk prior to the beginning of the meeting.

GENERAL DISCUSSION

For those patrons wishing to address the Board of Trustees on a posted agenda item or make suggestions to the Board related to general School District business, the procedures listed above may not apply. Completion of this policy or form is still required.

The Board of Trustees follows a written agenda, a copy of which is available to assist patrons in participating in the meeting.

THE BOARD OF TRUSTEES

If a patron wishes to be placed on the Board Agenda the form contained in Policy No. 204.04 Request to Appear Before the Board must be completed and submitted to the

Superintendent or Board Clerk at 240 S. 11th Street, P. O. Box 384, St. Maries, ID 83861, no later than noon on Thursday preceding the regularly scheduled Board Meeting. If a patron has indicated on this policy or form their desire to speak, at the appropriate time, the Chair will announce the patron's name.

Patrons will have the floor a maximum of five minutes.

The Board of Trustees encourages input from the public. If a patron wants the Board to receive more information than time permits, patrons should reduce their concerns to written form and submit them to the Clerk of the Board. A copy of the materials that meet these requirements will be forwarded to the Board of Trustees if received by noon on Thursday preceding the regularly scheduled Board Meeting. Materials should not be sent directly to the Board of Trustees. Materials may be presented or mailed to the Superintendent or Board Clerk at 240 S. 11th Street, P. O. Box 384, St. Maries, ID 83861. Written comments must include the patron's name, address, and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the Agenda and when recognized by the Board Chair;
2. Identify oneself and be brief. Comments shall be limited to five (5) minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than five (5) minutes but not more than ten (10) minutes;
3. The Board Chair may shorten or lengthen an individual's opportunity to speak. The Chair may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two (2) months.
4. The Board Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Board policy.

REQUEST TO APPEAR BEFORE THE BOARD OF TRUSTEES

Name: _____

Address: _____

Telephone Numbers: Home: _____ Cell: _____

Representing: _____

Brief description of request to appear before the Board of Trustees: _____

Date: _____

Policy Cross Reference:

Legal Reference:

Policy History:

Reviewed:	12/09/2019
Adopted:	12/09/2019
Reviewed	03/14/2022
Amended	03/14/2022