

## REQUEST TO APPEAR BEFORE THE BOARD

### NOTICE

**DUE TO THEIR SENSITIVE NATURE, COMMENTS OR COMPLAINTS ABOUT PERSONNEL OR INDIVIDUAL STUDENTS WILL ONLY BE HEARD IN EXECUTIVE SESSION. Idaho Code § 67-2345.**

**“A PERSON WHO DISRUPTS THE EDUCATIONAL PROCESS OR WHOSE PRESENCE IS DETRIMENTAL TO THE MORALS, HEALTH, SAFETY, ACADEMIC LEARNING OR DISCIPLINE OF THE PUPILS OR WHO LOITERS IN SCHOOLHOUSES OR ON SCHOOL GROUNDS, IS GUILTY OF A MISDEMEANOR.” Idaho Code § 33-512 (11).**

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 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;
5. Board of Trustees.

If these channels have been exhausted, this form should be filled out and handed to the Board Chair, Superintendent, or Secretary prior to the beginning of the meeting.

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

Written materials for Board Members must be submitted to the Board Secretary. The written material must include the name, address, and telephone number of the person submitting it. A copy of the materials that meet these requirements will be forwarded to Board Members if received by noon the Thursday preceding the Board Meeting. Materials should not be sent directly to Board Members. Materials may be presented or mailed to the Board Clerk at: Clark County School District Office, P.O. Box 237, Dubois, ID 83423

If you have indicated on this form your desire to speak, at the appropriate time, the Chair will announce your name.

You will have the floor a maximum of **five minutes**.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Secretary. Written comments must include your name, address, and telephone number.

## **REQUEST TO APPEAR BEFORE THE BOARD**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

\_\_\_\_\_

Brief Description of Reason to Appear Before the Board: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

### Policy History

Adopted on: 5/17/2012

Reviewed on:

Revised on: 2/9/2015