

**PUBLIC PARTICIPATION AT BOARD MEETINGS**  
*(Districts Designating a Public Comment Period)*

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

**Grievance through Established Policy and Procedure**

Students, employees and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting it has not first attempted to resolve the matter through established procedures and policies.

**Written Correspondence**

Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two (2) pages or less are encouraged.

**Agenda Items**

Any member of the public who wishes to have an item placed on the agenda will present the request in writing to the superintendent or designee. The request must be submitted pursuant to Board policy and received five (5) business days prior to the scheduled meeting. The item will then be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of items to be considered, the number of spokespersons and the speaking time of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item for the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

**Public Hearings**

From time to time, the Board will schedule a public hearing to receive input on matters of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

**Public Comment**

A specifically designated time will be set aside for public comments at regular meetings of the Board of Education. The following rules will be applied to the public comment portion of the meeting:

- < The Board has established a period of no more than thirty (30) minutes during each regular Board of Education Meeting for residents of the District and staff to make public comments.
- < No individual will be permitted to speak more than once during this period.
- ≠ The Board has established a maximum time limit for each speaker of three (3) minutes.
- < Only items from the posted agenda may be discussed.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: June 28, 2010

Revised:

Cross Refs: KC, Community Involvement in Decision Making  
KK, Visitors to District Property/Events  
KL, Public Complaints  
KLB, Public Questions, Comments or Concerns Regarding District  
Instructional/ Media/Library Materials

Legal Refs: §§ 610.010 - .035, RSMo.

Bowling Green R-I School District, Bowling Green, Missouri

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