

During all regular meetings and Board public hearings, The Board of Trustees encourages all citizens of the District to express their ideas and concerns on agenda items. The comments of the community will be given careful consideration. In the evaluation of such comments, the first priority will be District students and their educational program. Public input on agenda items shall not be on any subject matter that would compel the Board to enter into executive session. The Board shall make a determination as to whether or not the subject matter a community member requests to comment on is appropriate in relation to the Board's agenda and/or if a matter would require Executive Session.

The Board may offer the ability to attend their meeting remotely, including the ability to submit patron input electronically ahead of time at a time and in a manner identified by the Board. Such electronically provided input shall be provided to the Trustees and made a part of the minutes.

Addressing Complaints and Grievances

Due to their sensitive nature, comments and complaints about personnel or individual students cannot be heard in open session. Additionally, other topics described in Policy 1500 may only be appropriate for executive session and all grievance processes shall be followed before the Board may entertain such subject matter. The Board shall determine whether a public comment is appropriate in open session and notify the commenter if it is not.

Any complaint about the District on these or other topics; 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, and all channels must be exhausted before the Board may entertain the complaint:

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 clerk prior to the beginning of the meeting to indicate you wish to provide public comment.

Complaints or grievances on topics that may only be considered in executive session will only be heard by the Board in accordance with the applicable grievance or complaint policy. Such executive session may be arranged in advance and included on the agenda as described in Policy 1500 and Procedure 1500P.

Rules and Process for Public Comment

Members of the public will not be recognized by the Chair as the Board conducts its official business except during the Board's scheduled comment period during a regular meeting or public hearing of the board. The Board will listen to the public but, at the same time, expects the public to listen and speak only when properly recognized.

At regular Board meetings, the agenda shall provide time for public comment before the Board. At public hearings of the Board and at special meetings of the Board, the Board may accept public comment. All public comment will be accepted before the Board addresses action items on District business. Persons wishing to address the Board at a regular meeting or public hearing on agenda items will be required to submit a "Request to Address the Board" form. Forms are available from the Board Clerk and will be available at each meeting.

The Board shall ensure that members of the following groups, listed in no particular order, are given priority to participate in Board meetings:

1. Students who attend a District school;
2. Parents/guardians of such students;
3. District employees; and
4. People who reside within the District.

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

Total time allotted for public comment will not exceed 30 minutes. Public participation will be limited to the time allotted on the agenda. Each speaker will be limited to 5 minutes. Public comment will be taken at a regular meeting of the Board or during a Board public hearing. Should a large number of members of the public wish to speak on the same issue or topic, members of the public are encouraged to select one or more representatives to summarize their position. Additionally, the Board clerk will accept written comments on agenda items for regular meetings and Board public hearings for distribution to the Board. The Board may decline to hear repetitive comments.

The Board of Trustees encourages input from the public at regular meetings and public hearings of the Board. 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 Clerk. Written comments must include your name, address, telephone number, and relationship to the District.

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 5 minutes. In unusual circumstances, and when an individual has made a request in advance to provide public comment for a longer

period of time, the individual may be allowed to speak for more than 5 minutes if additional time is approved by the Chair.

3. The Board Chair may shorten or lengthen an individual's opportunity to speak.
4. Speakers who are District students, parents/guardians of District students, District employees, and District residents will be allowed to speak as time permits. Other interested parties may be allowed to speak at the discretion of the Chair.
5. The Board shall follow its written Board Operating Protocol to determine procedural matters regarding public participation.
6. Patrons and community members who are unable to attend meetings in-person are encouraged to submit public comment in writing for agenda items. These items may be sent to the Board clerk by mail in care of Highland School District, 112 Boulevard Ave., Craigmont, ID 83523 or by email to clerk@sd305.org. All items must be received by 4:00 pm no later than 7 days prior to the Board meeting. The Board Clerk will provide written comments to the Board during the period of public comment. Only items that can be discussed in open session will be shared with the Board during a Board meeting.
7. Presentations are to be civil and respectful. Public input shall not disrupt the public meeting. There shall be no intimidation against the Board, members of the Board, school employees, or students of the District. Shouting, loud statements, threats, name calling, profanity, or other improper conduct is strictly forbidden. Individuals engaging in inappropriate conduct will be asked to leave the meeting. Nothing in this policy shall prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is, in the determination of the Board Chair, seriously compromised. Any person otherwise engaged in illegal conduct at the meeting may also be removed. Failure to leave may result in law enforcement intervention.

Because of the diversity of issues and the confines of the Open Meeting Laws, Trustees will not respond to public comment nor engage in discussion with individuals or entities presenting public input. Instead, issues may be recorded and referred to the proper staff person for follow-up and/or considered by the Board in addressing the pending agenda items through open discussion or voting. The Chair may interrupt or terminate an individual's statement when it is too lengthy, abusive, obscene, repetitive, irrelevant, threatening to any individual, or if they are going off-topic from an item listed on the agenda. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

If a special meeting has been held to obtain public comment on a specific issue, the Chair of the Board may choose not to recognize speakers wishing to comment on the same topic at a regular meeting of the Board.

Legal References**Description**

IC § 33-510	Annual Meetings-Regular Meetings-Board of Trustees
IC § 33-512(11)	Governance of Schools-District Permitted to Prohibit Entry to School Grounds
IC § 74-206	Executive Session – When Authorized

Code**Description**

1500	Board Meetings
1500-B(1)	Board Meetings – Board Operating Procedures & Protocol
1500-P(1)	Board Meetings – Board Meeting Procedures
2425	Parental Rights
2425-P(1)	Parental Rights – Parent/Guardian Notification of Changes in Health and Well-being
2425-F(1)	Parental Rights – Efforts to Notify Parent/Guardian of Changes in Student Health or Well being
444	Public Complaints
4120	Uniform Grievance Procedure
4120-F(1)	Uniform Grievance Procedure
832	Disruption of School Operations

Policy History

Adopted: 5/9/2016

Revised on: 11/04/24, 8/11/2025

Request to Address the Board

Date: _____

Name: _____ (Please Print)

Relationship to District (Please check all that apply):

- ☐ Parent/Guardian of a District Student
- ☐ Employee of the District
- ☐ District Student
- ☐ Resident of the District
- ☐ Trustee Zone of Residence: _____
- ☐ Other: _____

Is your comment related to an item on the agenda? Yes No

If yes, which agenda item do you wish to address:

If no, please list the topic you wish to address.

Check if any of the topics below are matters you wish to address in your presentation to the Board:

- _____ The hiring of a public school employee.
- _____ The qualifications of any individual employee/prospective employee.
- _____ The evaluation or performance of any individual employed by the District.
- _____ A complaint or concern about any individual employed by the District.
- _____ A complaint or concern about any student enrolled at the District.

****Please deliver a completed copy of this form to the Board's clerk prior to the commencement of the Board meeting.**