

	Board Policy 106	
	Public Participation in School Board Meetings	
	Board Adopted: 1/12/2026	Board Revised:

I. PURPOSE

The school board recognizes the value of participation by the public in deliberations and decisions on Circle of Life Academy matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. Any person wishing to attend meetings of the Circle of Life Academy School Board in the capacity of an observer is allowed to do so and is welcomed by the School Board. The School Board or the Principal/Administrator may invite members of the public to speak at regular or special Board meetings for special purposes.
- B. Organizations, groups, and individuals may request to speak to the Board during the public comment segment scheduled for most regular Board meetings. A request to address the Board on any agenda item for the scheduled meeting must be received, in writing, by the Principal/Administrator at least seven (7) calendar days prior to the meeting date. Topics for discussion must be specific in nature, as required by law for school board meetings.
- C. Each individual will have one opportunity to comment, not to exceed five (5) minutes. The total time allotted for public comment at regular Board meetings will not exceed thirty (30) minutes. Citizen comments will be considered on a first-come, first-serve basis.
- D. Public comment is only permitted when it is appropriately listed as a board meeting agenda item. Because the Board can only take official action on items posted on the agenda and when the specific agenda item is called, Board members will not respond to public comment and/or answer questions posed during public comment. The Board may also limit the number of speakers at any meeting.
- E. While we encourage public attendance at School Board meetings, there are portions of these meetings that may not be open to the public. The School Board will follow applicable law or policy when closing its meetings from public attendance.

III. RIGHTS TO PRIVACY

- A. Circle of Life Academy employees have a legal right to privacy related to matters which may come before the school board.
- B. Students have a legal right to privacy related to matters which may come before the school board.

IV. PROCEDURES

A. Agenda Items

1. Individuals, groups, or organizations who wish to have a subject discussed at a regular school board meeting must submit a written request at least seven (7) days prior to the scheduled meeting to the Superintendent/Administrator's office. The person must be a resident of the district or a parent of a student. The person should provide his or her name, the name of the group represented (if any), and the subject to be covered or the issue to be addressed.
2. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
3. Each individual will have one opportunity to comment, not to exceed five (5) minutes. The total time allotted for public comment at regular Board meetings will not exceed thirty (30) minutes. Visitor comments will be considered on a first-come, first-serve basis.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Public comment is only permitted when it is appropriately listed as a board meeting agenda item. Because the Board can only take official action on items posted on the agenda and when the specific agenda item is called, Board members will not respond to public comment and/or answer questions posed during public comment.
6. Matters proposed for placement on the agenda which may involve an employee or student's private or protected data or information, which may involve unsubstantiated allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with applicable law or policy.
7. The school board chair shall promptly rule out of order any discussion by any person that infringes on employee or student privacy rights.

8. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
9. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.
10. No person shall be allowed to speak regarding the following:
 - An issue pending lawsuit, complaint or investigation filed with an outside agency, in which the school, its employee(s) or the School Board is a party;
 - A pending grievance;
 - A pending employee complaint filed with the school or an outside agency;
 - A complaint against individual employee(s);
 - Employee disciplinary action, suspension or termination; or
 - A pending student suspension or appeal that may reach the School Board.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the Circle of Life Academy policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the Superintendent/Administrator.
3. Unresolved complaints from Paragraph 1 of this section or problems concerning the Circle of Life Academy should be directed to the Superintendent/Administrator's office.
4. Complaints which are unresolved at the Superintendent/Administrator's level may be brought before the school board by notifying the school board in writing. Any such complaints will be addressed by the School Board as required by applicable law or policy.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The School Board will follow applicable law or policy when providing public notice of School Board meetings.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.