Houston County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in July	**Appeals to and Appearances Before the Board**	**1.404**	**04/13/26**
		Rescinds:	Issued: **07/08/13; 06/13/22; 06/12/23**

APPEALS TO THE BOARD

Any matter relating to the operation of the school system may be appealed to the Board. However, the parties shall attempt to settle all matters at the lowest level of responsibility, and the Board shall not hear complaints or concerns which have not advanced through the proper administrative procedure. If all steps of the administrative procedure have been pursued and there is still a desire to appeal to the Board, the matter shall be referred in writing to the office of the Director of Schools, and the Board shall determine whether to hear the appeal.

APPEARING BEFORE THE BOARD

Individuals desiring to appear before the Board may request placement on the agenda in writing by submitting a Request to Address the Board of Education form to the office of the Director of Schools two (2) business days before the meeting date. They will be recognized and given time to speak when their topic of interest is addressed on the agenda. Sufficient background material will be provided by the speaker. The Chair may recognize individuals not on the agenda for remarks to the Board if he/she determines that such is in the public interest. A majority vote of the members present can overrule the decision of the chairman. Delegations must select only one individual to speak on their behalf unless otherwise determined by the Board. Recognition of individuals who are not citizens of the school system is to be determined by majority vote of the Board.

Individuals speaking to the Board shall address remarks to the Chair and may direct questions to individual board members or staff members only upon approval of the Chair. Each person speaking shall state his/her name and subject of presentation. Remarks will be limited to three (3) minutes unless time is extended by a majority vote of the Board. The Chair shall have the authority to terminate the remarks of any individual who violates state law or does not adhere to board rules.[1]

Public Comment Period[2]

There shall be a public comment period for each meeting with actionable items on the agenda, with the exception of teacher disciplinary hearings. Comments shall be limited to topics listed on the agenda and matters that are germane to the school board's jurisdiction. The total public comment period shall be for no more than fifteen (15) minutes. If an individual wishes to address the Board, he/she shall sign up on the form provided before the beginning of the board meeting to request time to speak. Up to five (5) speakers shall be given no more than three (3) minutes each to speak. Delegations shall select only one (1) individual to speak on their behalf unless otherwise determined by the Board.

Legal References

1. TCA 39-17-306
2. TCA 8-44-112

Cross References

School Board Meetings 1.400
Public Hearings 1.401
Agendas 1.403
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Student Concerns 6.305