

BPCS SEAC REQUEST FOR PUBLIC COMMENT FORM AND GUIDELINES

The Special Education Advisory Committee (SEAC) of Botetourt County welcomes ideas, comments or concerns from the public. The comments can be provided in person or writing, by fax, mail, or email. At every meeting of the SEAC an opportunity is provided for visitors to make public comment. It is received without SEAC comment. The public comment is summarized in the SEAC meeting minutes and/or a copy of this sheet is attached to the minutes. The original of this sheet is forwarded to the Supervisor of Special Education who acknowledges in writing receipt of all public comment.

The SEAC is always looking for ideas and suggestions from students, parents and teachers that will improve the education of children with disabilities. The SEAC requests that any concerns expressed be general comments dealing with global issues rather than a specific comment dealing with a personal matter or situation. The Committee suggests that you address concerns about personal situations directly to the Supervisor of Special Education.

I wish to speak before the SEAC.

Name: _____

Address: _____

Telephone: _____

Please summarize your idea or concern in the space below:

(Please give this form to a SEAC committee member or the Supervisor of Special Education prior to public comment period.)

For SEAC Use Only:

Date Received: _____

Name of SEAC member who received form: _____

Date when idea /concern was expressed at SEAC meeting: _____

Date of letter acknowledging comment: _____

Additional Information Regarding Public Comment at a SEAC Meeting

If you wish to express an idea or concern at a SEAC meeting, please observe the following procedures:

1. Please submit a completed Request for Public Comment form to a SEAC Committee member or the Supervisor of Special Education prior to the announcement of the public comment period.
2. When called to speak, please state your name and address for the record.
3. Each speaker will be given a maximum of three (3) minutes to comment. Speakers may not “yield” their time to someone else.
4. All comments must be directed to the SEAC. Debate between a recognized speaker and audience member is not permitted.
5. Speakers are requested to leave any written statements and/or comments with the Secretary of the SEAC.

Speakers appearing before the SEAC will not be allowed to promote private business ventures. Speakers may not use profanity or vulgar language or make or promote threats of physical harm or aggression against any person.

School Board policies, state law, and federal law establish separate and distinct procedures and forums for:

- the resolution of employee grievances,
- employee complaints,
- employee suspensions and terminations,
- complaints against individual employees,
- pupil suspension and appeals,
- political campaigns, and
- litigation.

These separate and distinct procedures and forums have been established to assure fairness to all parties, and therefore speakers are encouraged to make comments on this topic in these particular forums when they are available.

The individual dignity of the SEAC members, Division employees, students, and members of the public should be respected by all speakers.

Accommodations for persons with disabilities and /or those requesting interpreting services: Requests for accommodations must be submitted to the Supervisor of Special Education at least one week prior to the SEAC meeting.

The Virginia Department of Education and Botetourt County Schools do not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or gender in its educational programs or activities.